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## Power Automate training

2 days (14 hours)

### Presentation

Our Power Automate training course will enable you to automate business processes and integrate different applications and services without requiring advanced development skills.

In our Power Automate training course, you'll learn how to create automated workflows, which will save you time and improve the efficiency of your daily tasks.

Our Power Automate training course will teach you in detail how to create and manage workflows, including connection to Sharepoint. An add-on module for using Power Automate with Power Apps is also available.

During this training course, you'll learn how to create automated workflows using predefined templates or building them from scratch, depending on your specific needs. You'll also learn how to use Power Automate's advanced features, such as conditions, loops and variables, to create more complex, customized automations.

This Power Automate training course will introduce the latest version of the tool, [Power Automate 2401](#).

### Objectives

- Know what a workflow is and when to use it
- Create workflows to automate recurring tasks
- Know the different functions for managing automated processes

### Target audience

People working in IT who want to automate repetitive tasks.

# PREREQUISITES

- (Minimal)
  - Mastery of Excel and formulas
  - General computer literacy (tables, variables)
  - Outlook
  - Teams
- (Ideal)
  - Excel mastery of DCTs and tables
  - Basic programming (VBA or Python)

## Software prerequisites (in the case of intra-company training)

- A Power Automate access account
- 1 Office 365 license per user (minimum), giving access to the free part of Power Automate

## Recommendations for pre- and post-course reading

- I recommend [Shane Young's blog](#), which offers tutorials and tips for Power Automate and Power Platform in general.
- You can also consult Microsoft's [official documentation](#) on Power Automate to familiarize yourself with the functions and possibilities offered by the tool.
- [Best practices in workflow design](#): you can learn about best practices for designing efficient, well-structured workflows.
- Integrating Power Automate with other Microsoft services: explore the different ways to do it integrate Power Automate with applications such as Power Apps, SharePoint and Excel to create powerful, comprehensive automations.
- Advanced tips for using Power Automate: once you've learned the basic  
Based on these foundations, you can explore advanced techniques for getting the most out of Power Automate and optimizing your automations.

## Power Automate training program

### Presentation

- What is Power Automate?
- Why use it?
- Configuration
- What is a flow?
- Create your first flow from a template

### Triggers and actions with Power Automate

- The different types of triggers
- Automated triggers
- Creating a feed with SharePoint
- OData syntax
- Get Item
- Delete or update an item list on Power Automate

## Modify flow

- Flow diagrams
- Share and track your feed
- Variables
- Using object variables
- Dynamic content
- Planned flows
- Managing errors

## Approvals and conditions

- Use the conditions
- Flow switch, Apply to each and Do Until
- Create parallel actions
- The control scope
- The control terminal
- Control approval
- Starting an approval with SharePoint
- Create a sequential approval workflow
- Manage approvals

## ADD-ON MODULE: USING POWER AUTOMATE WITH POWER APPS (1 ADDITIONAL DAY)

### Discover Power Apps

- Tool presentation
- Configuration
- Discovering the interface
- Creating a low-code application
- Customize your application (image, icon, background...)
- Create a new screen
- Use conditions and formulas
- Testing your application

### Combining Power Automate and Power Apps

- Extending PowerApps with Power Automate

- Stream extension with PowerApps
- Transfer data to SharePoint
- Flow diagram
- Workflow development

## Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

## Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

## Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

## Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

## Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

## Sanction

A certificate will be issued to each trainee who completes the course.