

Office 365 – Advanced

Course Overview – 1-day course

Efficiency in Office 365 through automation

Microsoft's Office 365 is an expansive eco-system of applications extending beyond the traditional word processor and accounting spread sheet. These traditional (and critical) systems sit alongside a new wave of computing power within reach of end-users, in a way that has never been available before.

Taking advantage of the tools at our disposal has never been so obvious of a competitive advantage as it is now. This course will enable advanced end-users, who have started their journey of increased integration between Office 365 products, to raise their skills and knowledge to the next level. It is focused on automation and workflow for increased capabilities in using these tools.

Detailed Content

Power Automate – Error

Handling

- Introduction to Debugging
- Error types
- Create a Flow from Templates
- Modify the Flow to cause errors
- View the Run History
- View successful actions and triggers
- Identify failures in actions and triggers
- Handle the error
- Configuring run conditions
- Override the failed status of the flow

Power Automate –

Debugging methods

- Add an action with output
- View output data from the action
- Use compose to view data within a Flow
- Use variables to store custom output
- View value of variable
- Variables versus Compose
- View a complex output from an action

Power Automate – Data and JSON

- Data types
- Variables
- What is JSON

- How a Flow is defined by JSON
- Handling JSON in a Flow
- A string of JSON
- An object of JSON
- Handling data in JSON format
- Parse JSON
- JSON Schemas
- Creating a schema
- Using Parsed JSON data
- Alternative to access parsed JSON data
- Modify the data or use expressions
- A JSON of multiple items
- Accessing an item in the array of JSON items
- Parsing a more complex JSON

Power Automate – String Expressions

- What is the Workflow Definition Language
- Creating expressions
- The expression pane
- String functions
- Combining String functions
- Variable functions

Power Automate – Arrays and Collections

- What is an Array
- What is a Collection
- Defining an Array
- Array lengths
- Array conditions

- Arrays with another object
- Accessing elements of an Array

Power Automate – Data and Math Expressions

- Arithmetic functions
- Conversion functions

Power Automate - Date and Time types and

Expressions

- Date Time data types
- Date Time functions
- Time Zone functions
- Formatting Date and Time

Power Automate – Advanced functions

- Workflow functions
- Data from earlier Action and Triggers
- Null or missing values
- The ? Operator
- Notations for ? operator
- Data from Collections and Arrays
- Other function groups

Power Automate – Configuration

- Introduction to limits
- Trigger settings
- Tracked Properties
- Create a Tracked Property
- Accessing Tracked Properties

Office 365 – Advanced

- A calculation from a Tracked Property
- A more complex calculation of an interval
- Manipulate the output for accuracy
- Secure Inputs and Outputs
- Concurrency control
- Trigger conditions
- Other settings and configurations

SharePoint Content

Approval

- Introduction to Content Approval
- Approving items in SharePoint
- SharePoint Workflows and the future of these
- Power Automate and SharePoint
- SharePoint Triggers
- SharePoint Actions
- Controlling publishing in SharePoint using Approvals
- Create a site for communicating to everyone in an organisation
- Configuring pages to publish after approval
- Modify a page and await approval
- Using SharePoint to manage approvals
- Better alternative in using Power Automate
- Create a Flow from blank
- Set Trigger for any new or changes page
- Create an approval set of actions
- Test the new Flow by editing or creating a page

SharePoint Approval Flow

- Create a Power Automate approval Flow from within the Library
- Verify content approval is turned on in the Library
- Replicate the same approval process steps as previous solution
- Test new approval
- Add or modify documents
- Verify the approval status of documents

Teams – Adaptive Cards

- Types of Teams Apps

- What are Adaptive Cards
- Uses for Adaptive Cards
- A basic Card
- Reference information for creating Cards
- Creating a basic card configuration
- Creating a Flow with an Adaptive Card
- Design elements
- Types of Cards
- Collections
- Best Practices of Cards
- Text Formatting
- Using @ mentions
- HTML formatting
- Markdown formatting
- Card actions
- Open a URL button
- More complex button types
- Samples of Adaptive Cards
- Try-It-Yourself in designer
- Using the Designer
- Key Designer features
- Using the card schema in Flow
- Verify the card in Teams

Power Platform in

SharePoint

- What is Power Platform
- What are Power Apps
- SharePoint Lists
- Enter and edit data in a SharePoint List
- Managing a list with the 3 screen Power App
- Getting started with Power Apps
- Create a new Power App from the SharePoint List
- The Power App designer
- Basic Power App features
- A simple Power App modification
- Test the Power App in designer
- Play and Save the App
- Publish and Share the App
- Input data via the App
- View list entries and edit the data from the App
- View the data from SharePoint

Power Platform Real Time

Data in Power BI

- Power BI datasets introduction

- Streaming data in Power BI
- Create a Power BI Workspace
- Create a Streaming Dataset
- How to access the Streaming Dataset
- Power BI and Power Automate working together
- Create a Flow to generate some data
- Send the data to the Power BI Streaming Dataset
- Run the Flow with test data
- View the immediate results in Power BI

Integration Project

- The Business Scenario
- Establish a Team
- Modify Team settings
- Disable channel creation
- Create a SharePoint site
- Create a SharePoint list
- Modify the list with specific data columns
- View Power Automate template for Teams channel creation
- Create a Flow from blank
- Set trigger as an item added to SharePoint List
- Create approval actions in Flow
- Add actions to create Teams channel
- Enhance Flow with additional communications
- Post a message with a simple Adaptive Card with channel details

Cognitive Services (AI / ML)

- What is a Cognitive Service
- Artificial Intelligence and Machine Learning
- AI for experts
- AI for the end-user
- What is Azure
- Azure Cognitive Services overview
- Try Azure services
- Text analysis
- Image analysis
- Facial analysis
- Artificial Intelligence in Office 365
- Artificial Intelligence for Power Platform