

# Power Automate Desktop

## 2 day training course



## Course contents

This course will cover the following topics. Those marked with (\*) will be covered if time allows.

### Getting started

- Creating flows
- Comments
- Input and message boxes

### Variables

- Referring to variables
- Managing variables
- Viewing variable values

### Subflows

- Creating subflows
- Running subflows

### Debugging

- Stepping through flows
- Setting breakpoints

### Working with Excel

- Opening and closing
- Getting and writing data
- Other Excel actions

### Error handling

- Testing buttons, files, etc.
- Error-handling for actions
- Error blocks for flows

### Input and output variables

- Calling flows
- Filling output variables
- Referencing input variables

### Lists

- Populating lists
- Looping over lists
- Adding to and clearing lists

### Loops

- Looping N times
- Conditional loops
- Looping over collections

### Conditions

- Testing conditions (IF)
- Multiple conditions (SWITCH)

### SQL Server

- Opening connections
- Reading data
- Running stored procedures

### Data tables and rows

- Populating data tables
- Looping over data rows
- Collapsing data columns

### Files and folders

- Manipulating files
- Working with folders
- Reading / writing text files
- Using CSV files

### Different data types

- Getting the date
- Converting dates to text
- Testing for numeric input

### Mouse and keyboard

- Sending keys
- Mouse clicks

### Browsing websites

- Using different browsers
- UI elements
- Problems you may encounter
- Extracting data

### User interfaces (UIs)

- UI elements revisited
- Capturing data
- Filling in forms

### Emails and Outlook

- Using Outlook
- Sending emails
- Extracting attachments

### Images

- Adding images
- Using in website automation
- Deleting unused images

### PDFs

- Reading tables and text
- Reading images

### Recording flows

- Recording your steps
- Limitations of recording

### Case studies (\*)

- Backing up files
- Emailing files to different users
- Compiling SEO results

## Pre-requisites for Power Automate Desktop course

To attend this course you need to be a regular user of Windows. You will get more out of the course if you're familiar with the basics of the main Microsoft Office applications.

### Prices

Venue	Address	Price per place
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
<a href="#">Online</a>	Your home or office!	£875 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 22-23 May 2025	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Thu/Fri 26-27 June 2025	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Thu/Fri 31st Jul/1st August 2025	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Thu/Fri 28-29 August 2025	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>
Mon/Tue 29-30 September 2025	Online	09:30-16:30	£875 + VAT	<a href="#">Book this</a>

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.