



POWER AUTOMATE (CLOUD) FOR BUSINESS AUTOMATION

Course ID : PAM-CLD



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 9,500 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Power Platform, Robotic Process Automation

Power Automate is a key component of the Microsoft Power Platform, designed to support Robotic Process Automation (RPA). It allows users to automate workflows across a wide range of software applications, helping reducing repetitive manual tasks and operational costs—without the need for coding expertise. The platform empowers users to efficiently control, manage, and automate both cloud-based and desktop workflows.

Objectives

1. Leverage Power Automate to manage and coordinate cloud-based business processes.
2. Work effectively with control flows and automated workflows within Power Automate.
3. Integrate and manage files and folders.
4. Build automations that integrate with Microsoft Forms.
5. Automate email communication processes.

Objectives

6. Create, update, and manage calendar events.
7. Connect and automate data workflows using Excel Online or Google Sheets.
8. Implement location-based automation triggers.
9. Monitor, track, and automate social media activities (e.g., Twitter, Facebook).

Target Audience

1. Individuals interested in learning workflow management using Power Automate.
2. Beginners who want to start building automations with Power Automate
3. Developers looking to leverage RPA capabilities to create automated workflows.
4. Power users seeking to build apps and advanced workflows.
5. IT Directors and IT Management professionals.

Prerequisites

1. No prior experience with Power Apps or Power Automate is required.
2. Basic proficiency in Microsoft 365 applications (Excel, Outlook, SharePoint, OneDrive, etc.) is recommended.

System Requirements

- Microsoft 365 Business Basic or higher.
- Mobile/Tablet:
 - iOS 12 or latest version.
 - Android 7 or latest version.
- Google Chrome or Microsoft Edge (latest version recommended).
- Stable internet connection.

TRAINING TOPICS

 **DAY 1 Morning Session**

9:00 AM – 12:00 PM

1. Getting Started with Power Automate

- Introduction to Robotic Process Automation (RPA)
- Overview of Power Automate and the Microsoft Power Platform
- Registering for and accessing Power Automate
- Understanding licensing options

2. Workflow Types and Action Creation

- Understanding workflow types for optimal selection and efficiency:
 - Automated flows
 - Instant flows
 - Scheduled flows
 - Desktop flows
 - Business process flows

3. Connectors in Power Automate

- Overview of Microsoft Power Automate connectors
- Integrating with Excel Online
- Integrating with SharePoint



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

4. Power Automate for Email and Outlook

- Automating email workflows
- Case study : Automatically organizing email attachments into folders in SharePoint or OneDrive

5. Sharing and Security Configuration

- Sharing workflows with team members or colleagues
- Understanding workflow security and access controls

6. Approval Process Automation

- Implementing approval workflows using Power Automate
- Managing control flow for approval and rejection logic
- Recording request, approval, and rejection data for tracking and auditing
- Case study : Purchase approval system using Microsoft Forms, including budget-based data management and automatic updates



DAY 2 Morning Session

9:00 AM – 12:00 PM

7. Control Flow and Workflow Management

- Creating workflows
- Automating repetitive tasks
- Applying conditional logic using IF statements

8. Integration with Microsoft Forms

- Automating processes triggered by Microsoft Forms submissions
- Case study : Automatically importing submitted form data into other systems

9. Email Automation

- Building automated email workflows
- Case study : Automatically organizing email attachments into designated folders



DAY 2 Afternoon Session

1:00 PM – 4:00 PM

10. Calendar Integration

- Automating calendar event scheduling based on defined conditions
- Case study : Automatically scheduling organizational appointments

11. Integration with Excel Online or Google Sheets

- Connecting Power Automate to spreadsheets for data entry, updates, and automated notifications
- Case study : Sending alerts when values in Excel Online or Google Sheets fall below defined thresholds

12. Weather Integration

- Using Power Automate to monitor weather conditions
- Case study : Creating automated notifications for rainy days

13. Location-Based Automation

- Creating location-based and GPS-triggered notifications
- Case study : Sending alerts when exiting a designated area and recording the current location

14. Social Media Integration (e.g., Twitter)

- Monitoring organizational social media accounts
- Sending automated alerts for inappropriate language or behavior on social media

15. Power Automate for Real-Time Dashboards

- Integrating Power Automate with Power BI datasets
- Creating real-time dashboards using Power BI
- Case study : Building real-time analytics dashboards with Power BI



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