Form & Workflow (2 Days)

Code SuperPower-201

About This Course

This course covers the overview of Office 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 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 SharePoint Online and Power Automate SharePoint Online site

Course Completion

After this course you will be able to.

SharePoint

- 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 wiki pages manage the security for a site and its content

Power Automate

- 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 and SharePoint

Walkthrough Microsoft Office 365 and How to adapt and enhance your day-today work. Moreover, introduces SharePoint Online

Lessons

- ✦ Office 365 Overview
- ✦ Key benefits
- ✦ Single Sign On
- ✦ Walkthrough Office 365 Modules
- ✦ Overview of SharePoint Online
- ✦ SharePoint Online Securities

Mini break 10:15-10:30

Module 2: Introduction Form development options in SharePoint Online

 This module introduces about SharePoint Online and explains how to create new sites. Also explains you how to create SharePoint List and Microsoft Form

Lessons

- ✦ Microsoft Form (create surveys, quizzes, and polls)
- ✦ SharePoint List
- ✦ SharePoint Document Library
- ✦ Create Column

*Lab (1) – SharePoint Content Management 1

Lunch Break 12:00 – 13:00

Module 3: Getting Start Power Automate

This module you will understand Power Automate basics and learn about Microsoft Flow 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

*Lab (2) – build/manage simple workflow **Lab (1) is required

Mini Break 14:30 – 14:45
Module 4: Working with approvals Power Automate

This module explains how to create an approval request flow in Power Automate and how to build and publishing flow

Lessons

- ✦ Working with Approval Requests
- ✦ Specify Events and Action
- ✦ Tracking Status
- ✦ Import/Export Flows
- ✦ Testing, Building and Publishing Flow

*Lab (3) – build/manage approval workflow
**Lab (1) and (2) are required

Module 5: Advance SharePoint
This module you will explore advanced customization SharePoint and how to customize SharePoint Permissions that can help you meet the unique needs of your organization.
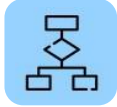
Lessons

- ✦ Customize SharePoint
- ✦ Show/hide Column
- ✦ Add/Modify view
- ✦ Emphasis/Customize SharePoint Permissions

*Lab (4) – SharePoint Content Management 2
**Lab (1) is Required

Mini break 10:15-10:30

Module 6: Advance Workflow
 This module explains how to build and manage workflow in advance leave by using Power Automate

Lessons

✦   Understanding Flow Workspace My Flow, Approvals, Templates, Connectors ▪ Workflow variables
✦   Workflow steps
✦   Skip Approval
✦   Timer

*Lab (5) - build/manage sophisticated workflow **Lab (1), (2) and (3) are required

Lunch Break 12:00 – 13:00

Module 7: Diagnose Workflow failure
 This module explains how to check for configuration problems in workflow and Diagnose workflow for configuration issues

Lessons

✦   Prevent failure
✦   Understand/Diagnose failure
✦   Log/History

Mini Break 14:30 – 14:45

Module 8: Knowledge Sharing + Q&A
 In this last module will explains how to identify issues and avoid it, including knowledge sharing and experiences that can be useful for your work.
Lessons

✦   Identify known issue and how to avoid it
✦   Q&A