



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

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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. Orchestrate and automate business processes using Power Automate.
2. Design and manage control flow logic within automated workflows.
3. Integrate automation with file and folder management processes.
4. Create data collection and approval workflows using Microsoft Forms.
5. Automate email-based business processes and notifications.
6. Implement calendar-driven scheduling and automation scenarios.
7. Connect and synchronize data with Excel Online and Google Sheets.
8. Utilize location-based information within workflow automation.

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

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

TRAINING TOPICS

 **DAY 1** Morning Session

9:00 AM – 12:00 PM

1. Getting Started with Power Automate

- Introduction to RPA (Robotic Process Automation) and DPA (Digital Process Automation).
- Introduction to Power Automate and its role within Microsoft Power Platform.
- Understanding the differences between Power Automate Cloud and Power Automate Desktop.
- Exploring real-world automation scenarios across industries.
- Account setup, platform access, and licensing overview.

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

4. Building a Workflow

- Understanding the core components of Power Automate.
- Verifying licensing requirements before development.
- Creating workflows and configuring connections.
- Working with Dynamic Content and Expressions.
- Saving and testing workflows.
- Configuring workflow settings.

 **DAY 1 Afternoon Session**

1:00 PM – 4:00 PM

5. Automating Email Processes

- Applying Power Automate to email-based workflows.
- Understanding connectors used for automated email processing.
- Sending automated emails through Power Automate.

6. Instant Cloud Flows

- Creating an Instant Cloud Flow.
- Configuring various types of input parameters.
- Capturing location-based information, including province, district, and GPS coordinates.
- Designing notification workflows using location and GPS data.
- Case Study: Building a check-in system that records attendance time and location, with results displayed on Google Maps.

7. Scheduled Cloud Flows

- Understanding Scheduled Cloud Flows and time-based triggers.
- Creating a Scheduled Cloud Flow.
- Applying Power Automate to weather monitoring scenarios.
- Case Study: Building a daily automated weather notification system.

8. Automated Cloud Flows

- Understanding triggers in Power Automate.
- Integrating Power Automate with Outlook and OneDrive.
- Processing email attachments within workflows.
- Applying filters to control workflow execution conditions.
- Case Study: Automatically saving email attachments and organizing them into structured folders within SharePoint and OneDrive.

 **DAY 2 Morning Session**

9:00 AM – 12:00 PM

9. Data Integration with Excel Online, SharePoint, and Power BI Datasets

- Preparing Excel data for Power Automate integration.
- Reading, updating, and appending data in Excel automatically.
- Synchronizing data between Excel Online and Google Sheets for logging, updating, and notification purposes.
- Working with SharePoint Lists and Microsoft Lists.
- Working with Power BI Datasets.
- Case Study: Developing a sales tracking solution that automatically records transactions, captures location details, and sends notifications.

10. Sharing and Security Configuration

- Sharing workflows with other users within the organization.
- Understanding workflow security concepts.
- Case Study: Sharing a data-entry workflow with team members without granting direct access to the underlying Excel file.

11. Integration with Microsoft Forms

- Triggering Power Automate workflows from Microsoft Forms responses.
- Case Study: Using form submissions to automate data recording and approval processes.

 **DAY 2** Afternoon Session

1:00 PM – 4:00 PM

12. Building Conditional Approval Processes

- Creating approval processes using Power Automate.
- Managing approval and rejection paths within workflows.
- Recording approval history, decisions, and comments.
- Case Study: Implementing an inventory request approval system using Microsoft Forms with automatic stock updates and notifications.

13. Control Flow and Workflow Logic

- Structuring workflows effectively.
- Designing repetitive and looping processes.
- Applying IF conditions for decision-based workflow execution.

14. Expressions and Formulas

- Working with date and time expressions.
- Working with mathematical expressions.
- Working with text manipulation expressions.
- Case Study: Converting timestamps into correctly localized Thailand date and time values.

15. Real-Time Dashboards with Power Automate

- Integrating Power Automate with Power BI Streaming Datasets.
- Building a real-time dashboard using Power BI.
- Case Study: Creating a real-time analytics dashboard using live streaming data.

16. The Future of Intelligent Automation

- AI Automation.
- AI Agents.
- Power Automate Desktop.



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