

Power Apps & Power Automate

Combined Course
For Beginners

Build, Connect, Integrate



Your learning
needs are at
the heart of
what we do.



By FourSquare Training



Microsoft Power Apps & Power Automate Course Topics & Outline: Four Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

POWER APPS (days 1-2)

Lesson 1 – Introduction to Microsoft Power Apps

1. What is Microsoft Power Apps?
2. SharePoint and Power Apps
3. Using Power Apps outside of the Office 365 environment
4. Software Licensing Requirements
5. Power Apps for Mobile Devices
6. Power Apps Desktop Editor

Lesson 2 – Designing Custom Forms

1. Opening the Custom Form Designer
2. Using the Custom Form Tools
3. Form Size and Layout Options
4. Screens
5. Understanding and working with Form Types
6. Data Cards
7. Using Snap to Columns
8. DataCardValue Properties
9. Adding Images and Icons

10. Save and Publishing your Forms

Lesson 3 – Advanced Custom Form Features

1. Prepopulating Columns with User Data
2. Setting Form Visibility
3. App Logic and Rules
4. SharePoint Custom Form Options

Lesson 4 – Power Apps Using SharePoint Data Connections

1. Creating a Custom PowerApp from SharePoint
2. Creating a Custom PowerApp from a Blank Template
3. Working compatably with Screen Sizes and Resolutions
4. Customised Theme and Branding Options
5. Screens and Transitions
6. Using and Configuring Search within a PowerApp
7. Using PowerApp Controls
8. Using Pen Inputs
9. Save and Publish your PowerApp

Lesson 5 – Using Custom Power Apps

1. Using Power Apps on Mobile Devices
2. Using Power Apps on Desktop Devices
3. Creating SharePoint Navigation to Power Apps

Lesson 6 – Creating Power Apps outside of SharePoint

1. Create and run an app from a template
2. Generate an app from MS Excel data
3. Create an app from scratch connecting to MS Excel Data





Lesson 7 – Other Power Apps Formulas

1. Display Values
2. Changing a value based on input
3. Changing a colour based on user input

Lesson 8 – Power Apps Management

1. Sharing your Apps
2. Assigning App Owners
3. App Details
4. App Settings

POWER AUTOMATE (DAYS 3-4)

Lesson 1 – An Introduction to Microsoft Power Automate

1. What is Microsoft Power Automate?
2. Using Power Automate with MS SharePoint
3. Using Power Automate outside of the Office 365 environment
4. Software Licensing Requirements
5. Flow Connectors

Lesson 2 – Microsoft Power Automate Basics

1. Opening Microsoft Power Automate
2. Creating from Templates
3. Understanding Tools and Navigation
4. Creating from Blank
5. Managing Connections in Microsoft Power Automate

6. Managing Data Gateways

Lesson 3 – Using Triggers in Power Automate

1. Setting MS SharePoint List Triggers
2. Setting MS SharePoint Library Triggers
3. Setting MS Outlook Triggers
4. Setting MS OneDrive Triggers
5. Setting Social Media Triggers
6. Setting Other Triggers

Lesson 4 – Setting Actions for your Triggers

1. MS SharePoint Actions
2. MS Outlook Actions
3. Scheduled Actions
4. Social Media Actions

Lesson 5 – Setting Power Automate Conditions

1. Conditional Flow
2. 'Do Until' conditions
3. Scopes
4. Parallel Branch

Lesson 6 – Setting an Approvals Process

1. MS SharePoint Document Approval
2. Microsoft Forms Approval

Lesson 7 – Buttons and Notifications

1. What are Microsoft Power Automate Buttons?





2. Notes
3. Sending Reminders
4. Logging Current Location
5. Logging Working Hours
6. Mobile Notifications

Scan the QR code for more course information:

Power Apps & Power Automate Course Feedback

“A very professional trainer and the course delivery was excellent.”

Power Automate and Power Apps Training Manchester

“A very technical course but the trainer's delivery technique ensured we all left the course feeling comfortable using Power Apps and Power Automate.”

PowerApps and Power Automate Training Birmingham

“Brilliant, this course was really engaging and I think it will make a huge difference to what we plan to do in the future.””

PowerApps and Power Automate Training Norwich



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