Microsoft Power Automate for Beginners: Hands-on Training

Target Audience

This course is designed for business professionals, IT beginners, administrators, process coordinators, and Microsoft 365 users who want to automate repetitive tasks and improve productivity. It is suitable for individuals with little or no programming experience who are interested in learning workflow automation using Microsoft Power Automate.

Course Objective

The objective of this course is to provide participants with practical knowledge of Microsoft Power Automate and the Power Platform. Participants will learn to create automated workflows, configure triggers and actions, integrate Microsoft 365 applications, manage data, implement approval processes, and understand basic security and governance concepts.

Course Outcome

Upon completion, participants will be able to design, create, and manage automated cloud flows using Power Automate. They will gain hands-on experience with connectors, conditions, variables, and approval workflows, enabling them to automate routine business processes, reduce manual effort, and improve operational efficiency while following basic security practices.

Course Outline

The course comprises **24 hours** of theory and labs and is divided into **8** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.

Module 1: Introduction to Microsoft Power Platform

- Overview of Microsoft Power Platform
- Introduction to Power Automate, Power Apps, Power BI, and Copilot Studio
- Understanding low-code and no-code development
- Business applications and real-world use cases

Module 2: Getting Started with Power Automate

- Introduction to Microsoft Power Automate



- Exploring the Power Automate interface
- Understanding cloud flows and their types
- Using prebuilt templates
- Creating and managing flows

Module 3: Understanding Triggers and Actions

- Introduction to triggers and actions
- Automated cloud flows
- Instant cloud flows
- Scheduled cloud flows
- Configuring triggers and actions
- Testing basic workflows

Module 4: Working with Data in Power Automate

- Understanding dynamic content
- Working with variables
- Introduction to expressions
- Data operations
- Handling text, numbers, and dates

Module 5: Working with Connectors

- Introduction to standard and premium connectors
- Microsoft Outlook integration
- SharePoint Online integration
- OneDrive for Business integration
- Microsoft Teams integration
- Excel Online integration

Module 6: Conditions and Control Actions

- Creating conditional workflows
- Using If/Else conditions
- Working with Switch actions
- Apply to Each loops
- Do Until loops
- Managing multiple workflow branches

Module 7: Creating Approval Workflows

- Introduction to approval automation
- Creating approval requests
- Configuring approvers



- Single and multiple approval scenarios
- Tracking approval status
- Handling approval and rejection responses

Module 8: Security and Governance

- Understanding Power Platform environments
- Managing flow permissions
- Sharing and managing flows
- Introduction to Data Loss Prevention (DLP) policies
- Basic governance and security practices