

KOENIG SOLUTIONS • COURSE OUTLINE

Automation in a Day

Learn to build and manage Power Automate desktop flows and integrate them with Outlook, AI Builder and Teams for hyper automation.

1 Day

8 HOURS

7

MODULES

14

TOPICS

COURSE OVERVIEW

The “Robotic Process Automation in a Day” course is designed to introduce learners to the fundamentals and advanced concepts of RPA using Microsoft’s Power Automate platform. Participants will delve into the world of RPA technologies, beginning with an understanding of Desktop flows and how they can automate repetitive tasks on their desktops. With a focus on practical application, the course will guide learners through identifying automation opportunities using Process advisor, creating and managing Desktop flows, and integrating them with other Microsoft services like Outlook, AI Builder, and Teams for Hyper automation. By the end of the course, students will be equipped with the knowledge to implement RPA solutions, identify and troubleshoot errors, and understand Unattended automation, enhancing their efficiency and productivity. Whether for personal upskilling or enterprise deployment, this course promises to be an invaluable resource in harnessing the power of RPA.

Who Should Attend

The “Robotic Process Automation in a Day” course equips professionals with RPA skills using Power Automate to enhance workflow efficiency.

IT Professionals interested in automating tasks

Business Analysts seeking to identify process improvements

Project Managers looking to implement RPA solutions

Process Engineers aiming to streamline operations

Software Developers expanding their automation toolset

Data Analysts who automate data processes

Quality Assurance Engineers automating test cases

Operations Managers overseeing process optimization

Innovation Managers driving digital transformation

Technical Support Staff automating routine tasks

HR Professionals automating administrative workflows

Sales Professionals streamlining lead management processes

Finance Professionals automating financial reporting and analysis

Educators and Trainers teaching automation technologies

LEARNING OBJECTIVES

- Explain RPA concepts and the role of desktop flows
- Build a Power Automate desktop flow
- Apply input and output parameters within a flow
- Configure desktop flows through a gateway and connection
- Integrate desktop flows with Outlook, AI Builder and Teams
- Implement Power Automate for desktop web and Excel capabilities
- Identify automation opportunities using Process advisor
- Apply error handling and manage unattended desktop flows

COURSE SYLLABUS

7 Modules, 14 Topics

01

Pre Setup Work Office Hour

TOPICS

- Environment and account check. Setup lab. Troubleshooting

02

Introduction

TOPICS

- Introduction to RPA, Power Automate, and desktop flows

03

Desktop Flows Basic

TOPICS

- Create your first Power Automate desktop flow
- Use Input & Output Parameters
- Use desktop flow in Power Automate through gateway and connection

04

Hyper Automation Integration

TOPICS

Connect to Outlook · Integrate with AI Builder · Integrate with Microsoft Teams

05

Add Power Automate for Desktop Web and Excel in Power Automate

TOPICS

- Add Power Automate for desktop Web and Excel capabilities

06

Advanced Topics (Optional)

TOPICS

- Unattended desktop flows
- Error handling
- Monitor Desktop flow runs and manage gateway queue
- Identify automation opportunities and process bottlenecks using Process advisor

07

Closing

TOPICS

Roadmap, Licensing, Q&A, Closing and Survey

WHAT IS INCLUDED

Everything You Need to Succeed

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

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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