SharePoint & Power Automate for End User (2 Days)

Code SuperPower-102

About This Course

      This course covers the overview of Microsoft 365, specifically in SharePoint and Power Automate. On our 2-Day Course you will learn how to navigate SharePoint, how to store, share and collaborate on documents. Create and manage your own sub sites including adding Task Lists and Calendars. Understand how to create Workflows, Custom lists and more.

In Power Automate, you will learn how to create automated workflows using templates to manage tasks, no coding required! Increase efficiency and free up time for higher value add work.

Technology:	SharePoint Online and Power Automate
Audience(s):	End user
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:30
Prerequisites:	Microsoft 365 Account with SharePoint Online and Power Automate SharePoint Online site

Course Completion

After this course you will be able to;

SharePoint	Power Automate (MS flow)
• Understand the basics of SharePoint • including SharePoint sites and their components • navigate SharePoint sites work with documents, lists and libraries • perform searches in SharePoint create and work with files and list items • create lists and libraries • create, modify and delete views for lists and libraries • create and work with modern pages manage the security for a site and its content	• Understand the purpose of Flow • Create a basic approval Flow • Add conditions to flows • Use the best triggers for flows • Add actions to flows • Build multi-step flows • Connect Apps to your Flow • Edit your Flows

Module

Day 1: Start Time 9.00 -10:15

Module 1: Understanding O365
Walkthrough Microsoft Microsoft 365 and How to adapt and enhance your day-today work.

Lessons:

- Microsoft 365 Overview
- Key benefits
- Microsoft 365 Apps Overview

Module 2: SharePoint Online Introduction
This module introduces about SharePoint Online.

Lessons:

- Overview of SharePoint Online
- SharePoint Capabilities
- SharePoint classic and modern experiences

Mini break 10:15-10:30

Module 3: SharePoint Online Site
SharePoint site structures knowledge is provided.

Lessons:

- SharePoint Site Model
- SharePoint Content Structure
- SharePoint Site Templates

Module 4: SharePoint Online List/Library
Learn how to simply store data on SharePoint in forms of file and data records with a hand-on lab.

Lessons:

- An Introduction to Apps

- SharePoint List
- SharePoint Document Library
- Columns & Views
- Restore deleted items from recycle bin

Lab (1) – SharePoint Content Management 1

Lunch break 12:00 – 13:00

Module 5: SharePoint Online Permissions and Sharing

Learn content can be securely shared and managed in SharePoint

Lessons:

- An Introduction to Apps
- SharePoint List
- SharePoint Document Library
- Columns & Views
- Restore deleted items from recycle bin

Module 6: SharePoint Online Modern Page

Learn how you can leverage SharePoint modern UI to build a astonishing web page in simple clicks **Lessons:**

- Create and use modern pages
- Using web parts on SharePoint pages
- Embed a Microsoft Form

*Lab (2) – SharePoint Content Management 2

**Lab (1) is Required

Mini break 15:30-15:45

Module 7: SharePoint Online Search

Get to know how to find information in SharePoint is easy an accurate

Lessons:

- Overview of Search
- Classic and modern search experiences

Module
Day 2: Start Time 9.00-10:00
Module 1: Recap Microsoft 365, Power Platform Introduction Recapture Microsoft Microsoft 365 and introduce the Power Platform **Lessons:** - Microsoft 365 knowledge - What is Power Platform? - What role is Power Automate on the Platform?
Mini break 10:15-10:30
Module 2: Getting Start Power Automate This module you will understand Power Automate basics and learn about Power Automate and its concepts, see how to build flows, manage them. Also learn how to set of templates and learn about the key features for Power Automate **Lessons:** - Understanding Flow Workspace My Flow, Approvals, Templates, Connectors - Workflow variables - Workflow steps - Adding conditions - Working with Approval Requests - Specify Events and Action - Tracking Status - Import/Export Flows - Testing, Building and Publishing Flow
Lunch Break 12:00 – 13:00
Module 3: LAB - Working with approvals Power Automate This module provides a hand-on experience on how to create an approval request flow in Power Automate and how to build and publishing flow **Lessons:** - Lab (1) – Build an approval workflow - Lab (2) – Build another workflow (Detailed will be given on the training day)
Mini break 14:30-15:45

Module 4: Advance Workflow and Workflow Management

This module explains how to build and manage workflow in advance leave by using Power Automate

Lessons:

- Workflow variables
- Workflow steps
- Skip Approval
- Timer
- Prevent failure
- Understand/Diagnose failure
- Log/History
- Q/A