55268 Microsoft Power Automate for End Users

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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.

About This Course

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.

Who Should Attend

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.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic understanding of data concepts (such as Excel tables)
- Basic knowledge of SharePoint
- No prior experience with Power Automate (Flow) required

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of this training, you will be able to: Understand when and how to use Power Automate Identify the core components and their proper use Create, edit, and manage Power Automate flows Apply logic functions like conditions, loops, and switches Integrate Power Automate with Office 365, SQL, SharePoint, and other systems Use the Power Automate mobile app for on-the-go automation Maintain, share, and administer flows within Office 365

Detailed Course Outline

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 tempaltes
- 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 condtions 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

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Module 1: Introduction to Power Automate

- What is Microsoft Power Automate?
- Benefits of automation
- Accessing Power Automate
- *Lab: Setting up your tenant and accounts*

Module 2: Getting Started with Power Automate

- Using templates and navigation
- Editing, publishing, and triggering flows
- Managing and deleting flows
- *Lab: Building processes in Office 365 (absence request, feedback forms)*

Module 3: Power Automate Logic

- Adding conditions, switches, and loops
- Configuring do until logic and scopes
- *Lab: Scheduling documentation reviews with SharePoint*

Module 4: Integration

- Standard vs. premium connectors
- Connecting to web services and on-premises data
- *Lab: Automating sales price checks with SQL*

Module 5: The Mobile App

- Installing and signing in
- Creating and managing flows on mobile
- Approvals and quick-action buttons
- *Lab: Power Automate mobile setup*

Module 6: Administration & Maintenance

- Flow history and analytics
- Sharing, exporting, and importing flows
- Office 365 administration, environments, and data policies
- *Lab: Maintaining and managing Power Automates*

Upcoming Schedule

Available training dates for 55268 Microsoft Power Automate for End Users:

Start Date	End Date	Location	Delivery	Price
07 Dec 2026	07 Dec 2026	Online	Virtual	€695.00

Additional Course Details

Nexus Humans 55268 Microsoft Power Automate for End Users training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the 55268 Microsoft Power Automate for End Users course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for 55268 Microsoft Power Automate for End Users?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day 55268 Microsoft Power Automate for End Users course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the 55268 Microsoft Power Automate for End Users training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for 55268 Microsoft Power Automate for End Users?

Yes, we provide corporate training, dedicated training, and closed classes for 55268 Microsoft Power Automate for End Users. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for 55268 Microsoft Power Automate for End Users?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your 55268 Microsoft Power Automate for End Users training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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