



Course Title: 55268 Microsoft Power Automate for End Users	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Certified: Power Platform Fundamentals Skills	

Course Syllabus

1 - An Introduction to Power Automate

- What is Microsoft Power Automate
- The benefits of automation
- How to get to Power Automate
- Lab 1: Setup your tenant
- Setup Office 365
- Download Course Files
- Customise your App Launcher
- Create accounts for colleagues
- After completing this module, students will be able to:
- Know what Microsoft Power Automate is
- The Benefits of using Power Automate to automate processes
- How to access a Power Automate

2 - Getting Started with Power Automate

- Using Power Automate templates
- Navigating in Power Automate
- Editing a Power Automate
- Publish and trigger a Power Automate
- Turn off or delete a Power Automate
- Lab 1: Building processes in Office 365
- Create a Team with a channel
- Build an absence business process
- Testing the absence process
- Optional: Create Feedback Form
- Optional: Power Automate to Notify of Bad Ratings
- Optional: Test your Form and Power Automate
- After completing this module, students will be able to:
- How to use Power Automate templates
- How to navigate around Power Automate
- How to edit Power Automates
- How to publish and trigger Power Automates
- How to turn off or delete Power Automates



3 - Power Automate Logic

- Adding conditions
- Designing switches
- Using apply to each
- Configuring do until logic
- Adding a scope
- Lab 1: Scheduling documentation reviews
- Setup a policy library in SharePoint
- Design a policy review schedule
- Testing the policy review process
- Optional: Notify if a file nears review
- After completing this module, students will be able to:
- How to add conditions in a Power Automate
- How to design switches for a Power Automate
- How to use apply to each
- How to configure do until logic
- How to add a scope

4 - Integration

- Standard and premium connectors
- Connecting to web services
- Using Power Automate with on-premises data
- Lab 1: Using Power Automate and SQL to Review Sales
- Create a new orders list
- Designing the price check process
- Testing the price check process
- Optional: Update with managers
- After completing this module, students will be able to:
- How to use Standard and Premium connectors
- How to connect to web services
- How to using Power Automate with on-premises data

5 - The Mobile App

- Downloading the mobile app
- Signing in and account management
- Building and managing Power Automates
- Creating buttons
- Feeds and approvals
- Lab 1: Optional: Using the Power Automate mobile app
- Setting up the Power Automate mobile app
- Create a new Power Automate in the mobile app
- Using Power Automate buttons in the app
- Uninstall the Power Automate mobile app
- After completing this module, students will be able to:
- How to download the mobile app
- How to sign into the mobile app
- How to build and manage Power Automates in the mobile app
- How to create buttons in the mobile app



- How to feed and use approvals in the mobile app

6 - Administration and Maintenance

- Maintaining a Power Automate
- View history and analytics
- Sharing a Power Automate
- Export and import Power Automates
- Office 365 administration for Power Automate
- Environments
- Data policies
- Data integration
- Lab 1: Maintaining your Power Automates
- Share a Power Automate with a colleague
- Disabling an active Power Automate
- Deleting a Power Automate
- After completing this module, students will be able to:
- How to maintain a Power Automate
- How to view history and analytics for a Power Automate
- How to share a Power Automate
- How to export and import Power Automates
- How to administrate a Power Automate in Office 365
- How to use data policies in a Power Automate
- How to use data integration in a Power Automate

Course Overview

This course introduces Microsoft Power Automate for business users, teaching how to create automated workflows across Office 365 and other applications. Learners will gain practical experience in building flows to streamline repetitive tasks, integrate apps, and improve productivity.

Course Learning Outcomes

By the end of this course, learners will be able to design, create, and manage automated workflows using Power Automate, connect and integrate multiple applications and services, implement approval processes, handle notifications and alerts, and troubleshoot common issues. These skills enable end users to optimize their daily work processes and reduce manual effort across teams and departments.

Audience

The intended audience for this course would be those who have been using Office 365 for some time and are now looking at optimizing their existing business processes and designing new ones.

Entry-Level Requirements

Basic computer skills and familiarity with Microsoft Office applications



Recommended Reading

Microsoft Docs: Power Automate Documentation

What's Included

Hands-on lab exercises, Course slides, Sample workflows and Practice exercises

Exam Information

This course supports preparation for **Microsoft PL-900: Power Platform Fundamentals** certification exam. The exam evaluates your ability to create automated workflows, implement process automation, and integrate Power Automate with other Microsoft applications. It includes multiple-choice and scenario-based exercises to validate real-world automation skills. Passing the exam demonstrates readiness to implement and manage automation solutions in a business environment.

What's Next

After this course, learners can pursue advanced Power Platform courses such as Power Automate Advanced Flows, Power Apps, and Power BI integrations to build comprehensive automation and analytics solutions.

Additional Information

This course delivers an instructor-led product showcase for Microsoft Power Automate from start to finish in an engaging and practical way. Power Automate is a diverse product, turning business processes into automated, consistent and visual workPower Automates. Power Automate is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions. This course will give you the confidence to select the right actions and workPower Automate logic for your business workPower Automates.