

55268 Microsoft Power Automate for End Users

Price: 765

Duration:

Delivery Methods: Virtual

Overview

Welcome to the Microsoft Power Automate for End Users course, a transformative journey designed to unlock the full potential of workflow automation in your professional life.

Throughout this program, you'll dive deep into the intricacies of Microsoft Power Automate, a cornerstone of the contemporary digital workplace, to arm yourself with both profound understanding and practical expertise.

Discover how Microsoft Power Automate empowers users to seamlessly engineer automated workflows, amplifying efficiency and productivity to unprecedented levels. Through hands-on exploration, you'll uncover the versatility of Power Automate, facilitating seamless integration among various Microsoft 365 applications and external services, thus revolutionizing the landscape of business process execution.

By journey's end, participants will possess a robust comprehension of how to wield Microsoft Power Automate adeptly, from automating routine tasks to architecting intricate workflows. Whether you're a newcomer eager to streamline operations or a seasoned user aiming to craft sophisticated automation solutions, this course furnishes invaluable insights and skills applicable across diverse business scenarios.

Prerequisites

- No previous Power Automate experience required.
- Basic knowledge of Office 365 recommended.

Audience

- Individuals aiming to improve business processes using Power Automate.
- Office 365 users interested in automating tasks to enhance productivity.

Microsoft Power Automate for End Users Outline

Introduction to Power Automate

- Discover what Microsoft Power Automate is
- Explore the benefits of automation
- Learn how to access Power Automate
- Set up Office 365 and customize your App Launcher

Fundamentals of Power Automate

- Utilize Power Automate templates
- Navigate and edit workflows in Power Automate
- Learn how to publish, trigger, turn off, or delete Power Automates
- Create and test an absence business process

Logic in Power Automate

- Apply conditions and design switches
- Use “apply to each” and configure “do until” logic
- Set up policy reviews in SharePoint and design review schedules

Integration Capabilities

- Understand standard and premium connectors
- Connect Power Automate to web services and on-premises data
- Design and test a price check process using SQL

Power Automate Mobile App

- Download and sign in to the Power Automate mobile app
- Build, manage, and create buttons in the mobile app
- Utilize feeds and approvals within the app

Administration and Maintenance

- Maintain and view history and analytics of Power Automates

- Share, export, and import Power Automates
- Understand Office 365 administration for Power Automate
- Configure environments and data policies for integration

Course Schedule

Date	Time	Price	Options
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How do I enroll for this class?

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What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.