



POWER AUTOMATE (DESKTOP) FOR BUSINESS AUTOMATION

Course ID : PAM-CLD



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 10,900 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Power Platform, RPA

This course teaches participants how to build Desktop Flows using Power Automate Desktop to automate business workflows on local machines. Learners will gain hands-on experience in automating email processes, Excel operations, and various applications including mouse and keyboard-based interactions to streamline repetitive tasks and reduce operational costs. Power Automate, a core component of the Microsoft Power Platform, enables Robotic Process Automation (RPA) without the need for coding expertise.

Objectives

1. Leverage Power Automate to control and automate desktop-based business processes.
2. Work effectively with control flows and workflows in Power Automate.
3. Integrate and manage files and folders.
4. Automate business processes using Outlook email.

Target Audience

1. IT Directors and IT Management teams
2. Power users seeking to build applications and automated workflows
3. Developers interested in leveraging RPA for workflow automation
4. Individuals who are new to Power Automate
5. Anyone interested in learning workflow management using Power Automate

Prerequisites

- No prior experience with Power Apps or Power Automate is required.
- Basic familiarity with Microsoft 365 applications such as Excel and OneDrive is recommended.

System Requirements

- Stable internet connection
- Windows 10 or Windows 11
- Microsoft Outlook application
- Adobe Acrobat Reader
- Power Automate Desktop application
- Microsoft 365 license (Business Basic or higher)
- Google Chrome or Microsoft Edge (latest version recommended)

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:
 - Cloud Flows
 - Desktop Flows

3. Power Automate Desktop

- Installation and system requirements
- Overview of the user interface
- Key capabilities and practical usage examples



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

4. Connectors in Power Automate

- Overview of Microsoft Power Automate connectors

5. Control Flow and Variables

- Working with variables
- Using IF statements
- Applying Switch statements
- Implementing loop structures

6. Power Automate Desktop with Excel

- Integrating Power Automate Desktop with Excel
- Reading from and writing to Excel files
- Running Excel macros
- Case study : Importing bulk order data into Excel forms for system integration

7. Power Automate Desktop with Email and Outlook

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

8. Application Control with Power Automate Desktop

- Opening and closing applications
- Interacting with UI controls (Text Box, Check Box, Radio Button, Dropdown List, Button)

9. Mouse and Keyboard Control

- Techniques for mouse control
- Using absolute and relative mouse positioning
- Keyboard automation
- Configuring delay times

10. UI Elements

- Introduction to UI Elements
- Creating, managing, and utilizing UI Elements

11. Desktop Flow for Windows Application Automation

- Opening applications using Power Automate
- Desktop recording techniques
- Recording UI Elements
- Case study : Automating data entry in applications to reduce time and minimize error

12. Desktop Flow for Browser Automation

- Installing required browser extensions
- Recording browser interactions
- Web scraping for data extraction (e.g., stock prices, gold prices, search results)
- Case study : Extracting stock prices from Google and storing them in Excel files

13. Working with PDF Files

14. Reading Data from Images with OCR

- Introduction to Optical Character Recognition (OCR)
- Using Power Automate to extract data from images



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