

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 |
|----------------------------|--|-------------------------|
| London | Landmark, 99 Bishopsgate, London EC2M 3XD | £1,425 per person + VAT |
| Manchester | Holiday Inn, 25 Aytoun Street, Manchester M1 3AE | £1,050 per person + VAT |
| Online | Your home or office! | £875 per person + VAT |

Scheduled Dates

| Dates | Venue | Times | Price per place | Booking |
|------------------------------|--------|-------------|-----------------|---------------------------|
| Tue/Wed 14-15 July 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Mon/Tue 24-25 August 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Thu/Fri 17-18 September 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Thu/Fri 15-16 October 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |
| Mon/Tue 16-17 November 2026 | Online | 09:30-16:30 | £875 + VAT | Book this |

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.