

Microsoft 365 Forms & Power Automate (1 Day)

Code: SuperPower-201

About this course

This course covers the overview of Office 365, specifically in Microsoft Forms in SharePoint. On our 1-Day Course you will learn how to generate surveys, quizzes, polls, and questionnaires that work on browsers. See how Power Automate integrates with Forms to adding responses to SharePoint lists.

Audience(s): End user & Power User
Technology: Microsoft 365/SharePoint Online
Language: Speaker Thai / Presentation English & Thai
Time: 9:00-12:00 and 13:00-16:00 (1 Day)
Prerequisites: Microsoft 365 with SharePoint Online

Module	
9.00 - 9:30	
	Module 1: Introduction SharePoint Online This module introduces about M365 and SharePoint Online and explains how to create a customized form to fit business needs. Lessons: ▪ M365 Overview ▪ SharePoint History.
9:30 - 10:00	
	Module 2: Introduction SharePoint List This module introduces about SharePoint List and explains how to create a list. Lessons: ▪ SharePoint as database table ▪ Create a list ▪ Create a column in a list
10:00 - 10:45	
	Module 2.1: Introduction Microsoft Forms This module introduces about Microsoft Forms Lessons: ▪ Microsoft Forms overview ▪ Customize your form ▪ Collect responses ▪ View and analyze results

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Mini break 10:45-11:00	
11:00 - 12:00	
	Module 3: Lab/Workshop ▪ Build a quiz form
Lunch Break 12:00-13:00	
13:00 - 14:00	
	Module 3: Lab/Workshop (Continue) ▪ Build a quiz form
14:00 - 14:30	
	Module 4: Getting Start with Power Automate and Flow Management This module you will understand Microsoft Flow basics and learn how to manage Environment, flow permissions, data policy, connections, and build workflows to support SharePoint and PowerApps from. Lessons: ▪ Understanding Flow Workspace My Flow, PowerApps Button Flow, Templates, Connectors ▪ Flow and PowerApps integration view general triggers and PowerApps button ▪ Environment, data policy Management
14:30 - 14:45	
	Module 5: Lab/Workshop ▪ Build an automated workflow for Microsoft Forms
Mini Break 14:45 -14:45	
14:45-16:00	
	Module 5: Lab/Workshop (Continue) ▪ Build an automated workflow for Microsoft Forms