

Intelligent Automation with Microsoft Power Automate Flow and RPA with AI Builder

Course Description

The Comprehensive Course on Power Automate Cloud, Power Automate Desktop, and AI Builder is designed to provide learners with a solid foundation in using Power Automate tools and integrating them with artificial intelligence capabilities. The course starts with the basics, allowing participants to learn and master each tool individually before exploring more advanced modules. It covers cloud automation using Power Automate, Robotic Process Automation (RPA) with Power Automate Desktop, and the implementation of artificial intelligence using AI Builder. Participants will gain in-depth knowledge and practical skills to leverage these technologies effectively.

Audience

- Business professionals seeking to enhance productivity through automation
- Process analysts and automation enthusiasts looking to leverage Power Automate, RPA, and AI
- IT professionals responsible for implementing automation solutions
- Individuals interested in exploring the potential of intelligent automation

Pre-requisite Knowledge/Skills

- Basic understanding of automation concepts
- Familiarity with Microsoft Power Platform is recommended but not mandatory
- Basic computer literacy and familiarity with Microsoft Office Suite

Course Objectives

- Understand the fundamentals of intelligent automation and its benefits in various industries
- Learn to automate tasks and processes using Power Automate Cloud and Power Automate Desktop
- Gain proficiency in integrating RPA capabilities into workflows for task automation
- Explore AI Builder and utilize AI models for enhanced decision-making and data processing
- Develop advanced workflows combining Power Automate, RPA, and AI technologies
- Apply best practices and optimization techniques for intelligent automation solutions

Course Outline

The course comprises 64-hours of theory and labs. It's divided into 12 different modules.

Module 1: Unleashing the Power of Automation

- Introduction to Power Automate
- Accessing Power Automate
- Understanding Power Automate Architecture
- Cloud-based Workflow Automation Tool
- Connecting Services Effortlessly
- Automating Repetitive Tasks
- Exploring Triggers and Actions

Module 2: Harnessing the Potential of Templates and AI

- Find and Use a Template
- Configuring the Flow
- Running the Flow
- Creating Power Automate with AI
- Formatting Output using HTML
- AI-powered Flows
- Automated Configurations
- Optimize Workflows
- Streamlined Formatting

Module 3: Building Flows from Scratch

- Data Connections
- Triggers and Actions
- Controls
- The Compose Action
- Expressions
- Action Names, Notes, and Comments
- Date Formatting
- Instant Triggers
- Sharing Flows
- Customized Workflows
- Comprehensive Data Connections
- Powerful Expressions
- Collaborative Sharing

Module 4: Taking Control with Flow Controls

- Conditions
- Apply to Each

- Switch
- Streamlined Processes
- Condition-based Workflow
- Simplified Decision-making

Module 5: Approvals Made Easy

- The Approvals Data Connector
- Responding to Approvals
- Approval Dynamic Content
- Formatting Approvals with Markdown
- Streamlined Approval Processes
- Simplified Communication
- Dynamic Approvals

Module 6: Advanced Workflow Techniques

- Working with Variables
- Do Until
- Scope
- Moving Actions
- Copy and Pasting Actions
- Inserting Actions into a Flow
- Parallel Branches
- The Terminate Action
- Advanced Workflow Strategies
- Dynamic Variables
- Streamlined Actions

Module 7: Power Automate Administration

- Overview of Power Automate Administration
- Accessing the Power Automate Admin Center
- User Management and Permissions
- Environment Management
- Data Loss Prevention Policies for Flows
- Monitoring and Reporting
- Troubleshooting Flow Failures

Module 8: AI Builder in Power Automate

- Introduction to AI Builder and Workflow Automation
- Understanding AI Builder Capabilities
- Building AI Models for Automation
- Implementing AI Models in Workflows
- Optimizing Workflows with AI-powered Logic
- Enhancing Decision-making using AI
- Integrating AI-powered Workflows

Module 9: Power Automate for Desktop Automation

- Introduction to Power Automate for Desktop Automation
- Handling Variables
- Automating Repetitive Tasks with Loops
- Adjusting Process Behavior with Conditional Actions
- Configuring Flow Control
- Generating Power Automate for Desktop Flows by Recording
- Configuring Exception and Error Handling

Module 10: Working with Different Technologies in Power Automate for Desktop

- Control File and Folder Handling
- Web Automation in Power Automate for Desktop
- Interacting with Windows and Applications
- Excel Automation in Power Automate for Desktop
- Automating Email Handling
- Automating System, Workstation, and Services Actions
- Implementing OCR Technologies

Module 11: Implementing Advanced Logic in Power Automate for Desktop

- Communicating using Message Boxes
- Configuring Flow Control
- Text Manipulation
- Simulating Mouse and Keyboard Actions
- Automating System, Workstation, and Services Actions

Module 12: Building Expertise with Power Automate for Desktop

- Combining Power Automate Desktop and Cloud Flows
- Database Handling in Power Automate for Desktop

- Active Directory Handling
- Scripting in Power Automate for Desktop
- OCR Technologies in Power Automate for Desktop