



COURSE SYLLABUS

Microsoft Power Automate/Flow for End Users

Build, test, share and maintain Power Automate cloud flows that automate routine Microsoft 365 work, including approvals and data connections.

\$575 per person

6 course hours (on-demand video and labs) plus 1 hour of coaching

On-demand asynchronous training with online support, plus 1 hour of coaching.

Microsoft Power Automate/Flow for End Users

Build, test, share and maintain Power Automate cloud flows that automate routine Microsoft 365 work, including approvals and data connections.

Credential type	Certificate, issued by We Can Code IT
Clock hours	7 (6 course hours plus 1 hour of coaching)
Price	\$575 per person
Time	6 course hours (on-demand video and labs) plus 1 hour of coaching
Delivery	On-demand asynchronous training with online support, plus 1 hour of coaching.
Credential	Certificate of completion from We Can Code IT
Who it is for	This course is for office staff, team leads and power users who want to automate routine Microsoft 365 tasks. It also suits staff who will look after flows that others in their team have built.
Prerequisites	A Microsoft 365 work or school account with Power Automate access; Basic familiarity with Microsoft 365 and SharePoint; No prior Power Automate experience is needed
Requirements	Runs in a web browser at make.powerautomate.com ; A Microsoft 365 work or school account with Power Automate access; personal Microsoft accounts can no longer use Power Automate cloud flows; The SQL Server connector and the HTTP action are premium connectors and may need a paid Power Automate Premium licence; confirm your licensing before enrolling; Copilot features depend on your organization's paid licensing; the Copilot portion of the final module is optional where it is not available; The standalone Power Automate mobile app was retired on August 31, 2026, so mobile use is taught through Microsoft Teams, Outlook and a mobile browser

About this course

This course teaches you to automate routine Microsoft 365 work with Power Automate cloud flows. The course name still uses the older names Flow and Office 365, so you learn the current product, Power Automate in Microsoft 365. You build automated, scheduled and instant flows, add logic, connect to SharePoint, Excel, Forms, Outlook and SQL Server, run approvals, and learn to monitor, share and maintain your flows over time.

What you will be able to do

- You will be able to build, test and publish automated, scheduled and instant cloud flows from a blank flow or a template.
- You will be able to add conditions, switch, apply to each and do until logic to a flow.

- You will be able to connect a flow to SharePoint, Excel, Forms, Outlook and SQL Server data.
- You will be able to set up an approval flow that reviewers can answer in Microsoft Teams or Outlook, including from a phone.
- You will be able to read run history, fix a failed run, share a flow with co-owners and export it for reuse.

Syllabus

Module	Hours
1. What Power Automate does and getting set up Benefits of automation, Types of cloud flows, Signing in with a work account, Templates, Portal tour. Lab: You sign in to the Power Automate portal, create a flow from a template and run it once.	0.5 h
2. Building, testing and publishing flows Automated, scheduled and instant flows, Triggers and actions, Editing a flow, Testing a flow, Turning flows off and deleting them. Lab: You build a scheduled flow that emails a weekly reminder and an automated flow that saves email attachments to a SharePoint library.	1 h
3. Flow logic Conditions, Switch, Apply to each, Do until, Scope. Lab: You build a SharePoint document review flow that routes each new document by type and loops through its reviewers.	1 h
4. Connectors and data Standard and premium connectors, SharePoint and Excel, Microsoft Forms and Outlook, SQL Server connector actions, Calling a web service. Lab: You build a flow that takes Microsoft Forms responses, adds them to an Excel table and a SQL Server table, and emails a summary.	1 h
5. Approvals and mobile use Approval actions, Approvals in Microsoft Teams, Approvals in Outlook, Monitoring flows from a mobile browser. Lab: You build a request approval flow, approve and reject test requests in Teams and Outlook from a phone, and check the results in the portal.	1 h
6. Maintaining and administering flows Run history and analytics, Sharing and co-owners, Export and import, Environments, Data loss prevention policies. Lab: You add a co-owner to one of your flows, export it as a package and import it into a second environment.	1 h

7. Troubleshooting and Copilot-assisted building

0.5 h

Reading a failed run, Fixing common errors, Describing a flow in natural language, Copilot expression assistant.

Lab: You diagnose and fix a provided failing flow and, where your organization licenses Copilot, describe a new flow in plain language and review what it builds.

Coaching sessions

1 h

1 hour of coaching. One-on-one or small-group coaching, scheduled with your coach.

Live online or in-person sessions are available for an additional fee. Email admissions@wecancodeit.org for details.

Provider

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