



MICROSOFT TRAINING

Microsoft Power Automate Essentials Course

*Automate repetitive tasks and streamline workflows with Microsoft Power Automate Essentials.
Learn to build powerful flows for business efficiency.*

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

The Microsoft Power Automate Essentials Course is designed to equip professionals with the foundational skills to automate repetitive tasks and streamline workflows across various applications and services. This intermediate-level course dives deep into the core functionalities of Power Automate, a powerful tool within the Microsoft Power Platform, enabling participants to create efficient and intelligent automation solutions. You'll learn to leverage cloud flows, desktop flows (RPA), and integrate with a multitude of Microsoft and third-party services, transforming tedious manual processes into seamless automated operations. This course is perfect for those looking to enhance productivity, reduce operational costs, and drive digital transformation within their organizations.

Participants will gain practical experience in designing, building, and managing automated workflows, utilizing triggers, actions, and connectors. By mastering Power Automate, you'll be able to create sophisticated solutions that connect disparate systems, automate data entry, generate reports, send notifications, and much more. The professional benefits include increased personal and team efficiency, improved accuracy, and the ability to contribute significantly to organizational process improvement initiatives, positioning you as a valuable asset in today's data-driven and automation-focused business environment.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Power Automate

- What is Power Automate and its role in the Power Platform
- Understanding Cloud Flows vs. Desktop Flows
- Navigating the Power Automate Interface
- Core components: Triggers, Actions, Connectors
- Licensing and environments overview

02 Module 2: Building Your First Cloud Flows

- Creating automated, instant, and scheduled cloud flows
- Working with common triggers (e.g., SharePoint, Outlook, Forms)
- Utilizing standard actions (e.g., send email, create item, update row)
- Passing data between actions and dynamic content
- Basic error handling in cloud flows

03 Module 3: Advanced Cloud Flow Techniques

- Implementing conditional logic (If/Else statements)
- Applying loops (Apply to each) for collection processing
- Working with expressions and functions
- Integrating with data sources (e.g., Dataverse, SQL Server)
- Approval flows and parallel branches

04 Module 4: Introduction to Desktop Flows (RPA)

- Understanding Robotic Process Automation (RPA) concepts
- Setting up Power Automate for Desktop
- Recording and editing UI flows

- Automating legacy applications and desktop interactions
- Integrating desktop flows with cloud flows

05 Module 5: Monitoring, Sharing, and Best Practices

- Monitoring flow runs and identifying issues
- Sharing flows with colleagues and teams
- Managing flow permissions and ownership
- Best practices for flow design, naming conventions, and documentation
- Introduction to solutions for application lifecycle management

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Process Automation Specialist**
- > **Power Platform Citizen Developer**
- > **Solutions Architect with Automation Focus**

FREQUENTLY ASKED QUESTIONS

Q: What are the prerequisites for enrolling in the Microsoft Power Automate Essentials Course?

This course is designed for intermediate learners. While no prior Power Automate experience is strictly required, a basic understanding of Microsoft 365 services (like SharePoint, Outlook, Excel) and general familiarity with business processes will be highly beneficial. Participants should also have fundamental computer literacy.

Q: How will mastering Power Automate skills from this course impact my ability to automate tasks in my current role or future career?

Upon completion of this course, you will be proficient in identifying manual processes suitable for automation and designing effective Power Automate solutions. This directly translates to significant time savings, reduced errors, and increased efficiency in data management, reporting, notifications, and approvals across various departments. These skills are highly sought after by organizations aiming to digitally transform and optimize their operations.

Q: Can I integrate Power Automate flows created in this course with other Microsoft services like Power Apps or Microsoft Teams?

Absolutely! A core focus of Power Automate is its seamless integration capabilities. This course will cover how to build flows that interact with various Microsoft services, including triggering flows from Power Apps, sending adaptive cards to Microsoft Teams, and automating tasks within SharePoint Online. You'll learn to create interconnected solutions that leverage the full power of the Microsoft ecosystem.

ABOUT COMPUTER PRIDE

**computerpride*****East Africa's Premier IT Training Center***

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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50+

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READY TO ENROL?

Take the next step in your technology career.

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