

Microsoft Power Automate Beginner and Advanced

COURSE CONTENT

GET IN TOUCH



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About Multisoft

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About Course

Microsoft Power Automate Beginner and Advanced Training is designed to provide comprehensive knowledge of workflow automation and robotic process automation using Microsoft Power Automate. The training starts with fundamental concepts such as cloud flows, triggers, actions, conditions, variables, and Microsoft 365 integration before progressing to advanced workflow logic, Dataverse, approvals, error handling, desktop flows, and RPA.

Through practical exercises and business-oriented scenarios, participants gain experience in automating repetitive tasks, connecting applications, processing data, creating approval workflows, and combining cloud and desktop automation. The course also introduces security, governance, monitoring, troubleshooting, and solution management concepts relevant to enterprise automation environments.

Module 1: Introduction to Microsoft Power Automate

- ✓ Overview of Microsoft Power Platform
- ✓ Introduction to workflow and process automation
- ✓ Understanding Microsoft Power Automate
- ✓ Power Automate capabilities and common use cases
- ✓ Cloud automation vs. desktop automation
- ✓ Understanding connectors, triggers, and actions
- ✓ Power Automate licensing concepts
- ✓ Introduction to environments
- ✓ Exploring the Power Automate portal

Module 2: Power Automate Environment and Interface

- ✓ Navigating the Power Automate interface
- ✓ Understanding My Flows and Shared Flows
- ✓ Exploring templates
- ✓ Connections and connection references
- ✓ Managing environments
- ✓ Creating a basic automated workflow
- ✓ Testing and running flows
- ✓ Reviewing flow run history
- ✓ Managing and organizing flows

Module 3: Getting Started with Cloud Flows

- ✓ Understanding cloud flows

- ✓ Automated cloud flows
- ✓ Instant cloud flows
- ✓ Scheduled cloud flows
- ✓ Selecting appropriate triggers
- ✓ Adding and configuring actions
- ✓ Working with trigger inputs
- ✓ Configuring action parameters
- ✓ Saving and testing flows
- ✓ Understanding flow execution

Module 4: Triggers, Actions, and Flow Logic

- ✓ Trigger configuration
- ✓ Trigger conditions
- ✓ Dynamic content
- ✓ Using conditions
- ✓ Switch controls
- ✓ Apply to each
- ✓ Do Until loops
- ✓ Nested workflow logic
- ✓ Parallel branches
- ✓ Scope actions
- ✓ Terminate actions
- ✓ Designing multi-step workflows

Module 5: Working with Microsoft 365 Services

- ✓ Automating Outlook processes
- ✓ Working with SharePoint
- ✓ SharePoint lists and document libraries
- ✓ Microsoft Teams automation
- ✓ OneDrive integration
- ✓ Excel Online integration
- ✓ Working with Forms
- ✓ Creating notification workflows
- ✓ Automating document-based processes
- ✓ Cross-service Microsoft 365 automation scenarios

Module 6: Variables, Expressions, and Advanced Flow Logic

- ✓ Creating and initializing variables
- ✓ String variables
- ✓ Integer and numeric variables
- ✓ Boolean variables
- ✓ Arrays and objects
- ✓ Setting and updating variables
- ✓ Introduction to Power Automate expressions
- ✓ String functions
- ✓ Date and time functions
- ✓ Logical functions
- ✓ Conversion functions
- ✓ Collection functions

- ✓ Working with null and empty values
- ✓ Combining expressions with dynamic content

Module 7: Data Operations and Content Processing

- ✓ Compose action
- ✓ Select operation
- ✓ Filter Array
- ✓ Join operations
- ✓ Creating and manipulating arrays
- ✓ Working with JSON data
- ✓ Parse JSON
- ✓ Understanding structured data
- ✓ Accessing object properties
- ✓ Transforming data between applications
- ✓ Creating HTML tables
- ✓ Creating CSV tables
- ✓ Processing large datasets
- ✓ Data formatting and transformation techniques

Module 8: Approval Workflow Automation

- ✓ Introduction to Power Automate approvals
- ✓ Creating approval workflows
- ✓ Start and Wait for an Approval
- ✓ Approval types
- ✓ First-to-respond approvals

