

Power Automate Beginners Course



- Triggers
- Connections
- Actions
- Fundamentals

Make Your Flows Epic!



Your learning needs are at the heart of what we do.



BY FourSquare Training

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Microsoft Power Automate Introduction Course Topics & Outline: Two Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Lesson 1 – An Introduction to Microsoft Power Automate

1. What is Microsoft Power Automate?
2. Using Power Automate with MS SharePoint
3. Using Power Automate outside of the Office 365 environment
4. Software Licensing Requirements
5. Flow Connectors

Lesson 2 – Microsoft Power Automate Basics

1. Opening Microsoft Power Automate
2. Creating from Templates

3. Understanding Tools and Navigation
4. Creating from Blank
5. Managing Connections in Microsoft Power Automate
6. Managing Data Gateways

Lesson 3 – Using Triggers in Power Automate

1. Setting MS SharePoint List Triggers
2. Setting MS SharePoint Library Triggers
3. Setting MS Outlook Triggers
4. Setting MS OneDrive Triggers
5. Setting Social Media Triggers
6. Setting Other Triggers

Lesson 4 – Setting Actions for your Triggers

1. MS SharePoint Actions
2. MS Outlook Actions
3. Scheduled Actions



4. Social Media Actions



4. Logging Current Location
5. Logging Working Hours
6. Mobile Notifications

Lesson 5 – Setting Power Automate Conditions

1. Conditional Flow
2. 'Do Until' conditions
3. Scopes
4. Parallel Branch

Lesson 6 – Setting an Approvals Process

1. MS SharePoint Document Approval
2. Microsoft Forms Approval

Lesson 7 – Buttons and Notifications

1. What are Microsoft Power Automate Buttons?
2. Notes
3. Sending Reminders



Power Automate Course Feedback

“A very professional trainer and the course delivery was excellent.”

Power Automate and Power Apps Training Manchester

“A very technical course but the trainer's delivery technique ensured we all left the course feeling comfortable using Power Apps and Power Automate.”

PowerApps and Power Automate Training Birmingham

“Brilliant, this course was really engaging and I think it will make a huge difference to what we plan to do in the future.”

PowerApps and Power Automate Training Norwich

“A really good course. The trainer is a warm engaging personality who made a difficult subject easy to follow. I really enjoyed the way it was delivered. Thank you.”

Power Automate Training Winchester