

**Course Code** M365PA  
**Duration** 1 Day

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## Overview

This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch.

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## Audience

This course is designed for anyone who is new to Power Automate and would like to learn how to use it.

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## Learning Objectives

By actively participating in this course, you will learn about the following:

- ▶ What Power Automate is and how it can be used within a business environment.
  - ▶ Planning for workflows.
  - ▶ Create Flows using a variety of built-in templates.
  - ▶ Create Flows from scratch.
  - ▶ Work with Approvals.
  - ▶ Administer Flows.
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## Pre-Requisites

Have a Microsoft 365 subscription with Power Automate available. No existing experience is necessary.

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## Course Contents

- ▶ Overview of Power Automate
  - ▶ Planning a Power Automate Project
  - ▶ Create an Automatic Flow based on a Template
  - ▶ Work with Approvals Templates
  - ▶ Create a Flow from Scratch
  - ▶ Run Flows from a Schedule
  - ▶ Create Parallel Approval Workflows
  - ▶ How to use Scope
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## Further Information

For more information or to book this course, please contact our Course Enquiries Team on **01752 227330** (Option 2) or email us at [enquiries@skilltec.co.uk](mailto:enquiries@skilltec.co.uk).