

# Power Automate Workshop Prerequisites and Curriculum



## About the Boot Camp

In this 3.5-hour hands-on workshop, you'll learn how to use Microsoft Power Automate to build automated business workflows that eliminate repetitive tasks and streamline everyday business processes—no coding required.

This session will focus on real-world business automations that help you save time, reduce manual work, and improve productivity by automatically managing emails, files, notifications, and reporting tasks using Microsoft Power Automate.

## Prerequisites

**Office 365**

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## Topics Covered

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Automate repetitive business tasks without writing code

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Build automated email notification workflows

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Automatically save and organize files in SharePoint

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Create workflows that respond to new files and business events

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Manage document movement and file organization automatically

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Send automated status updates and stakeholder notifications

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Use triggers, actions, and dynamic content to build workflows

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Create conditional workflows that respond to different business scenarios

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Test, troubleshoot, and maintain Power Automate workflows

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Build two real business workflows that can be applied in the workplace

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