Power Automate Desktop Training

Deenuji Loganathan

- 13+ years of experience in IT and 6+ years in RPA

- Recognized as a Super User for 3 consecutive seasons in the Power Platform Community

- Holds the Community Champion rank in the PAD Community

- Top-listed solution provider in the PAD Community with 270+ shared solutions

- Certified in Power Automate Desktop (PL-500), Power Platform (PL-900), Automation Anywhere, and UiPath

- Published multiple articles in the Power Platform Community

- Delivered sessions in the Power Platform Weekly Forum

- Trained over 50 individuals in Power Automate Desktop, including citizen developers

Deenuji Loganathan

Power Automate Desktop Architect

https://www.linkedin.com/in/deenuji/

https://www.youtube.com/@automatewithdeenu

Current Market Position of Power Automate

Microsoft Ecosystem Advantage
Seamlessly integrates with Microsoft 365, Outlook, Excel, Teams & Azure —
tools you already use!

Cost-Effective
PAD offers one of the most affordable RPA licenses in the market — often up
to 50% lower than other tools.

Low-Code Friendly
Designed for citizen developers and business users with easy-to-use UI and
recorder features.

Powerful Desktop Automation
Unlike cloud-only tools, PAD is optimized for automating legacy apps and
desktop tasks.

Great for Beginners & Pros
Whether you're starting out or expanding automation skills, PAD offers
flexibility and scalability.

Strong Community Support
Backed by an active community, rich learning resources, and continuous
innovation by Microsoft.

Gartner Magic Quadrant chart

CHALLENGERS | LEADERS

- UiPath
- Automation Anywhere
- Microsoft
- SS&C Blue Prism
- Pegasystems
- Appian
- SAP
- ServiceNow
- Samsung SDS
- Laiye
- Salesforce
- IBM
- EvoluteIQ

NICHE PLAYERS | VISIONARIES

ABILITY TO EXECUTE

COMPLETENESS OF VISION

As of January 2025 — © Gartner, Inc

Gartner

Modules	Topics	Subtopics
Introduction	Introduction to Power Automate Desktop	▪ Overview of Robotic Process Automation (RPA) and its benefits ▪ Introduction to Power Automate Desktop: features and capabilities ▪ Use cases of Power Automate Desktop in business automation workflows
Introduction	PAD Installation and Machine Registration	▪ System requirements for installing Power Automate Desktop ▪ Step-by-step installation process ▪ Configuration and setup post-installation
Introduction	Creating a simple Desktop Flow	▪ Understanding flow design concepts ▪ Adding actions to create a basic automation flow ▪ Save and Run flows

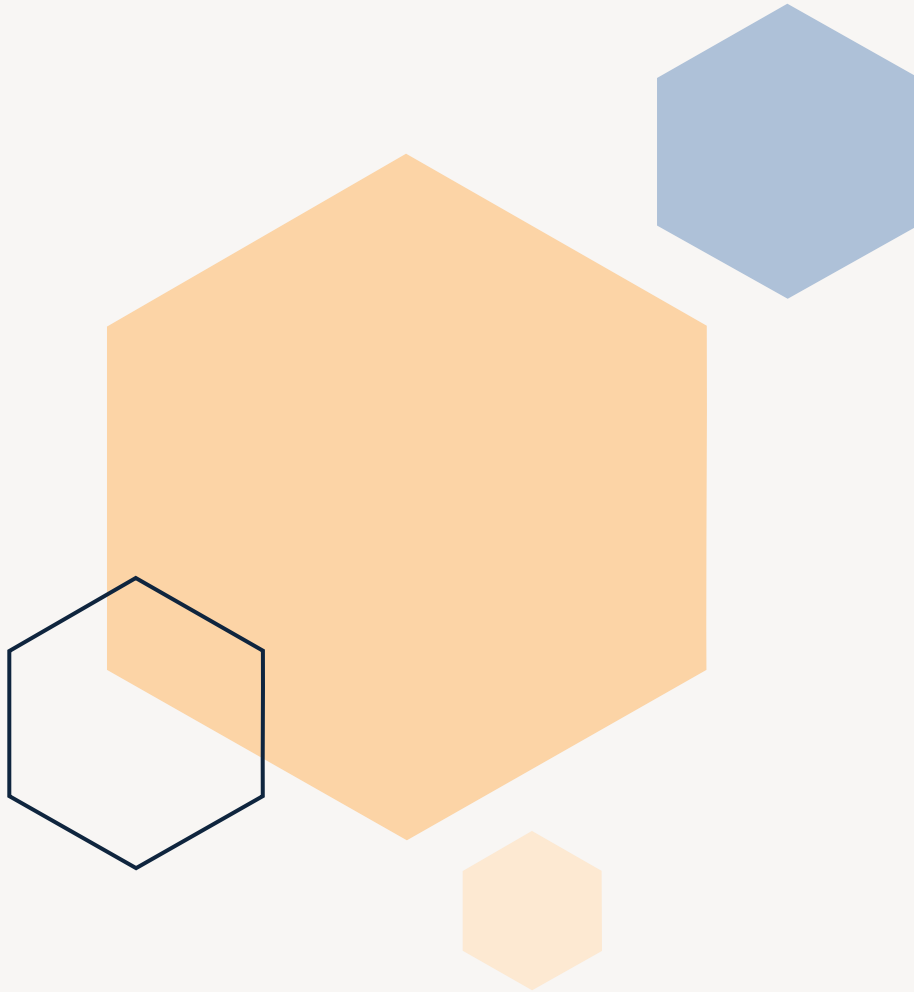| Modules	Topics	Subtopics
Core Concepts	Working with Variable Actions	▪ Set Variable: assigning values to variables ▪ Truncate Number: adjust Number precision ▪ Get Random Numbers: generate Random values ▪ Increase/Decrease Variable: adjust numeric values ▪ create New List: initialize a List Variable ▪ Add/Remove Item From List: manipulate List contents ▪ Clear List: empty List content ▪ Remove Duplicate items From List: clean up List data
Core Concepts	Working with Conditional Actions	▪ If and Else: basic branching logic ▪ Else If: additional conditions ▪ Switch and Case: multi-branch decision-making ▪ Default Case: fallback option ▪ If File/Folder Exists: check File or Folder presence ▪ If Process: verify running processes'
Core Concepts	Working with Loops	▪ for Loop: iterate a fixed Number of times ▪ While Loop: repeat until a condition is met ▪ Do-While Loop: execute at least once ▪ Break and Continue: control Loop execution flow

