



**GOLD PATH**  
YOUR JOURNEY TO SUCCESS  
PAVED WITH EXCELLENCE

# 55268A

## MICROSOFT POWER AUTOMATE FOR END USERS

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***Date : 8 Nov 2025 - 1 day***

***Location : Virtual Live Classroom ( VLC )***

### **About This Course**

This course delivers an instructor-led product showcase for Microsoft Power Automate from start to finish in an engaging and practical way. Power Automate is a diverse product, turning business processes into automated, consistent and visual workPower Automates. Power Automate is designed to interweave the various products in Office 365 as well as connect to other on premises and web-based solutions. This course will give you the confidence to select the right actions and workPower Automate logic for your business workPower Automates.

### **Audience Profile**

The intended audience for this course would be those who have been using Office 365 for some time and are now looking at optimizing their existing business processes and designing new ones.

### **At Course Completion**

- Understand when to use Power Automate
- Describe the components of Power Automate and their correct use
- How to create and edit Power Automates
- Benefits of Power Automate
- Intergration with Power Automate

### **Course Outline**

#### **Module 1: An Introduction to Power Automate**

Let's get started with an introduction to Microsoft Power Automate. Historically, automating business processes typically landed in the lap of a developer in the business, who has a good understanding of coding and the systems that they were connecting.

## **CONTACT US TODAY!**

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### **Module 2: Getting Started with Power Automate**

We begin our discovery of Microsoft Power Automate by building our first business process. We will discuss how to use templates to get started with Power Automate or how to use a blank template to start with no defined actions.

### **Module 3: Power Automate logic**

Decision making during a business process is often a bottleneck. Waiting for decisions or information to steer the workPower Automate towards its goal is dependent on how long the involved party spends on the task.

### **Module 4: Integration**

Businesses will often use a selection of productivity tools and services beyond Office 365. Marketing teams may use Facebook and Twitter whereas a sales team may use Salesforce to manage their customers.

### **Module 5: The mobile app**

Power Automate has a corresponding mobile app that can be used to leverage many features of Power Automate. Firstly, it offers users the capability to build new Power Automates, directly from their phone or tablet. Secondly, it can be used to manage existing Power Automates including editing, viewing history, saving a copy, disabling and deleting Power Automates.

### **Module 6: Administration and maintenance**

In our last module for Microsoft Power Automate, we will be taking a look at how a business can manage their Power Automates once they have a good uptake of the product. We will begin by discussing managing individual Power Automates.

**\*\* Please contact our team for the quotation.**

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