

# POWER AUTOMATE FUNDAMENTALS



## COURSE OVERVIEW

Discover how to streamline tasks and boost productivity with Power Automate, a cloud-based service designed to automate workflows across applications and services. In this one day course, you'll learn to reduce manual effort and create efficient, automated processes that enhance operational efficiency.

Automation isn't just about saving time—it's about unlocking your organization's potential. Whether you're looking to streamline one department or your entire business, this course gives you the tools and knowledge to make it happen.

Perfect for teams seeking to scale automation, this course prepares you to lead digital transformation efforts and even take the exciting first step toward the Power Platform Fundamentals certification!



## KEY LEARNING OBJECTIVES

-  Create, manage, and optimize automated workflows.
-  Implement solutions to improve business processes & productivity.
-  Connect Power Automate with various apps and services within and outside the Microsoft ecosystem.

## WHO SHOULD ATTEND

- Business Users
- IT Professionals
- Operations Managers
- Anyone interested in automating processes & increasing efficiency



As a prerequisite, students will need access to Power Apps and Power Automate with premium features to create advanced apps and workflows. We can work with you to ensure you have an environment that supports lab activities and course participation.

## COURSE MATERIALS

Course materials include a comprehensive course manual with detailed instructions and hands-on practice. Attendees may also earn Professional Development Credits from PMI.

## AUTOMATION POTENTIAL

While automation can be virtually limitless with coding and the creation of connectors, here are a few examples of cases ripe for Power Automate:

### ***Save my email attachments to a SharePoint document library***

Save time searching through emails & give your team visibility into client interactions.

### ***Request manager approval for leave submissions***

Effectively manage time off with an automated approval process.

### ***Start approval for new documents and notify via Teams***

Streamline tedious, multi-step approval for critical documents.

## WORKSHOP OUTLINE

### Introduction & Fundamentals

- Application overview
- Key concepts
- Real-world use cases

### Power Platform Integration

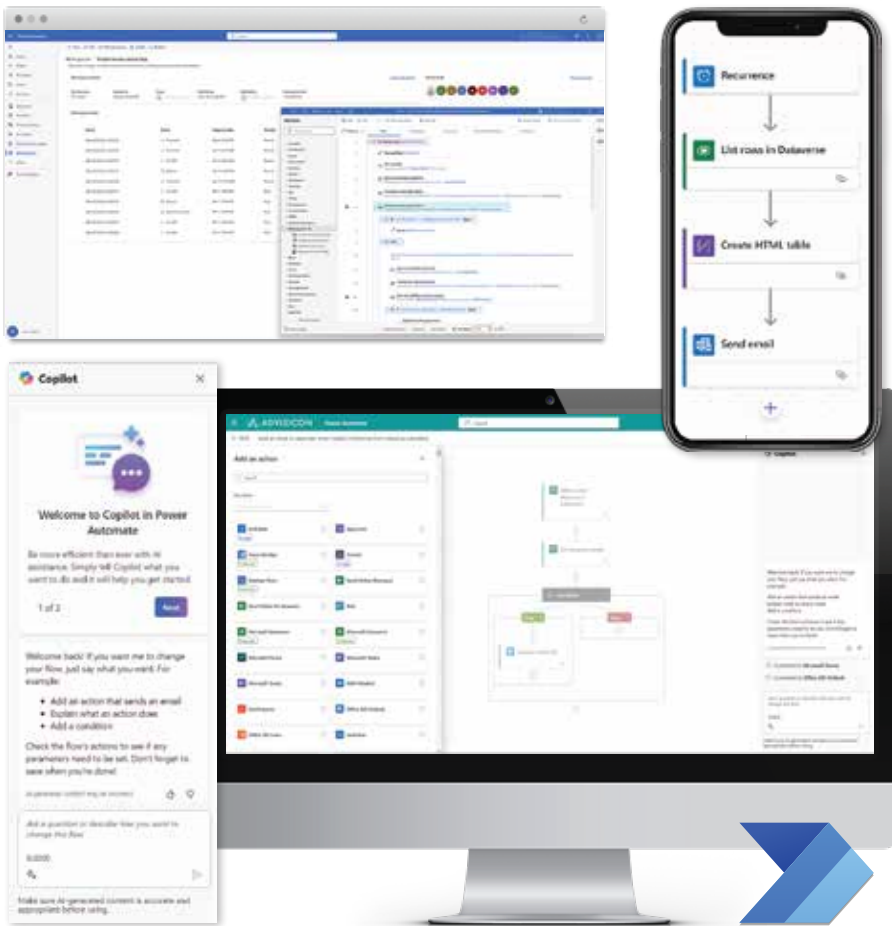
- Connect with Power Apps
- Trigger flows from Power BI
- Automate data refreshes
- Automate actions based on Power Apps user input

### Creating and Managing Flows

- Using workflow templates
- Building integration flows
- Customizing flows
- Maintaining optimal performance

### Security, Compliance, and Best Practices

- Flow permissions & access control
- GDPR & data retention policies
- Documentation



## PAIN POINTS THIS COURSE ALLEVIATES

### WE STRUGGLE WITH MANUAL, LONG PROCESSES.

Discover how to automate repetitive tasks with Power Automate, saving time and reducing errors in your organization's daily workflows.

### OUR APPS DON'T WORK WELL TOGETHER!

Learn to seamlessly connect disparate systems and services, ensuring smooth and efficient operations across your environment.

### I CAN NEVER FIND TIME TO OPTIMIZE MY WORKFLOW.

It can be easy to get going so fast that you feel you don't have a second to figure out better ways to do your job. In this course, you can master the design of efficient, scalable, and easy-to-manage workflows that enhance productivity and streamline your processes.

### I CAN'T CODE, I'M NOT A DEVELOPER.

Power Automate is easy to learn, powerful to use, no-code/low code application. With Microsoft sunseting its old workflow tools, this intuitive solution is the standard for the future.

## COURSE INSTRUCTORS & ACCREDITATION

Our company is made up of Microsoft Certified Professionals. Further, as a Microsoft Solutions Partner company, we have our thumb on the next generation of technology. This course will be taught by an automation specialist with comprehensive knowledge of the Microsoft Power Platform.



Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 30 years, we have successfully helped clients accelerate, adapt, and achieve.