Course : Power Automate, automating processes

Product code no. in the Microsoft Power Platform range
Practical course - 2d - 14h00 - Ref. PWT
Price : 1500 CHF E.T.

★★★☆ 3,9 / 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.

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).

Dates and locations

REMOTE CLASS
2026 : 19 Feb., 16 Apr., 18 June, 20 Aug., 22 Oct.,

3 Dec.