Microsoft Power Automate for Desktop

Target Audience

This course is designed for business professionals, IT administrators, automation specialists, RPA developers, and citizen developers who want to leverage Power Automate for Desktop to automate repetitive tasks, enhance productivity, and streamline business processes. It is ideal for those looking to automate interactions with desktop applications, legacy systems, and web-based tasks.

Course Objective

The objective of this course is to equip participants with the knowledge and hands-on skills to design, develop, and manage automation workflows using Power Automate for Desktop. Participants will learn to automate manual tasks, integrate applications, and optimize business processes using Robotic Process Automation (RPA).

Course Outcome

- **Develop and implement desktop automation workflows** to streamline repetitive manual tasks and improve efficiency.

- **Automate interactions with legacy systems, web applications,** and file management processes using Power Automate Desktop actions and connectors.

- **Monitor, debug, and optimize desktop automation solutions** by applying best practices in error handling, logging, and performance tuning.

Course Outline

The course comprises **24-hours** of theory and labs and is divided into **5** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.

Module 1. Get started with Power Automate for desktop

Take your first steps with Power Automate for desktop
- Introduction to Power Automate for desktop
- Console overview
- Flow designer overview
- Create a simple flow
- Exercise - Create and run a simple flow

Power Automate for desktop development essentials
- Introduction to Power Automate for desktop development
- Create a flow in the flow designer
- Create conditionals and loops
- Using subflows
- Test and debug flows
- Manage UI elements and images
- Deploy exception handling

Module 2. Work with Power Automate Desktop

Handling Variables
- Introducing variables
- Create, edit, and use variables
- Variable data types
- Advanced data types
- Input and output variables
- Variable manipulation
- Exercise - Create, access and manipulate variables

Automate repetitive tasks using loops
- Introduction to loops
- Loop actions
- Simple loop actions
- For each loop actions
- Loop condition actions
- Exercise – Loops

Adjust process behavior using conditional actions
- What is conditional actions
- Conditional actions

- The If group of actions
- The Switch group of actions
- Exercise - If group of actions

Configure flow control
- Introduction
- Flow control actions

Generate Power Automate for desktop flows by recording
- Introduction to desktop and web recorder
- Create a desktop flow using the recorder
- Exercise - Use the recorder to automate web applications
- Exercise - Use the desktop recorder to record desktop actions

Configure exception and error handling
- Introduction
- About excepts
- Exception handling
- Exercise – Exception handling

Module 3. Work with different technologies in Power Automate for desktop

Control file and folder handling in Power Automate for desktop
- Introduction
- Folder Actions
- File Actions
- Exercise - Create a backup copy of the desktop folder

Web automation in Power Automate for desktop
- Introduction to Web Automation
- Launch, close, and handle browsers
- Handle web pages and forms
- Extract data from web pages
- Direct web access and scripting
- Exercise - Extract stocks from MSN

Use Power Automate for desktop to interact with windows and applications
- Introduction
- UI elements
- Window handling and element interaction

Excel automation in Power Automate for desktop
- Introduction
- Launch, save, and close an Excel file
- Read from an Excel document
- Write to an Excel worksheet
- Additional actions and features
- Manage worksheets
- Exercise - Organize data in a spreadsheet

Automating email handling in Power Automate for desktop
- Introducing email automation
- Automate webmail services
- Automate Outlook
- Automate Exchange servers
- Exercise - Confirm the submission of support tickets

Automate system, workstation, and services actions in Power Automate for desktop
- Introduction
- System and workstation actions
- Services actions

Module 4. Implement advanced logic in Power Automate for desktop

Communicate using message boxes in Power Automate for desktop flows
- Introduction to message boxes
- Message box actions
- Exercise - Use message boxes to communicate

Configure flow control in Power Automate for desktop
- Introduction
- Flow control actions

Text manipulation in Power Automate for desktop
- Introduction
- Text handling actions
- Date time actions
- Exercise – Text actions

Simulate mouse and keyboard actions by using Power Automate for desktop
- Introduction
- Mouse and keyboard actions
- Exercise - Simulate mouse and keyboard actions

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Automate system, workstation, and services actions in Power Automate for desktop
- Introduction
- System and workstation actions
- Services actions

Module 5. Build expertise with Power Automate for Desktop

Combine Power Automate desktop and cloud flows
- Introduction to running Power Automate desktop flows from cloud flows
- Run a Power Automate desktop flow from a cloud flow
- Exercise - Create a cloud flow that calls a Power Automate desktop flow

Database handling in Power Automate for desktop
- Introduction
- Database Actions

Active Directory handling in Power Automate for desktop
- Introduction
- Active Directory actions
- Exercise - Create a new Active Directory user database actions

Scripting in Power Automate for desktop
- Introduction
- Scripting actions
- Exercise – Calculate modulo with VBScript
- Exercise - Use JavaScript to find the last day of the current month

OCR technologies in Power Automate for desktop
- Introducing OCR technologies
- OCR actions
- Exercise - Extract data from images