Modules	Topics	Subtopics
Core Concepts	Working with Text Actions	▪ Find/Replace/Extract/Concatenate/Split Text: manipulate text
Core Concepts	Working with Date and Time Actions	▪ Get Current Date and Time: retrieve system time ▪ Format Date and Time: adjust date/time display ▪ Convert Time Zones: manage time zone conversions
Core Concepts	Working with File/Folder and Compression Actions	▪ Create/Read/Write/Append to File: basic file operations ▪ Copy/Move/Rename/Delete File: manage file system ▪ Create/Delete/Copy/Move/Rename Folder: organize and manage directories ▪ Zip Files/Unzip Files: archive and extract file collections
Core Concepts	Working with Excel Automation	▪ Read Excel File: retrieve data From Excel ▪ Write/Append to Excel: update or Add data ▪ Find and Replace: search and modify data in Excel ▪ Other Excel based operation
Core Concepts	Working with Recorder	▪ Record/Play/Pause Recorded Web and Desktop Actions

Modules	Topics	Subtopics
Core Concepts	Working with Web Automation Actions	▪ Launch Web browser ▪ Click Element: interact with web elements ▪ Type into Field: input data ▪ Extract Data from Web: scrape web content ▪ UI elements & Selectors ▪ Fallback features
Core Concepts	Working with UI Automation Actions	▪ Click/Input Text/Extract Text/Wait for Element: automate desktop application interactions ▪ UI elements & Selectors ▪ Fallback features
Core Concepts	Working with Outlook Automation Actions	▪ Create/Send Outlook Email: automate email composition and delivery ▪ Save Outlook Email Attachments: archive email data ▪ Manage Email and Save Emails
Core Concepts	Working with PDF Automation Actions	▪ Read PDF Text: extract text content from PDFs ▪ Extract Data from PDF: parse structured data ▪ Merge/Split PDFs: combine or separate PDF files

Modules	Topics	Subtopics
Core Concepts	Working with Database Automation	▪ Connect to Database ▪ Execute SQL Query ▪ Fetch/Update/Insert/Delete Data ▪ Close Connection
Advanced Topics	Working with OneDrive	▪ List and Create files in OneDrive ▪ Download OneDrive files into local drive
Advanced Topics	AI Builder	▪ Explore GPT inbuilt actions
Advanced Topics	Work Queues	▪ Implementing work queues: managing task assignments ▪ Task prioritization: optimizing workflow efficiency
Advanced Topics	Copilot	▪ Introduction to Copilot: leveraging AI for automation ▪ Benefits and limitations of AI-driven task automation

