COURSE OUTLINE

MICROSOFT POWERAPPS

Course Duration: 2 Day

Overview

This course delivers an instructor-led breakdown of Microsoft PowerApps. Students will be taught how to design, test and publish new applications 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.

Audience

This class has something for everyone, from beginners who wish to customise their data entry forms in SharePoint right up to advanced users who need to use advanced formulas to deliver more bespoke actions to their applications.

Prerequisites

Delegates should have prior experience of using Office 365.

Module List

Module 1: An introduction to Microsoft PowerApps

Let's get started with an introduction to Microsoft PowerApps. Traditionally building customised solutions for a business involved using a coding language to build an application from scratch. Typically, these solutions could often only be used within the business, making external use of the application a large hurdle to overcome. With PowerApps we can now not only easily build solutions, but we can also share them with users in our business. Deployment takes seconds and you could by testing your own app on your phone in no time. This module will overview the features of PowerApps, its benefits to a business and the variety of ways you can build and access your apps on different devices.

Topics Covered

What is PowerApps?

The benefits of apps

How to get to PowerApps

Canvas Apps and Model-Driven Apps

License Options and Costs

Module 2: Getting started with PowerApps

To begin our journey through the PowerApps product, we will begin by looking at some of the templates that are available to view and edit. Microsoft's templates are a good starting point to discover what the product is capable off and how it can be achieved. We will also take the chance to have a tour of the editor so that students are familiar with the interface that they will be using over the two-day course. We will then build our first app from a static data source, showing students how to test their changes in the app instantly without the need to publish. We will also discuss how to configure your apps settings and how to access the app once it has been saved and shared.

Topics Covered

Discover PowerApps with templates

Building a new app with a data source

Add, edit and remove controls

Testing an app

App settings

Publish and share an app

Mobile app

Module 3: Branding and Media

In our next module, we will look at the options available to designers that allow them to implement their business branding. Not only will this deal with the aesthetics of your app, it will also introduce time-saving tips to help keep your branding consistent. We will also be discussing how to embed media into your app which can be useful if you are planning on an app that might promote video content.

Topics Covered

Linking control properties

Backgrounds

Colours and transparency

Duplicating screens

Copying the look and feel

Using images

Embed and play audio and video

Module 4: PowerApp Controls

So far in the course, we would have covered the basics of adding, editing and removing controls from our applications. The drive behind this module is to provide more depth on the categories of controls which can be used on a form. Your instructor will take you through each control and discuss its purpose and configuration. Tackling the wide selection of controls will help students recognise when to use the right control.

Topics Covered

Labels

Buttons

Text inputs

Controls

Galleries

Data tables

Forms

Media

Charts

Icons

Module 5: Data Sources and Logic

To help maintain and view essential business information, organisations often have a diverse selection of locations to keep different types of data. This could range from databases to file storage locations. PowerApps offers connections to a wide selection of data sources. We will show students to build their PowerApps to bring in data from a variety of sources as well as how they can utilise the common data source, a storage location unique to PowerApps.

Topics Covered

Working with files

Databases

Filter, sort and search formulas

If and Select

Accessing on-premises sources

The common data source

Sharing data sources

Module 6: Model-Driven Apps

Module one to five discussed how to work with the original type of PowerApp known as a Canvas App, Microsoft have now introduced a second type of app known as a model-driven app. Model driven apps involve a different development process to canvas apps. We will review this development process during this module.

Model-Driven apps can be quicker to build than canvas apps, but they are less customisable and typically have a higher cost, knowing which type of app to use is not always a simple decision, we will show you the pros and cons of each.

Topics Covered

What is a model-driven app?
Where will my data be stored?
How do create a model-driven app
Canvas vs model-driven summary
Mobile App

Module 7: PowerApps Integration

PowerApps is designed to easily connect to other business systems to read and update information. In this module we will discuss some simple ways to integrate PowerApps with key Office 365 systems including Teams, SharePoint Online and Flow. The result, is the ability to use a combination of systems to create solutions for a variety of business requirements.

Topics Covered

Start a Flow from a PowerApp

Embed PowerApps in Teams

Embed PowerApps in SharePoint Online

Module 8: Administration and Maintenance

In our last module for Microsoft PowerApps, we will be looking at how a business can manage their existing apps. This could be using analytics to discover usage trends. We will discover how to export and import apps, so they can be reused in other locations. Finally, we will discuss how Office 365 administrators can shape the PowerApps experience with high-level settings that help ensure data segregation and security.

Topics Covered

Maintaining an app

View analytics

Export and import apps

Office 365 administration for PowerApps

Environments

Data policies

Data integration