

Microsoft Power Apps and Power Automate

Length: 4 Days

Summary: During this customized and immersive hands-on training, everyone will learn how to:

1. Get started quickly

Empower your team to start building and launching apps right away using prebuilt templates, drag-and-drop simplicity, and quick deployment—then roll out continuous improvements as needed.

2. Build apps without compromises

Give everyone the power to build the apps they need with advanced functionality previously only available to professional developers—including pre-built AI components.

3. Enable extensibility for developers

Provide professional developers the tools to seamlessly extend app capabilities with Azure Functions and custom connectors to proprietary or on-premises systems.

4. Automate quickly and more securely

Empower everyone to build automated processes with flows in Power Automate. Use low-code, drag-and-drop tools and hundreds of pre-built connectors that automate repetitive, mundane tasks with ease.

5. Boost efficiency

Record and visualize your end-to-end processes with process advisor, providing guided recommendations for creating flows and deep insights that take the guesswork out of what to automate.

COURSE CONTENT

Module 1 – Introduction to Microsoft PowerApps

Lesson A – What is Microsoft PowerApps
Lesson B – PowerApps and SharePoint
Lesson C – PowerApps outside of Microsoft 365
Lesson D – PowerApps for Mobile
Lesson E – PowerApps Editor for Desktop

Module 2 – The Basics of Custom Forms

Lesson A – Opening the Custom Form Designer
Lesson B – Using the Custom Form Tools
Lesson C – Form Size and Layout Options
Lesson D – Screens
Lesson E – Form Types
Lesson F – Data Cards
Lesson G – Column Snapping
Lesson H – DataCardValue Properties
Lesson I – Adding Images and Icons

Lesson J – Save and Publishing

Module 3 – Advanced Custom Form Features

Lesson A – Prepopulate Columns with User Data
Lesson B – Visibility
Lesson C – Rules
Lesson D – SharePoint Custom Form Options

Module 4– Using PowerApps

Lesson A – Using PowerApps on Mobile
Lesson B – Using PowerApps on Desktop
Lesson C – Creating SharePoint Navigation to PowerApps

Module 5 – Introduction to Microsoft Power Automate

Lesson A – What Is Microsoft Power Automate
Lesson B – Using Power Automate with SharePoint

Lesson C – Using Power Automate outside
Microsoft 365
Lesson D – Connectors

Module 6 – Microsoft Power Automate Basics

Lesson A – Opening Microsoft Power Automate
Lesson B – Creating from Templates
Lesson C – Understanding Tools and Navigation
Lesson D – Creating from Blank

Lesson E – Connections
Lesson F – Data Gateways

Module 7 – Using Triggers

Lesson A – SharePoint List Triggers
Lesson B – SharePoint Library Triggers
Lesson C – Outlook Triggers
Lesson D – OneDrive Triggers
Lesson E – Social Media Triggers
Lesson F – Other Triggers

Module 8 – Using Actions

Lesson A – SharePoint Actions
Lesson B – Outlook Actions
Lesson C – Schedule Actions
Lesson D – Social Media Actions

Module 9 – Power Automate Conditions

Lesson A – Condition
Lesson B – Do Until
Lesson C – Scopes
Lesson D – Parallel Branch

Module 10 – Buttons and Notifications

Lesson A – What is Microsoft Power Automate
Buttons
Lesson B – Notes
Lesson C – Sending Reminders
Lesson D – Log Current Location
Lesson E – Log Working Hours
Lesson F – Mobile Notifications