Modules	Topics	Subtopics
Core Topics	Machine Registration	▪ Registering machines for automation: setting up machines for RPA tasks ▪ Managing machine pools: distributing workload across registered machines
Core Topics	Attended vs Unattended Bots	▪ Differences: use cases and scenarios for attended vs unattended automation ▪ Deployment considerations: scaling and resource allocation
Core Topics	Cloud Flow Basics	▪ Overview of Cloud Flows: benefits of cloud-based automation ▪ Invoke desktop flows from cloud flow
Core Topics	Types of triggers	▪ Explore types of triggers in cloud flows
Advanced Topics	Monitor Desktop flow runs and logging	▪ Explore how to monitor desktop flow runs from cloud portal ▪ Logging for desktop flows

Modules	Topics	Details
Advanced Topics	**License**	▪ Discussion on Power Automate licensing, types of licenses, and scenarios
Advanced Topics	**Power Fx Enabled flows**	▪ Learn how to build flows using Power Fx with simple logic-based use cases
Advanced Topics	**Hosted machine**	▪ Step-by-step setup of a hosted machine & understanding required licenses
Advanced Topics	**Use case Building**	▪ Build real-time use cases live in session

What's Not Covered in This Training

- This is a Power Automate Desktop (RPA-focused) training program

- No deep dive into Power Automate Cloud Flows

- The focus remains on desktop automation, AI Builder, and RPA use cases-based learning

- Cloud flow concepts will be touched upon only when required for RPA integration

- **Certification is not included – this is a training-only program.**

<u>Training Schedule & Approach:</u>

Please note that while we have a well-structured course plan, the exact timeline may slightly vary based on the pace and engagement of the trainees. However, rest assured that all topics will be covered in full - even if it requires extending the timeline by an additional week or two.

<u>Practical Learning Model:</u>

In every session, you'll not only learn key concepts but also receive a hands-on use case to work on independently. Once completed, you'll be asked to submit your solution to the trainer for personalized review and feedback.

This approach helps you:

- Build real-world confidence.
- Move beyond theory into actual practice.
- Stay actively involved throughout the course

We believe this format delivers the strongest foundation to help you succeed with Power Automate Desktop.

<u>Training Terms & Conditions:</u>

To ensure a smooth and productive learning experience, all trainees are expected to adhere to the following terms:

- **Attendance Commitment:** Trainees must join sessions as per the planned schedule. Regular attendance is crucial for keeping up with the course flow.

- **Missed Sessions:** In unavoidable situations where a class is missed, trainees are responsible for watching the recorded session to stay updated. No additional live sessions will be conducted for missed classes.

- **Assignment & Use Case Completion:** Trainees are expected to complete all assigned use cases and exercises within the provided timeline to get the most out of the course and receive trainer feedback.

- **Focus & Participation:** Active participation and focus during live sessions are essential. Please avoid multitasking to ensure maximum learning.

- **Trainer Availability:** If the trainer is unavailable due to a personal emergency, this will be communicated in advance, and the affected topics will be postponed to the following week

- **No Refund Policy:** Once the course fee is paid, no refunds will be issued under any circumstances, including missed sessions or personal schedule conflicts.

By enrolling in this training, you agree to the above terms and conditions. Your cooperation helps maintain the quality and consistency of the learning experience for everyone involved.

Power Automate Desktop – Course Schedule:

Duration: 6 Weeks starting from August 9, 2025

Live Sessions: Held on Saturdays & Sundays

Timing: Saturdays & Sundays – 3PM to 4:30PM IST

Course Fees: 20,000 INR

Office Hours (Optional): Every Wednesday, 9:30 PM – 10:15 PM IST

WhatsApp Group: Support from trainer & peers

Session Recordings: Available after every class

How to Make Payments?

After this session, QR code and bank account details will be shared with all participants.

You can choose to pay via:

- UPI – Scan the QR code
- Bank Transfer – Account details will be provided after this session

Once the payment is made, please share the payment screenshot via WhatsApp or email to confirm your enrollment.

**Payment confirmation is required to grant access to live training session meeting links, WhatsApp group, and recordings.

Next Steps:

<mark>Small group– first come, first served</mark>

(Limited seats to ensure a rich learning experience and due to license constraints.

Payment Confirmation

✔ Make the payment via UPI or bank transfer within 6th Aug to reserve your seat.

✔ Share the payment screenshot via WhatsApp or email

Join the WhatsApp Group and Get Credentials:

- Get credentials to access premium features, AI Builder, and Office integration.

  (If license issue arise needed, guidance will be provided to activate a free trial.)

- Live session meeting link will be shared post payment confirmation

- Stay connected with the trainer and fellow participants throughout the course

Training Kick-off

- Live sessions begin on August 9, 2025

- Ensure you're available for sessions every Saturday & Sunday at 3:00 PM IST

Stay Prepared

- Come with your questions and automation goals!

Reach Out Anytime

For any queries or assistance, contact the trainer via WhatsApp or email

Thank you

Deenuji Loganathan

automatewithdeenu@gmail.com