- ✓ Everyone-must-approve scenarios
- ✓ Sequential approval logic
- ✓ Conditional approval routing
- ✓ Capturing approval responses
- ✓ Sending approval notifications
- ✓ Escalation concepts
- ✓ Handling rejected requests
- ✓ Multi-level business approval scenarios

Module 9: Dataverse and Business Data Automation

- ✓ Introduction to Microsoft Dataverse
- ✓ Understanding tables, columns, and rows
- ✓ Dataverse connectors
- ✓ Creating and updating records
- ✓ Retrieving records
- ✓ Filtering Dataverse data
- ✓ Working with relationships
- ✓ Triggering flows from Dataverse events
- ✓ Automating business data processes
- ✓ Dataverse integration considerations

Module 10: Advanced Cloud Flow Design

- ✓ Designing complex automated workflows
- ✓ Advanced trigger conditions
- ✓ Advanced expressions

- ✓ Working with arrays and objects
- ✓ Nested conditions and loops
- ✓ Child flows
- ✓ Parent-child automation patterns
- ✓ HTTP concepts in Power Automate
- ✓ Working with APIs through supported actions
- ✓ Pagination concepts
- ✓ Concurrency control
- ✓ Workflow performance considerations
- ✓ Reusable automation design
- ✓ Optimizing flow execution

Module 11: Error Handling, Monitoring, and Troubleshooting

- ✓ Understanding flow failures
- ✓ Configure Run After
- ✓ Scope-based exception handling
- ✓ Try-Catch-Finally design pattern
- ✓ Handling action failures
- ✓ Timeout handling
- ✓ Retry policies
- ✓ Creating failure notifications
- ✓ Reviewing run history
- ✓ Diagnosing trigger and action issues
- ✓ Tracking workflow execution
- ✓ Troubleshooting connector issues
- ✓ Improving flow reliability

Module 12: Power Automate Desktop and Desktop Flows

- ✓ Introduction to Power Automate Desktop
- ✓ Understanding desktop flows
- ✓ Power Automate Desktop interface
- ✓ Creating desktop flows
- ✓ Variables and data types
- ✓ Flow control actions
- ✓ File and folder automation
- ✓ Excel automation
- ✓ Web automation
- ✓ Desktop application automation
- ✓ UI elements
- ✓ Recording desktop actions
- ✓ Browser automation
- ✓ Working with dialogs and messages
- ✓ Running and testing desktop flows

Module 13: Advanced Desktop Automation and RPA

- ✓ Advanced UI automation
- ✓ UI element management
- ✓ Working with selectors
- ✓ Dynamic UI elements
- ✓ Mouse and keyboard automation
- ✓ Advanced web automation
- ✓ Data extraction from web pages

- ✓ Excel and file-processing scenarios
- ✓ PDF-related automation concepts
- ✓ Error handling in desktop flows
- ✓ Subflows
- ✓ Input and output variables
- ✓ Running desktop flows from cloud flows
- ✓ Attended and unattended automation concepts
- ✓ Automating legacy application processes
- ✓ End-to-end RPA scenarios

Module 14: Integration, Security, Governance, and Solution Management

- ✓ Understanding Power Automate integration architecture
- ✓ Connections and authentication
- ✓ Connection references
- ✓ Environment variables
- ✓ Solutions in Power Platform
- ✓ Adding flows to solutions
- ✓ Moving automation between environments
- ✓ Sharing and ownership
- ✓ Permissions and access considerations
- ✓ Data Loss Prevention concepts
- ✓ Power Platform governance fundamentals
- ✓ Managing enterprise automation
- ✓ Naming and documentation practices

- ✓ Automation lifecycle considerations

Module 15: Real-World Automation Projects and Enterprise Scenarios

- ✓ Employee onboarding workflow
- ✓ Leave request and approval automation
- ✓ Document approval process
- ✓ Automated email attachment processing
- ✓ SharePoint document workflow
- ✓ Excel data-processing automation
- ✓ Teams notification workflow
- ✓ Multi-stage approval scenario
- ✓ Desktop data-entry automation
- ✓ Cloud and desktop flow integration
- ✓ Business process automation scenario
- ✓ Error-handling implementation
- ✓ Testing and troubleshooting automation
- ✓ Designing an end-to-end automation solution