

Microsoft Power Automate: From Fundamentals to Intelligent Automation

Duration: 3 Days (24 Hours)

Delivery Approach

The agenda and topic durations are provided as estimates. Actual delivery may vary depending on participant engagement, discussions, and hands-on requirements. The capstone project has been intentionally designed with flexible scope so that its duration can be adjusted to accommodate variations in earlier modules without impacting the overall 24-hour course duration.



Day 1 – Foundations and Building Flows (8 Hours)

Break Schedule

- Tea Break – 15 mins
 - Lunch Break – 1 Hour
 - Tea Break – 15 mins
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◇ Module 1: Introduction to Power Platform and Power Automate (1 Hour)

- Power Platform overview
 - Power Automate architecture
 - Types of flows
 - Triggers and actions
 - Connectors overview
 - Standard vs Premium connectors
 - Licensing overview
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◇ Module 2: Templates and Copilot-Assisted Flow Creation (1 Hour)

- Creating flows from templates
- Configuring and testing flows

- Power Automate Copilot
- Generating flows using natural language

Demonstration

Automatic email notification when a file is uploaded to OneDrive.

Lab

Create a basic automated cloud flow.

◇ Module 3: Building Flows from Scratch (2.5 Hours)

- Manual, Automated and Instant flows
- Data connections and connectors
- Dynamic content
- Compose action
- Variables
- Expressions and functions
- Date and time formatting
- Comments and naming conventions
- Sharing flows

Demonstration

Employee Onboarding Process

HR Form Submission

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Create Employee Folder in SharePoint

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Send Welcome Email

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Notify Manager in Teams

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Create Task in Planner

Lab

Build Employee Onboarding Flow.

◇ Module 4: Flow Controls and Error Handling (2 Hours)

- Conditions
- Apply to Each
- Switch
- Scope
- Do Until
- Parallel Branches
- Terminate action
- Configure Run After

Demonstration

Enhance the Employee Onboarding Flow

Lab

Create a workflow with conditions, loops and error handling.



Day 2 – Business Process Automation and AI Builder (8 Hours)

Break Schedule

- Tea Break – 15 mins
 - Lunch Break – 1 Hour
 - Tea Break – 15 mins
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◇ Module 5: Approval Workflows (1.5 Hours)

- Approval connector
- Start and wait for approval
- Approval responses
- Dynamic content
- Markdown formatting

Demonstration

Purchase Request Approval

Employee Request

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Manager Approval

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Finance Approval

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Notification Email

Lab

Build a multi-level approval process.

◇ Module 6: Working with Microsoft 365 Connectors (1.5 Hours)

- Outlook connector
- SharePoint connector
- Teams connector
- Excel Online connector
- Planner connector

Demonstration

Daily Task Reminder System

Excel Tasks

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Scheduled Flow

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Email Reminder

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Teams Notification

Lab

Integrate Outlook, Teams and SharePoint.

◇ Module 7: AI Builder with Power Automate (2 Hours)

- Introduction to AI Builder
- AI Builder models overview
- Document Processing model
- Receipt Processing model
- Text Recognition (OCR)
- Sentiment Analysis
- Extract information from documents
- AI Builder licensing considerations

Demonstration 1

Invoice Processing Automation

Invoice PDF

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AI Builder Extracts Data

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Store Details in Excel

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Email Summary

Demonstration 2

Customer Feedback Sentiment Analysis

Customer Feedback

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AI Builder

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Positive / Negative Classification

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Send Alert

Lab

Build an invoice extraction flow using AI Builder.

◇ Module 8: Monitoring, Troubleshooting and Best Practices (1.5 Hours)

- Run history
- Retry policies
- Error handling
- Notifications
- Performance optimization
- Best practices

Demonstration

Troubleshooting failed flow executions.

Lab

Analyze and fix a failed flow.



Day 3 – Administration, ALM, Custom Connectors and Capstone Project (8 Hours)

Break Schedule

- Tea Break – 15 mins
 - Lunch Break – 1 Hour
 - Tea Break – 15 mins
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◇ Module 9: Power Automate Administration (1.5 Hours)

- Environment overview
- Roles and permissions
- Environment management
- Data Loss Prevention policies
- Monitoring and reporting

Demonstration

Managing Dev and Production environments.

Lab

Explore environments and DLP policies.

◇ Module 10: Application Lifecycle Management (1.5 Hours)

- Introduction to ALM
- Solutions overview
- Managed vs Unmanaged solutions
- Connection References
- Environment Variables
- Exporting and importing solutions
- Deployment best practices

Demonstration

Moving a solution from Development to Test environment.

Lab

Package and deploy a flow using solutions.

◇ Module 11: Custom Connectors (1.5 Hours)

- Introduction to Custom Connectors
- OpenAPI basics
- Authentication methods
- Creating custom connectors
- Testing and publishing connectors

Demonstration

Weather API Integration

Power Automate

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Custom Connector

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Weather Service API

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Send Weather Report Email

Lab

Create and test a Custom Connector.

◇ Module 12: Capstone Project – End-to-End Business Automation (2 Hours)

Use Case: Employee Leave Management System

Microsoft Forms

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Approval Workflow

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Update Excel/SharePoint

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Email Notification

↓

Teams Notification

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Archive Request

Use Case: Service Desk Ticket Escalation

Ticket Created

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Priority Check

↓

Manager Approval

↓

Teams Notification



Email Alert

Capstone Lab

Build an end-to-end solution incorporating:

- Forms trigger
 - Conditions and loops
 - Approval process
 - AI Builder action
 - Teams and Outlook notifications
 - Error handling
 - Solution packaging
 - Deployment using ALM
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Course Outcome

By the end of this course, participants will be able to:

- Build cloud flows from scratch.
- Integrate Microsoft 365 applications and external services.
- Create approval workflows and automate business processes.
- Use AI Builder capabilities for intelligent document processing and sentiment analysis.
- Monitor and troubleshoot flows effectively.
- Manage environments and apply governance.
- Implement Application Lifecycle Management using solutions.
- Create and consume custom connectors.
- Develop enterprise-ready automation solutions using Power Automate.