

KOENIG SOLUTIONS • COURSE OUTLINE

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

Learn to build cloud and desktop flows with Power Automate, integrate Power Platform components, and automate business processes.

56 Hours

DURATION

9

MODULES

62

TOPICS

2

HANDS-ON EXERCISES

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

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

PREREQUISITES

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

LEARNING OBJECTIVES

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

9 Modules, 62 Topics

01

Describe the Business Value of Microsoft Power Platform

TOPICS

- 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

02

Power Automate Cloud - Getting Started

TOPICS

- 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

03

Power Automate Cloud - Automation Logic

TOPICS

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

04

Power Automate Cloud - Advanced Concepts

TOPICS

- 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

05

Power Automate Desktop (RPA) - Getting Started

TOPICS

- 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

06

Power Automate Desktop - Automation Logic and Error Handling

TOPICS

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

07

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

TOPICS

Excel Automation · File and Folder Automation · PDF Automation · Outlook Automation

08

Get Started with Custom Connectors in Microsoft Power Platform

TOPICS

- Explore custom connector configuration options
- Use a custom connector

EXERCISE

- 01 Create a new connector in a solution
- 02 Use a connector from Power Automate

09

Integration and Interaction of Power Platform Components - Power Automate with Power Apps

TOPICS

- 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

NOTES

- The course comprises 56 hours of theory and labs divided into 9 chapters, each followed by hands-on lab exercises to reinforce learning.

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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