

Below are the topics jotted down as per the discussion on the call. The total duration to cover the topics are estimated to be 24 hours.

Power Automate (Cloud) and Power Automate Desktop (RPA)	
Cloud	RPA
<p><u>Module 1: An Introduction to Power Automate</u></p> <p>What is Microsoft Power Automate? The benefits of automation How to get to Power Automate Lab 1: Setup your tenant Setup Office 365 Download Course Files Customise your App Launcher Create accounts for colleagues</p>	<p><u>Module1 :Introduction to Power Automate Desktop</u></p> <p style="text-align: center;">Set up the environment Software installation</p> <p style="text-align: center;">Explore Power Automate Desktop Power Automate Desktop actions Record Power Automate Desktop actions Edit and test recorded actions Create your first Power Automate Desktop flow a. Launch an application b. Contoso App - Create a Record</p>
<p><u>Module 2: Getting Started with Power Automate</u></p> <p>Using Power Automate templates Navigating in Power Automate Editing a Power Automate Publish and trigger a Power Automate Turn off or delete a Power Automate Lab 2: Building processes in Office 365 Create a Team with a channel Build an absence business process Testing the absence process Optional: Create Feedback Form</p>	<p><u>Module 2: Define input and output parameters in Power Automate</u></p> <p style="text-align: center;">Define an input variable Set input variables Define output variables Add UI elements and test</p> <p><u>Module 3: Integrate desktop flow with Outlook connector in Power Automate Desktop</u></p> <p style="text-align: center;">Introduction Setup in Power Automate Build a cloud flow that is triggered in Outlook Test your new flow</p> <p><u>Module4 :Connect a cloud flow to a desktop flow in Power Automate Desktop</u></p>

<p>Optional: Power Automate to Notify of Bad Ratings</p> <p>Optional: Test your Form and Power Automate</p>	<p>Create a gateway connection</p> <p>Create a new cloud flow</p>
<p>Module 3: Power Automate logic</p>	<p>Connect your cloud and desktop flows</p> <p>Test your new connection</p>
<p>Adding conditions</p> <p>Designing switches</p> <p>Using apply to each</p> <p>Configuring do until logic</p> <p>Adding a scope</p> <p>Lab 3: Scheduling documentation reviews</p> <p>Setup a policy library in SharePoint</p> <p>Design a policy review schedule</p> <p>Testing the policy review process</p> <p>Optional: Notify if a file nears review</p>	<p>Module 5: Use AI Builder to process invoice forms in Power Automate</p> <p>Create a form processing flow</p> <p>Add fields and collections of documents</p> <p>Analyze and train a model</p> <p>Integrate the model into a cloud flow</p> <p>Module 6 :Run a Power Automate Desktop flow in unattended mode</p> <p>Set up an unattended desktop flow</p> <p>Create a new cloud flow that calls an existing flow in unattended mode</p> <p>Perform a test run</p> <p>Best practices</p>
<p>Module 4: Integration</p>	
<p>Standard and premium connectors</p> <p>Connecting to web services</p> <p>Using Flow with on-premises data</p> <p>Lab 4: Using Power Automate and SQL to Review Sales</p> <p>Create a new orders list</p> <p>Designing the price check process</p> <p>Testing the price check process</p> <p>Optional: Update with managers</p>	