Course : Power Automate, automating processes

Product code no. in the Microsoft Power Platform range

Practical course - 2d - 14h00 - Ref. PWT

Price : 1280 € E.T.

3,8 / 5

Power Automate (formerly known as FLOW) lets you create automatic processes to facilitate the handling of low value-added tasks. Power Automate consists of two different, independent and complementary tools: Power Automate (cloud) and Power Automate Desktop.

Teaching objectives

At the end of the training, the participant will be able to:

- Prendre en main Power Automate Desktop
- Concevoir un flux de bureau
- Discover Power Automate Online services
- Créer des flux de cloud en interaction avec d'autres outils de la Power Platform

Intended audience

Professional "trade" with a technical bent but not a developer, wishing to automate tasks (complementary to Power BI and Power Apps but not mandatory).

Prerequisites

Good knowledge of Windows.

Course schedule

1 Introduction

- Introducing the Microsoft Power platform.
- Définition d'un flux.
- Introducing Power Automate.

Hands-on work

Getting to grips with the platform. Navigate Power Automate Desktop.

PARTICIPANTS

Professional "trade" with a technical bent but not a developer, wishing to automate tasks (complementary to Power BI and Power Apps but not mandatory).

PREREQUISITES

Good knowledge of Windows.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Power Automate Desktop - Predefined actions

- Perform simple actions and basic loops.
- Interaction with Excel.
- File and folder management.

Hands-on work
Operate Power Automate Desktop. Create simple flows from predefined actions.

3 Power Automate Desktop - Web recorder

- Getting started with the web recorder.
- Introduction to the Power Fx language.

Hands-on work
Continue working with Power Automate Desktop.

4 Power Automate Desktop - User interface recorder

- Discover the user interface.
- Flows and sub-flows.
- Connection to local applications.

Hands-on work
Handle streams and sub-streams. Connect to local applications other than Office.

5 Getting started with Power Automate (cloud)

- Exploring the Power Automate Cloud interface.
- Create a simple workflow using Microsoft tools and templates.

Hands-on work
Get to grips with Power Automate Online by creating simple workflows.

6 Power Automate - Approval workflow

- OData filters.
- Variables.
- Loops.

Hands-on work
Create feeds from Sharepoint lists.

7 Use of artificial intelligence models

- Optical character recognition.
- Automate text extraction.

Hands-on work
Use OCR (character recognition).

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 16 Apr., 18 June, 20 Aug., 22 Oct., 3 Dec.

PARIS LA DÉFENSE
2026 : 16 Apr., 15 June, 20 Aug., 22 Oct., 3 Dec.

LILLE
2026 : 3 Dec.