Automation in a Day

Course Duration: 8 Hours (1 Day)

Overview

The "Robotic Process Automation in a Day" course is designed to introduce learners to the fundamentals and advanced concepts of RPA using Microsoft's Power Automate platform. Participants will delve into the world of RPA technologies, beginning with an understanding of Desktop flows and how they can automate repetitive tasks on their desktops. With a focus on practical application, the course will guide learners through identifying automation opportunities using Process advisor, creating and managing Desktop flows, and integrating them with other Microsoft services like Outlook, AI Builder, and Teams for Hyper automation. By the end of the course, students will be equipped with the knowledge to implement RPA solutions, identify and troubleshoot errors, and understand Unattended automation, enhancing their efficiency and productivity. Whether for personal upskilling or enterprise deployment, this course promises to be an invaluable resource in harnessing the power of RPA.

Audience Profile

The "Robotic Process Automation in a Day" course equips professionals with RPA skills using Power Automate to enhance workflow efficiency.

- IT Professionals interested in automating tasks
- Business Analysts seeking to identify process improvements
- Project Managers looking to implement RPA solutions
- Process Engineers aiming to streamline operations
- Software Developers expanding their automation toolset
- Data Analysts who automate data processes
- Quality Assurance Engineers automating test cases
- Operations Managers overseeing process optimization
- Innovation Managers driving digital transformation
- Technical Support Staff automating routine tasks
- HR Professionals automating administrative workflows
- Sales Professionals streamlining lead management processes
- Finance Professionals automating financial reporting and analysis
- Educators and Trainers teaching automation technologies

Course Syllabus

Module 1: Pre setup work office hour

- Environment and account check. Setup lab. Troubleshooting

Module 2: Introduction

- Introduction to RPA, Power Automate, and desktop flows

Module 3: Desktop Flows Basic

- Create your first Power Automate desktop flow
- Use Input & Output Parameters
- Use desktop flow in Power Automate through gateway and connection

Module 4: Hyper Automation Integration

- Connect to Outlook
- Integrate with AI Builder
- Integrate with Microsoft Teams

Module 5: Add Power Automate for desktop Web and Excel in Power Automate

- Add Power Automate for desktop Web and Excel capabilities

Module 6: Advanced Topics (optional)

- Unattended desktop flows
- Error handling
- Monitor Desktop flow runs and manage gateway queue
- Identify automation opportunities and process bottlenecks using
- Process advisor

Module 7: Closing

- Roadmap, Licensing, Q&A, Closing and Survey