Microsoft Power Automate Flow with RPA

Target Audience

This course is designed for business professionals, IT administrators, automation specialists, and developers who want to leverage Microsoft Power Automate's Robotic Process Automation (RPA) capabilities. It is ideal for those looking to automate repetitive tasks, integrate legacy applications, and optimize business processes using attended and unattended RPA flows.

Course Objective

The objective of this course is to equip participants with the skills and knowledge to design, develop, and manage automated workflows using Microsoft Power Automate's cloud flows and desktop flows (RPA). Participants will learn how to streamline business processes by integrating AI, UI automation, and connectors with Power Automate.

Course Outcome

- **Understand and implement Power Automate RPA flows** to automate manual, rule-based tasks across various applications and systems.

- **Build and manage attended and unattended desktop flows** to interact with legacy and modern applications, improving efficiency and reducing human intervention.

- **Monitor, troubleshoot, and optimize automated workflows using** Power Automate's analytics and governance tools to ensure reliability and scalability.

Course Outline

The course comprises **24-hours** of theory and labs and is divided into **10** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.

Module 1. An Introduction to Power Automate

What is Microsoft Power Automate?
The benefits of automation
How to get to Power Automate
Lab 1: Setup your tenant and Create accounts for colleagues

Module 2. Getting Started with Power Automate

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: Build an absence business process
Lab 3: Business process to Notify Bad Ratings

Module 3. Power Automate Logic

Adding conditions
Designing switches
Using Apply to each
Configuring do-until logic
Adding a scope
Lab 4: Scheduling documentation reviews

Module 4. Integration

Standard and premium connectors
Connecting to web services
Using Flow with on-premises data
Lab 5: Using Power Automate and SQL to Review Sales

Module 5. Introduction to Power Automate Desktop

Set up the environment
Software installation
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
Lab 6: Getting Started with Power Automate Desktop

Module 6. Define input and output parameters in Power Automate

Define an input variable
Set input variables
Define output variables
Add UI elements and test
Lab 7: Creating a Simple Input-Output Flow

Module 7. Integrate desktop flow with Outlook connector in Power Automate Desktop

Introduction
Setup in Power Automate
Build a cloud flow that is triggered in Outlook
Test your new flow
Lab 8: Building an Email Notification Flow

Module 8. Connect a cloud flow to a desktop flow in Power Automate Desktop

Create a gateway connection
Create a new cloud flow
Connect your cloud and desktop flows
Test your new connection
Lab 9: Integrating Power Automate Desktop with Power Automate Cloud

Module 9. Use AI Builder to process invoice forms in Power Automate

Create a form processing flow
Add fields and collections of
documents
Analyze and train a model
Integrate the model into a cloud flow

Lab 10: Creating an Invoice Processing Flow using AI Builder

Module 10. Run a Power Automate Desktop flow in unattended mode

Set up an unattended desktop flow
Create a new cloud flow that calls an existing flow in unattended mode
Perform a test run
Best practices
Lab 11: Setting up an Unattended Automation Flow