Introduction to Power Automate

2 day training course







Course contents

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

Getting started

- What Power Automate is and does
- PA vs Power Automate Desktop
- Software licensing overview

Triggers and templates

- Understanding triggers
- Using templates
- Ways to run flows

Writing basic flows

- Adding actions
- Notes and comments
- Scoping actions

Debugging techniques

- Viewing JSON outputs
- Using Compose actions
- Creating CSV files

Conditions and loops

- Creating if conditions
- Switch statements
- Do Until loops

Basic expressions

- Adding expressions
- Inserting dynamic content
- Using experimental features

Getting data

- The importance of OData filters
- Getting data from different sources
- Collapsing arrays using Select
- Creating HTML tables

Apply to each loops

- Creating automatically and manually
- Referring to the current item
- Nesting loops

Excel flows

- The importance of tables
- Getting rows
- Adding rows

Outlook

- Sending emails
- Creating flow rules
- Downloading attachments

SharePoint

- SharePoint triggers
- SharePoint actions
- Working with SharePoint lists

Teams

- Triggers from Teams
- Posting content
- Other Teams actions

Handling errors

- Run after actions
- Try / Catch / Finally blocks
- Picking out error messages

Forms

- Creating MS Forms surveys
- Reacting to form completion

Approvals

- Creating an approval process
- Processing approvals / rejections
- Custom responses

Power BI integration (*)

- Creating a button
- Assigning fields
- Using data in your flow

Pre-requisites for Introduction to Power Automate course

Because for both online and classroom courses you'll be using our computers, you won't need to install any software to attend this course, but you will get more out of the two days if you have some familiarity with Teams, Power BI and/or SharePoint.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
Online	Your home or office!	£875 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Wed/Thu 18-19 November 2026	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 14-15 December 2026	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 14-15 January 2027	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 04-05 February 2027	Manchester	09:30-16:30	£1,050 + VAT	Book this
Tue/Wed 16-17 February 2027	London	09:30-16:30	£1,425 + 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.