

Microsoft Power Apps for End Users

Duration: 2 Days Course Code: M55265

Overview:

Learn to design, customize, and deploy low-code business applications using Microsoft Power Apps, integrating data from SharePoint, Microsoft 365, and other connected services.

This course delivers an instructor-led breakdown of Microsoft Power Apps. Students will be taught 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.

Updated August 2026

Target Audience:

This class has something for everything, 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 apps.

Objectives:

- **After completing this course, students should be able to:**
- Understand when and how to use Microsoft Power Apps to address business requirements.
- Describe the core components and capabilities of Power Apps.
- Create applications from existing data sources.
- Design and customize the user interface and branding of Power Apps.
- Build applications beyond wizard-generated templates using advanced customization techniques.
- Connect Power Apps to multiple data sources, including Excel, SharePoint, and Azure SQL.
- Differentiate between Canvas Apps and Model-Driven Apps and select the appropriate approach.
- Integrate Power Apps with Microsoft 365 services such as Teams and SharePoint Online.
- Administer, maintain, and manage Power Apps solutions.

Prerequisites:

Attendees should meet the following prerequisites:

- Basic familiarity with Microsoft Office 365 applications and services.
- General understanding of business processes and data management concepts.
- Experience with SharePoint, Excel, or other business data sources is beneficial but not required.
- No prior Power Apps development experience is required

Testing and Certification

None

Follow-on-Courses:

- M55268 - Microsoft Power Automate (Microsoft Flow)
- M-PL400 - Microsoft Power Platform Developer (PL-400)
- M-PL900 - Introduction to Microsoft Power Platform (PL-900)

Content:

Module 1: An Introduction to PowerApps

- What is PowerApps?
- The benefits of apps
- How to get PowerApps
- Canvas Apps and Model-Driven Apps
- License Options and Costs
- Discover PowerApps with Templates

Lab : Introduction to PowerApps

- Try the Cost Estimator App
- Download and Review App Design
- Sample App of your choice

Module 2: Getting Started with PowerApps

- Building a new app from a data source
- Add, edit and remove controls
- Intro to Formulas
- Testing an app
- App Settings
- Publish and Share Apps
- Version History and Restore
- PowerApps Mobile App

Lab : Getting Started

- Create App from an existing Data Source
- Publish and Share
- View an app on your mobile device

Module 3: Branding and Media

- Less is more
- Duplicate Screens
- Fonts
- Screen Colours and Matching Colours
- Screen Backgrounds
- Buttons and Icons
- Hide on Timer
- Size and Alignment by reference
- Show and Hide on Timer

Lab : Branding and Media

- Backgrounds and icons
- Import Class Data from Excel
- Duplicate Screen

Module 4: PowerApps Controls

- Text Controls for Data Entry and Display
- Controls – Drop downs, combo box, date picker, radio button and more
- Forms – Add and edit data in underlying data sources quickly
- Charts – present information in pie, line and bar charts

Lab : Build Apps from Blank

- Create an App from the blank template
- Add Controls to collect and display data
- Add Formulas to allow the controls to interact

Module 5: Data Sources and Logic

- Data Storage and Services
- How do I decide which database to use?
- Connect to on-premises data - Gateway
- What is Delegation?
- Specific Data Examples
- Displaying Data

Lab : Data Source and Logic

- SharePoint List connect to App
- Flow to collect tweets to SharePoint
- Display Tweets in PowerApps using the Twitter service
- Create a reply screen in PowerApps

Module 6: Model-Driven Apps

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

Lab : Model-Driven App

- Switch to Model-Driven mode in PowerApps
- Navigate the Model-Drive app interface
- Test a Sample App
- Edit the Sample App

Module 7: PowerApp Integration

- Embed PowerApps in Teams
- Embed PowerApps in SharePoint Online
- Start a Flow from a PowerApp

Lab : PowerApp Integration

- Embed your app in MicrosoftTeams
- Embed your app in SharePoint Online

Module 8: Administration and Maintenance of PowerApps

- Identify which users have been using PowerApps
- Reuse an app in another location (move from testing or development to production)
- Review app usage
- Prevent a user from using PowerApps
- Manage environments

Lab : Administration and Maintenance

- Export an app for use in another location
- Review current PowerApp users in your test environment

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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