

POWER AUTOMATE DESKTOP INTRODUCTION

COURSE OUTLINE



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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This one-day introductory course is designed anyone interested in automating repetitive tasks using Power Automate Desktop.

Pre-Requisites:

Participants should have a basic understanding of business processes and be familiar with common tasks performed on a computer. Access to a computer with Power Automate Desktop installed is recommended

Course Objectives:

By the end of this one-day course, participants will have gained fundamental skills in Power Automate Desktop, enabling them to automate routine tasks, streamline processes, and enhance overall productivity using robotic process automation.

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Course Content

- Introduction to Power Automate Desktop
- Overview of Power Automate Desktop and its role in automation.
- Understanding the benefits of robotic process automation (RPA).
- Getting Started with Power Automate Desktop
- Installing Power Automate Desktop.
- Navigating the Power Automate Desktop interface and workspace.
- Building Your First Flow
- Creating a simple automation flow using the flow designer.
- Understanding basic flow components and actions.
- Recording and Playback
- Recording and playing back tasks for automation.
- Configuring recording settings for optimal results.
- Automating Web and Desktop Applications
- Automating tasks within web browsers.
- Interacting with desktop applications for seamless automation.

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- Variable and Data Manipulation
- Working with variables for storing and manipulating data.
- Implementing basic data transformations.
- Conditional Logic in Flows
- Implementing conditional statements for flow branching.
- Handling different scenarios based on conditions.
- Error Handling and Troubleshooting
- Configuring error-handling mechanisms in flows.
- Creating dynamic and flexible flows.

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