

Power Automate Basic (1 Day)

Code: PowerA-100

About this course

You will learn how to create automated workflows using templates to manage tasks and approval, no coding required! Increase efficiency and free up time for higher value add work.

Audience(s): End user
Technology: Power Automate
Language: Speaker Thai / Presentation English & Thai
Time: 9:00-12:00 and 13:00-16:00 (1 Day)

Module	
	Module 1: Office 365 & SharePoint Lists overview Lessons: - Office 365 Overview - SharePoint Lists Overview
	Module 2: Introduction to Power Automate Lessons: - What is Microsoft Power Automate? - The benefits of automation - How to get to Power Automate - Using Power Automate templates - Editing a Power Automate - Publish and trigger a Power Automate - Turn off or delete a Power Automate
	Module 3: Getting Start with Power Automate and Flow Management Lessons: - Understanding Flow Workspace My Flow, Templates, Connectors - Environment
	Module 3.1: Travel Approval Hand-On Lab A user stores his/her travel information in a SharePoint list named Travels. When a new travel request is created, a flow will be triggered and will ask a manager to approve/Reject. Lessons: - Create custom list and fields - Approval - Adding conditions - Send mail notification - Update data in SharePoint list



Module 4: Time tracking Hand-on Lab

When a user pushes a button, the current time and the current location will be saved in an Excel document stored in OneDrive for Business

Lessons:

- Connecting to Excel
- Convert Date and Time
- Expressions
- Using variables in a flow



Module 5: Task overdue Hand-on Lab

We have an Excel document with a set of tasks, where some of these tasks are overdue. You will create a Flow that will find all overdue tasks and will send a report of these tasks

Lessons:

- Connecting to Excel
- Adding Conditions
- Date & time
- Expressions
- Send mail notification