

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Power Automate Flow with RPA

Learn to build, integrate and manage cloud and desktop flows in Power Automate, from logic and connectors to attended and unattended RPA.

24 Hours

DURATION

10

MODULES

43

TOPICS

11

HANDS-ON LABS

COURSE OVERVIEW

This course covers the fundamentals of Microsoft Power Automate, including navigating the platform, editing flows, and publishing and triggering them. It then addresses flow logic such as conditions, switches, loops and scopes, followed by integration through standard and premium connectors, web services and on-premises data. The course moves into Power Automate Desktop, covering environment setup, recording and editing actions, input and output parameters, and connecting desktop flows with Outlook and cloud flows. It closes with using AI Builder for invoice form processing and configuring desktop flows to run in unattended mode.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

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.

- 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

10 Modules, 43 Topics

01

Lab

An Introduction to Power Automate

TOPICS

What is Microsoft Power Automate? · The benefits of automation · How to get to Power Automate

02

2 Labs

Getting Started with Power Automate

TOPICS

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

03

Lab

Power Automate Logic

TOPICS

Adding conditions · Designing switches · Using Apply to each · Configuring do-until logic · Adding a scope

04

Lab

Integration

TOPICS

Standard and premium connectors · Connecting to web services · Using Flow with on-premises data

05

Lab

Introduction to Power Automate Desktop

TOPICS

- 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

06

Lab

Define Input and Output Parameters in Power Automate

TOPICS

Define an input variable · Set input variables · Define output variables · Add UI elements and test

07

Lab

Integrate Desktop Flow with Outlook Connector in Power Automate Desktop

TOPICS

- Introduction
- Setup in Power Automate
- Build a cloud flow that is triggered in Outlook
- Test your new flow

08

Lab

Connect a Cloud Flow to a Desktop Flow in Power Automate Desktop

TOPICS

Create a gateway connection · Create a new cloud flow · Connect your cloud and desktop flows · Test your new connection

09

Lab

Use AI Builder to Process Invoice Forms in Power Automate

TOPICS

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

10

Lab

Run a Power Automate Desktop Flow in Unattended Mode

TOPICS

- 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

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	An Introduction to Power Automate	Lab 1: Setup your tenant and Create accounts for colleagues
02	Getting Started with Power Automate	■ Lab 2: Build an absence business process ■ Lab 3: Business process to Notify Bad Ratings
03	Power Automate Logic	Lab 4: Scheduling documentation reviews
04	Integration	Lab 5: Using Power Automate and SQL to Review Sales



#	MODULE	ACTIVITY
05	Introduction to Power Automate Desktop	Lab 6: Getting Started with Power Automate Desktop
06	Define Input and Output Parameters in Power Automate	Lab 7: Creating a Simple Input-Output Flow
07	Integrate Desktop Flow with Outlook Connector in Power Automate Desktop	Lab 8: Building an Email Notification Flow
08	Connect a Cloud Flow to a Desktop Flow in Power Automate Desktop	Lab 9: Integrating Power Automate Desktop with Power Automate Cloud
09	Use AI Builder to Process Invoice Forms in Power Automate	Lab 10: Creating an Invoice Processing Flow using AI Builder
10	Run a Power Automate Desktop Flow in Unattended Mode	Lab 11: Setting up an Unattended Automation Flow

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

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

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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