

Creating Business Apps with Microsoft Power Apps

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

Course Description

This course will teach how to design, test and publish new apps that work with a variety of data sources. We will take users through a selection of well-crafted lessons to help them build new applications for their business.

Objective

Upon successful completion of this course, participants will be able to:

- understand when to use PowerApps.
- describe the components of PowerApps and their correct use.
- create PowerApps from existing data sources.
- customise PowerApps beyond just using the automated wizards.
- connect to a range of data sources.
- understand the difference between canvas apps, model-driven apps, and portals.
- integrate PowerApps with other Office 365 systems – including SharePoint Online, Power BI.

Target Audience

This class has something for everything, from beginners who wish to customise their data entry forms in Excel for Web via SharePoint / OneDrive for Business right up to advanced users who need to use advanced formulas to deliver more bespoke actions to their apps.

Prerequisites

Participants must be familiar with Microsoft Office apps (OneDrive for Business, Outlook 365, Excel for Web, SharePoint Online).

Office 365 Login

- Each participant must have Office 365 login for Power Apps, OneDrive for Business, Outlook 365, Excel for Web, and SharePoint Online (create Site / List / Document Library).

COURSE CONTENTS

Module 1 - Introduction To Power Apps

- What is PowerApps?
- The Benefits of Power Apps
- Power Apps License Options
- How to Start 30 Days Free Trial
- How to Sign Up for the Community Plan
- Identify Your Current License
- Download and Install the Power Apps Studio
- About Power Apps Mobile and On-Premises Data Gateway
- Types of Power Apps You Can Create
- Have a Glance of Power Apps Page

Module 2 – Canvas Apps In Power Apps

- Overview of Canvas Apps
- Create a Canvas App from Template
- Create a Canvas App from Existing Excel Data
- Create a Canvas App from Existing SharePoint List
- Create a Canvas App from Scratch based on Excel Data
- Understand the Three Types of Controls to a Canvas App
- Using Form Controls
- Practical Example : Creating a Business App

(A simple business app which can be used in daily working environment which can be accessed in web, desktop, and mobile.)

- ☐ Add Record
- ☐ Browse Records
- ☐ Search Record
- ☐ Sort Records
- ☐ Edit Record
- ☐ Delete Record
- ☐ Send Email
- ☐ Display Charts in Canvas App
- ☐ Display Power BI Dashboard in Canvas App

Module 3 – Managing Canvas Apps

- Rename a Canvas App
- Delete & Restore a Canvas App
- Share a Canvas App

Module 4 – Overview Of Model-Driven Apps In Power Apps

- Overview of Model-Driven Apps
- Explore Sample Model-Driven Apps
- Create Your First Model-Driven App

Module 5 – Overview Of Portals In Power Apps

- Overview of Portals
- Explore Sample Portals
- Create Your First Portal