

Fast track Power Automate

3 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

From our Introduction to Power Automate course

Getting started	Getting data	Teams
<ul style="list-style-type: none"> • What Power Automate is and does • PA vs Power Automate Desktop • Software licensing overview 	<ul style="list-style-type: none"> • The importance of OData filters • Getting data from different sources • Collapsing arrays using Select • Creating HTML tables 	<ul style="list-style-type: none"> • Triggers from Teams • Posting content • Other Teams actions
Triggers and templates	Apply to each loops	Forms
<ul style="list-style-type: none"> • Understanding triggers • Using templates • Ways to run flows 	<ul style="list-style-type: none"> • Creating automatically and manually • Referring to the current item • Nesting loops 	<ul style="list-style-type: none"> • Creating MS Forms surveys • Reacting to form completion
Writing basic flows	Excel flows	Approvals
<ul style="list-style-type: none"> • Adding actions • Notes and comments • Scoping actions 	<ul style="list-style-type: none"> • The importance of tables • Getting rows • Adding rows 	<ul style="list-style-type: none"> • Creating an approval process • Processing approvals / rejections • Custom responses
Debugging techniques	Outlook	Handling errors
<ul style="list-style-type: none"> • Viewing JSON outputs • Using Compose actions • Creating CSV files 	<ul style="list-style-type: none"> • Sending emails • Creating flow rules • Downloading attachments 	<ul style="list-style-type: none"> • Run after actions • Try / Catch / Finally blocks • Picking out error messages
Conditions and loops	Files and folders	Power BI integration
<ul style="list-style-type: none"> • Creating if conditions • Switch statements • Do Until loops 	<ul style="list-style-type: none"> • OneDrive triggers and actions • Getting file properties • Listing files and folders 	<ul style="list-style-type: none"> • Creating a button • Assigning fields • Using data in your flow
Basic expressions	SharePoint	
<ul style="list-style-type: none"> • Adding expressions • Inserting dynamic content • Using experimental features 	<ul style="list-style-type: none"> • SharePoint triggers • SharePoint actions • Working with SharePoint lists 	

From our Advanced Power Automate course

Inputs and tracked properties

- Trigger inputs
- Using tracked properties

Scheduling flows

- Creating a scheduled flow
- Scheduling an existing flow
- Scheduling desktop flows

Subflows and solutions

- Creating solutions
- Importing flows into solutions
- Creating subflows
- Case study: error-handling routine

Advanced expressions

- Getting at workflow information
- Generating URLs
- Using other reference functions

Adaptive cards

- How adaptive cards work
- Posting cards
- Processing responses

Pre-requisites for Fast track Power Automate course

You should already be familiar with using cloud-based programs like SharePoint and OneDrive before attending this course.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,995 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,695 per person + VAT
Online	Your home or office!	£1,350 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Mon/Wed 02-04 March 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Wed/Fri 06-08 May 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Wed/Fri 01-03 July 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Wed/Fri 02-04 September 2026	Online	09:30-16:30	£1,350 + VAT	Book this
Tue/Thu 03-05 November 2026	Online	09:30-16:30	£1,350 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.