🎯 TRAINING OBJECTIVE

By the end of this course, professionals will:

- ☑ Understand Power Automate Cloud fundamentals.
- ☑ Build automated workflows for emails, approvals, files, and data.
- ☑ Integrate Power Automate with Excel, SharePoint, Outlook, Teams, Power BI.
- ☑ Handle real-time business automation scenarios.

Session 1: Introduction to Power Automate Cloud

- What is Power Automate?
- Types of Flows: Automated, Instant, Scheduled, Desktop, Business Process.
- Navigating Power Automate Portal.
- Connectors & Triggers Overview.
- Assessment: Create a simple Scheduled Flow to send a daily email reminder.

Session 2: Working with Triggers & Actions

- Understanding Triggers (manual, automatic, scheduled).
- Common Actions (Send Email, Create File, Update Item).
- Dynamic Content & Expressions.
- Error Handling Functions: IFERROR, ISNA.
- Assessment: Build a flow to send an automatic welcome email when a new contact is added to Outlook.

Session 3: Power Automate with Excel & SharePoint

- Introduction to Excel Online Connector.
- Read/Write Data from Excel Tables.
- SharePoint Lists integration.
- Assessment: Create a flow to log helpdesk requests in SharePoint from an Excel form.

Session 4: Automating Reminders & Alerts

- Schedule a flow to send daily/weekly reminders.
- Send Teams message when deadline is near.
- Condition checks (e.g., "If status = Pending → Send reminder").
- Assessment: Create a flow that checks a SharePoint list for pending tasks and sends reminder emails to the assigned user.

Session 5: Advanced Flow Controls

- Conditions, Switch Case.
- Apply to Each, Do Until (Loops).
- Parallel Branching.
- Error Handling & Retry Policies.
- Assessment: If an email is received with a specific subject, forward it to a designated user. If the subject is different, forward it to another user.

Session 6: Power Automate with Files & SharePoint

- File Handling in Flows (Create, Move, Delete).
- Automating Document Storage.
- Renaming dynamically (with date/time/user info)
- Assessment: Automate the process of saving email attachments to SharePoint.

Session 7: Power Automate with Power BI & Teams

- Triggering Power BI Data Refresh using Flow.
- Sending Automated Reports via Email/Teams.
- Integrating Power Automate in Power BI Dashboards.
- Send Power BI data by embedding it in the email body and attaching it as a CSV file.
- Conditional formatting of a Power BI table visual in the email body.
- Assessment: Build a flow that refreshes Power BI dataset & posts update to Teams.

Final Assessment (Project):

- Assessment: Automate a flow to distribute Power BI data by embedding the dataset into the email body with conditinal formatting and attaching it as a CSV file.