



# MASTER YOUR DIGITAL SKILLS

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Power Automate: Automation  
and Optimisation of  
Business Processes

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General ICT Skills  
*JOIST Innovation Park*

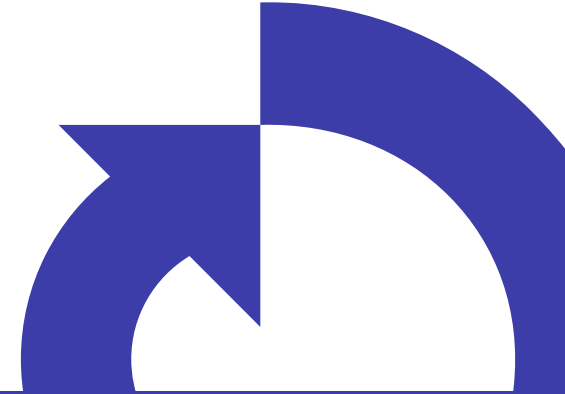


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# COURSE OVERVIEW

This course is designed to introduce you to the world of automation through Microsoft Power Automate, focusing specifically on the cloud-based capabilities of Power Automate Web. Whether you're a beginner looking to automate routine tasks or an advanced user aiming to create complex workflows, this course will provide you with the knowledge and skills you need to succeed.



## OUR GOALS

1. Automate Repetitive Tasks: Create and manage Power Automate flows to automate everyday tasks, reducing manual workload and improving efficiency.
2. Design and Implement Trigger-Based Workflows: Develop workflows that are triggered by specific events (e.g., receiving an email or file updates) to perform automated actions seamlessly.
3. Use Conditional Logic and Filtering: Apply conditional logic and filters in flows to customize actions based on file types or specific data, ensuring targeted and relevant automation.
4. Enhance Document Management: Implement flows that save, organize, and manage email attachments directly in OneDrive, with options to filter specific files like PDFs for efficient storage and retrieval.

# COURSE DESCRIPTION

This course provides a practical introduction to Microsoft Power Automate, equipping participants with the skills to automate repetitive tasks, streamline workflows, and manage documents effectively. Through hands-on modules, learners will create flows triggered by specific events, configure logic-based conditions, and automate file storage and organization in OneDrive. Designed for business professionals and beginners alike, this course empowers participants to increase productivity, reduce manual effort, and implement targeted automations in day-to-day operations.

- Introduction to Power Automate
- Module 1: Understanding Triggers and Actions
- Module 2: Building Your First Automated Flows

# COURSE INFO

<b>Location</b>	<b><u><a href="#">iED Academy</a></u></b>
<b>Available from</b>	<b>01.11.2024</b>
<b>Duration</b>	<b>5 hours</b>
<b>Availability</b>	<b>Until 31.12.2025</b>
<b>Cost</b>	<b>Free</b>



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