

Power Automate Workshop Prerequisites and Curriculum



About the Workshop

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 Business Account (30 day free trial [HERE](#))

Topics Covered

Automate repetitive business tasks without writing code

Build automated email notification workflows

Automatically save and organize files in SharePoint

Create workflows that respond to new files and business events

Manage document movement and file organization automatically

Send automated status updates and stakeholder notifications

Use triggers, actions, and dynamic content to build workflows

Test, troubleshoot, and maintain Power Automate workflows

Build one real business workflow that can be applied in the workplace

