Microsoft Power Apps Essentials Training

Duration: **2 Day**

BILGINC IT Academy
info@bilginc.com
bilginc.com

Microsoft Power Apps is an important part of the Microsoft 365 and Power Platform ecosystem. It provides a low-code platform for creating online forms, desktop applications, and mobile apps that can connect directly to organisational data.

This course provides an introduction to Power Apps with a particular focus on creating, managing, publishing, and distributing **Canvas Apps**.

Throughout the course, participants use Power Apps Studio to create apps from scratch, build apps from templates or existing data, work with Copilot-assisted development, and connect applications to different data sources.

The programme also provides the foundation needed for learners who plan to progress to more advanced and technically focused Power Apps training.

Prerequisites

This course may require the use of **Multi-Factor Authentication (MFA)**. Participants are advised to install Microsoft Authenticator, or another compatible authentication application, before attending.

The following experience is recommended:

- Confidence using a modern web browser,
- General familiarity with Microsoft 365,
- Basic experience using functions in Excel or a similar application,
- A basic understanding of programming concepts.

Programming experience is useful but not essential.

For virtual delivery, a dual-monitor setup is recommended.

The instructor demonstrates features throughout the course. Optional lab exercises are also available for participants to complete within a trial environment created for the training.

Who Should Attend

This course is suitable for:

- Anyone who wants to learn Power Apps,
- Professionals who need to create customised business applications,
- Users who want to build applications with little or no traditional coding,
- Microsoft 365 and Power Platform users,
- Learners who want to develop a foundation in Canvas App development.

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What You Will Learn

By the end of this course, participants will be able to:

- Explain the purpose of Power Apps and how it fits within Power Platform,
- Create apps from scratch, from templates, with Copilot, or from existing data,
- Save, publish, and share applications,
- Work with app versions,
- Create and configure Screens and Controls,
- Build navigation between screens,
- Use Variables and Named Formulas,
- Connect applications to data sources,
- Work with Tables and Galleries,
- Use Power Apps Functions and Formulas,
- Use Data Forms to view and edit records.

Training Outline

Module 1 – Introduction to Power Apps

- What is Power Apps?
- What can be built with Power Apps?
- Understanding the position of Power Apps within Power Platform
- Overview of using Power Apps to support digital business processes

Module 2 – Power Apps Studio

- Launching and using Power Apps Studio
- Creating, editing, and running applications
- Different ways users can access and run apps
- Saving applications
- Publishing apps
- Sharing apps with other users
- Understanding Power Apps Versioning
- Main approaches to creating applications
- Creating an app using Power Apps Copilot
- Saving and publishing a Copilot-generated app

Module 3 – Screens, Controls, and Navigation

- Understanding the main building blocks of Power Apps
- Working with Screens
- Using Controls
- Naming application objects
- Naming Conventions
- Configuring Properties
- Relative Properties
- Linked Properties
- Properties that trigger changes
- Creating navigation between screens

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Module 4 – Functions

- Introduction to Power Apps Functions
- Understanding how functions are used in applications
- Using Navigate
- Using Text
- Using Value
- Combining multiple functions
- Working with commonly used Power Apps functions

Approximately 16 different functions are introduced and demonstrated during the course.

Module 5 – Modern Styling

- Introduction to Microsoft's current Power Apps design approach
- Working with Vertical Containers
- Working with Horizontal Containers
- Building container-based layouts
- Creating more flexible and consistent screen designs

Module 6 – Galleries and Working with Data

- Understanding data in Power Apps
- Data Sources
- Tables
- Records
- Methods for displaying multiple records
- Table Controls
- Gallery Controls
- Displaying records in Galleries
- Searching data
- Using the Sum function

Module 7 – Variables and Named Formulas

- Introduction to Variables
- Storing information within an application
- Reusing stored values throughout an app
- Understanding Named Formulas
- Creating more complex expressions using functions
- Using Named Formulas to define reusable application logic

Module 8 – Forms

- Understanding the purpose of Forms
- Viewing individual records from data sources
- Editing existing records
- Working with Data Forms
- Understanding Data Cards
- Working with form sub-components
- Creating new records
- Updating existing records
- Using functions associated with Forms

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- Deleting records from data sources

Additional Topics

The following topics may be covered if time allows.

Power Apps Licensing and Data Sources

- Overview of Power Apps licensing levels
- Using Excel as a data source
- Using SharePoint as a data source
- Using SQL as a data source
- Using Dataverse
- Comparing the advantages and disadvantages of common data sources

Power Apps Copilot

- Exploring how Copilot can assist Power Apps development
- Creating applications with Copilot
- Using Copilot to accelerate app creation
- Understanding current limitations of Power Apps Copilot

Practical Application Exercise

An optional practical exercise is available for participants who complete the main course content with time remaining.

The exercise gives learners an opportunity to create a new Power Apps application from scratch and apply the techniques covered throughout the programme. If there is not enough time to finish the task during the course, the supporting materials can be used to complete it afterwards.