

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Power Automate for Desktop

Learn to build, debug and manage desktop automation flows with Power Automate, from variables and loops to web, Excel and OCR integrations.

24 Hours

DURATION

5

MODULES

79

TOPICS

19

HANDS-ON EXERCISES

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- 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)

5 Modules, 79 Topics

01

Exercise

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

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

02

6 Exercises

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

AUTOMATE REPETITIVE TASKS USING LOOPS

Introduction to loops · Loop actions · Simple loop actions · For each loop actions · Loop condition actions

ADJUST PROCESS BEHAVIOR USING CONDITIONAL ACTIONS

What is conditional actions · Conditional actions · The If group of actions · The Switch 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

CONFIGURE EXCEPTION AND ERROR HANDLING

Introduction · About exceptions · Exception handling

Work with Different Technologies in Power Automate for Desktop

CONTROL FILE AND FOLDER HANDLING IN POWER AUTOMATE FOR DESKTOP

Introduction · Folder Actions · File Actions

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

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

AUTOMATING EMAIL HANDLING IN POWER AUTOMATE FOR DESKTOP

Introducing email automation · Automate webmail services · Automate Outlook · Automate Exchange servers

AUTOMATE SYSTEM, WORKSTATION, AND SERVICES ACTIONS IN POWER AUTOMATE FOR DESKTOP

Introduction · System and workstation actions · Services actions

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

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

SIMULATE MOUSE AND KEYBOARD ACTIONS BY USING POWER AUTOMATE FOR DESKTOP

Introduction · Mouse and keyboard actions

AUTOMATE SYSTEM, WORKSTATION, AND SERVICES ACTIONS IN POWER AUTOMATE FOR DESKTOP

Introduction · System and workstation actions · Services actions

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

DATABASE HANDLING IN POWER AUTOMATE FOR DESKTOP

- Introduction
- Database Actions

ACTIVE DIRECTORY HANDLING IN POWER AUTOMATE FOR DESKTOP

- Introduction
- Active Directory actions

SCRIPTING IN POWER AUTOMATE FOR DESKTOP

- Introduction
- Scripting actions

OCR TECHNOLOGIES IN POWER AUTOMATE FOR DESKTOP

- Introducing OCR technologies
- OCR actions

NOTES

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.

HANDS-ON EXERCISES

Practise What You Learn

#	MODULE	ACTIVITY
01	Get Started with Power Automate for Desktop	Create and run a simple flow
02	Work with Power Automate Desktop	■ Create, access and manipulate variables ■ Loops ■ If group of actions ■ Use the recorder to automate web applications ■ Use the desktop recorder to record desktop actions ■ Exception handling
03	Work with Different Technologies in Power Automate for Desktop	■ Create a backup copy of the desktop folder ■ Extract stocks from MSN ■ Organize data in a spreadsheet ■ Confirm the submission of support tickets

#	MODULE	ACTIVITY
04	Implement Advanced Logic in Power Automate for Desktop	■ Use message boxes to communicate ■ Text actions ■ Simulate mouse and keyboard actions
05	Build Expertise with Power Automate for Desktop	■ Create a cloud flow that calls a Power Automate desktop flow ■ Create a new Active Directory user database actions ■ Calculate modulo with VBScript ■ Use JavaScript to find the last day of the current month ■ Extract data from images

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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