55268 : Microsoft Power Automate for End Users Courseware

Content

Module 1: An Introduction to Power Automate

- **Objective**: Get started with an introduction to Microsoft Power Automate, focusing on its evolution from developer-centric automation to user-friendly design.
- **Lessons**:
  - o What is Microsoft Power Automate?
  - o The benefits of automation.
  - o How to get to Power Automate.
- **Lab 1: Setup your tenant**:
  - o Setup Microsoft 365.
  - o Download course files.
  - o Customize your App Launcher.
  - o Create accounts for colleagues.
- **Outcome**: After completing this module, students will be able to:
  - o Know what Microsoft Power Automate is.
  - o Understand the benefits of using Power Automate to create processes.
  - o Access Power Automate.

Module 2: Getting Started with Power Automate

- **Objective**: Build your first business process and navigate Power Automate's interface.
- **Lessons**:
  - o Using Flow templates.
  - o Navigating in Power Automate.
  - o Editing a Flow.
  - o Publishing and triggering a Flow.
  - o Turning off or deleting a Flow.
- **Lab 1: Building processes in Microsoft 365**:
  - o Create a Team with a channel.
  - o Build an absence business process.
  - o Test the absence process.
  - o Optional: Create a feedback form.
  - o Optional: Flow to notify of bad ratings.
  - o Optional: Test your form and Flow.
- **Outcome**: After completing this module, students will be able to:
  - o Use Flow templates.
  - o Navigate around Power Automate.
  - o Edit Flows.
  - o Publish and trigger Flows.
  - o Turn off or delete Flows.

Module 3: Automation Logic

- **Objective**: Understand how to implement decision-making logic to enhance workflows.
- **Lessons**:
  - Adding conditions.
  - Designing switches.
  - Using apply to each.
  - Configuring do until logic.
  - Adding a scope.
- **Lab 1: Scheduling documentation reviews**:
  - Setup a policy library in SharePoint.
  - Design a policy review schedule.
  - Test the policy review process.
  - Optional: Notify if a file nears review.
- **Outcome**: After completing this module, students will be able to:
  - Add conditions in a Flow.
  - Design switches for a Flow.
  - Use apply to each.
  - Configure do until logic.
  - Add a scope.

Module 4: Integration

- **Objective**: Learn how to connect Power Automate with various third-party services and on-premises systems.
- **Lessons**:
  - Standard and premium connectors.
  - Connecting to web services.
  - Using Power Automate with on-premises data.
- **Lab 1: Using Power Automate and SQL to Review Sales**:
  - Create a new orders list.
  - Design the price check process.
  - Test the price check process.
  - Optional: Update with managers.
- **Outcome**: After completing this module, students will be able to:
  - Use Standard and Premium connectors.
  - Connect to web services.
  - Use Power Automate with on-premises data.

Module 5: The Mobile App

- **Objective**: Explore the features of the Power Automate mobile app for managing Flows on the go.
- **Lessons**:
  - Downloading the mobile app.
  - Signing in and account management.
  - Building and managing Flows.
  - Creating buttons.
  - Feeds and approvals.

- **Lab 1: Optional: Using the flow mobile app**:
  - o Setting up the Power Automate mobile app.
  - o Create a new Flow in the mobile app.
  - o Using Flow buttons in the app.
  - o Uninstall the Power Automate mobile app.
- **Outcome**: After completing this module, students will be able to:
  - o Download the mobile app.
  - o Sign into the mobile app.
  - o Build and manage Flows in the mobile app.
  - o Create buttons in the mobile app.
  - o Feed and use approvals in the mobile app.

Module 6: Administration and Maintenance

- **Objective**: Learn how to manage and maintain Flows effectively within an organization.
- **Lessons**:
  - o Maintaining a Flow.
  - o View history and analytics.
  - o Sharing a Flow.
  - o Exporting and importing Flows.
  - o Microsoft 365 administration for Power Automate.
  - o Environments.
  - o Data policies.
  - o Data integration.
- **Lab 1: Maintaining your flows**:
  - o Share a Flow with a colleague.
  - o Disable an active Flow.
  - o Delete a Flow.
- **Outcome**: After completing this module, students will be able to:
  - o Maintain a Flow.
  - o View history and analytics for a Flow.
  - o Share a Flow.
  - o Export and import Flows.
  - o Administrate a Flow in Microsoft 365.
  - o Use data policies in a Flow.
  - o Use data integration in a Flow.