kod szkolenia: PAut_01 / ENG AA 1d

Power Automate – the basics of creating flows in the cloud

This training introduces participants to the fundamentals of building workflows using Power Automate (formerly Microsoft Flow). The course focuses on low-code automation technology that helps streamline and accelerate repetitive business tasks such as file management and email handling. It is an ideal first step for anyone beginning their journey in process automation.

Training recipients

The training is designed for:

- individuals who are starting to learn how to create workflows in Power Automate,
- participants looking for ways to automate repetitive tasks and improve work efficiency,
- professionals who want to build a solid knowledge foundation in order to continue learning more advanced Power Automate features.

Benefits

After completing the training, participants will:

- gain basic skills in creating flows triggered by changes in company files, incoming emails, or manual actions,
- understand low-code automation concepts in Power Automate and their application in everyday tasks,
- learn how to use flow templates and available connectors (both standard and premium),
- acquire hands-on experience in automating operations using Outlook, OneDrive, SharePoint, and Excel,
- understand the processes of testing, copying, and sharing flows to ensure effective use within an organization.

Training program

1. Introduction to Microsoft Power Platform
   - Low-code workflow automation and the capabilities of Microsoft Power Automate (Flow)
   - Using flow templates
2. Navigating the environment and key features
3. Creating a new flow
   - Types of flows and their triggers:
     - manual triggers
     - file-based triggers
     - email-based triggers
   - Overview of available standard and premium connectors
   - Adding steps using the most commonly used connectors
   - Actions performed with Outlook, OneDrive, SharePoint, and Excel
   - Configuring flows
   - Testing flows and reviewing run history
4. Saving, copying, and sharing flows
5. Exporting and importing flows

Expected preparation of the participant

Participants should:

- have a good working knowledge of Microsoft Excel formulas,
- be comfortable using a web browser,
- be familiar with basic Microsoft 365 functionalities.

Czas trwania

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Language

Training: English