



Automation Foundations: Power Automate, RPA, and Power Platform Essentials

Target Audience:

This course is ideal for IT professionals, business analysts, and beginners in automation who want to learn Power Automate, RPA, and Power Platform tools.

Course Objective:

This comprehensive course covers both cloud and desktop automation using Microsoft Power Automate. Starting with Power Platform fundamentals, you'll explore Power Automate, Power Apps, Power BI, and Dataverse. You'll learn to build flows, manage users and environments, and use logic like conditions, loops, and parallel branches. The course also delves into Power Automate Desktop for automating tasks in Excel, PDFs, file systems, and Outlook. With added coverage of Power Apps integration, this course is perfect for anyone aiming to automate workflows and enhance productivity across platforms.

Course Outcome:

Learners will be able to create and manage automation workflows, integrate apps, and optimize business processes.

Prerequisites:

Basic knowledge of Microsoft 365 apps and workflows; no coding experience required.

Course Outline

The course comprises **56-hours** of theory and labs and is divided into **9** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.



Module 1: Describe the business value of Microsoft Power Platform

- Microsoft Power Platform Overview
- Power Platform admin center
- Dataverse
- Introduction to Power Apps - Canvas app and Model-driven app
- Power BI overview
- Describe the capabilities of Power BI
- Describe using Power BI to build data-driven analytics
- Explore the different Power BI elements
- Describe cleaning and transforming data in Power BI Desktop
- Build a basic dashboard
- Consider the business value of Power BI
- How to Build a Simple Dashboard
- Power Virtual Agent
- Power Page
- Explore Power Pages
- Build a Power Pages site
- Use cases to use Copilot to streamline the process of building a Power Pages site
- AI Builder

Module 2: Power Automate Cloud – Getting Started

- What is Microsoft Power Platform
- Navigating Power Automate Cloud Interface
- Creating Flow from Blank - Automated cloud flows, Instant cloud flows, and Scheduled cloud flows
- Triggers and Actions
- Creating Flow from Template
- Dynamic Content and Expressions
- Power Automate – Flow Management
- Managing users and Environments in Power Automate
- Sharing, Exporting and Importing Flow



Module 3: Power Automate Cloud – Automation Logic

- Adding Conditions
- Using Apply to Each
- Designing Switch Control
- Configuring Do until Logic
- Parallel Branches
- Adding Scope to Organize Flows
- Terminating a Workflow
- Working with Variables

Module 4: Power Automate Cloud – Advanced Concepts

- Approval Requests Flow
- Parent-Child Flows
- Integrating AI Builder for automated data extraction
- Handling errors in workflows
- Exploring Microsoft Dataverse
- Security/Permissions in Power Automate Cloud
- Co-pilot in Power Automate Cloud
- Overview of process mining and task mining

Module 5: Power Automate Desktop (RPA) - Getting Started

- Introduction to Robotic Process Automation using Power Automate Desktop
- Navigating Power Automate Desktop Interface
- Creating a flow in flow designer
- Automating Workflows with Desktop and Web Recorders
- Connect and share cloud flow to desktop flows in Power Automate for desktop



Module 6: Power Automate Desktop – Automation Logic and Error Handling

- If Else Condition
- Switch Case
- Loop Actions
- Exception and Error Handling

Module 7: Desktop Automation: Excel, PDF, File, Folder & Outlook

- Excel Automation
- File and Folder Automation
- PDF Automation
- Outlook Automation

Module 8: Get started with custom connectors in Microsoft Power Platform

- Explore custom connector configuration options
- Exercise - Create a new connector in a solution
- Use a custom connector
- Exercise - Use a connector from Power Automate

Module 9: Integration and Interaction of Power Platform Components - Power Automate with Power Apps

- Triggering Flows from Power Apps
- Using Power Automate in response to specific user actions
- Utilizing Power Automate for Power BI integration.
- Power Automate with Dataverse