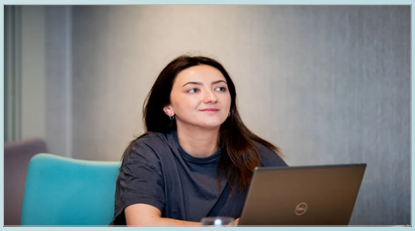
Introduction to Power Automate

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