

**Power Platform Training: Power Apps and Power Automate**

**Course Number:** PPL-100  
**Duration:** 4 days

**Overview**

This Power Automate and Power Apps training course teaches attendees how to leverage the powerful features of both tools to build Microsoft Power Platform applications and automations that maximize your team’s productivity in Microsoft 365.

The Power Automate modules in this course teach attendees how to create automated flows, scheduled flows, and button flows in a no-code environment. Students learn how to create automated workflows between their favorite apps and services to synchronize files, receive notifications, collect data, and more. Attendees then take their Power Automate skills to the next level to create more advanced approval workflows, build a workflow from scratch, and gain a deeper understanding of Triggers, Variables, and Expressions.

The Power Apps topics teach attendees how to create custom apps in the cloud to automate business processes. Students learn how to create canvas apps using templates, apps from SharePoint, and more in a low-code environment. Throughout the class, attendees get real-world, hands-on practice creating and editing several small apps and adding Power Automate flows to those apps. Attendees then go beyond the basics and build more sophisticated custom apps in a low-code environment.

**Note:** This 4-day course combines our 2-day [Comprehensive Power Automate](file:////training/power-automate-comprehensive) and [Comprehensive Power Apps](file:////training/power-apps-comprehensive) courses.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Microsoft Power Apps and Power Automate training students receive comprehensive courseware.

**Software Needed on Each Student PC**

We can use either your Microsoft 365 tenant or ours. Attendees need only the Microsoft 365 client applications installed.

**Objectives**

* Understand Power Platform and Power Apps
* Define Power Automate and its capabilities
* Identify and describe the different components of a Power Automate flow
* Create automated flows using templates and from scratch
* Edit and manage Power Automate flows
* Use Power Automate to automate tasks in M365 apps
* Create complex approval flows from scratch
* Use triggers, actions, dynamic content, conditions, and loops to build robust flows
* Troubleshoot and test flows to ensure they are working correctly
* Work with files in Power Automate, including copying, moving, converting, and manipulating files
* Use Power Automate variables and expressions to build dynamic and reusable flows
* Work in Power Apps Studio
* Create and edit canvas apps
* Create an app using SharePoint
* Use Power Automate flows
* Create and customize Power App components
* Work with Power App galleries and containers
* Use Power App Record actions
* Create and use Power App variables
* Use Power Automate within Power Apps

**Outline**

* Introduction to Power Apps and Power Automate
* Introduction to Power Automate
  + What is Power Automate?
  + What are Some Example Flows?
  + What are the Components of a Flow?
* Create Automated Flows from a Template
  + Using Templates
  + Searching by Categories
  + Using the Search Box
  + Creating a Flow from a Template
  + Saving a Flow
  + Testing a Flow
  + Editing a Flow
  + Managing Flows
* Create an Approval Flow
  + Create Basic Approval Flow
  + Adding Conditions to a Flow
  + Adding Actions to a Flow
* Create an Automated Flow using MS Forms and Excel
  + Creating a Form in MS Forms
  + Creating an Excel Workbook to Store the Data
  + Creating a Workflow to Save the Form Results in Workbook
* Create a Scheduled Flow from Blank
  + Create a Workflow from Blank
  + Add a Recurring Step as the Trigger
* Creating Other Flows
  + Looking at Button Flows
  + Looking at Other Popular Templates
* Using Automation in M365 Apps
  + Creating Workflows from OneDrive
  + Creating Workflows from SharePoint
* Automating the Approval Process Beyond the Basics
  + Create Approval Flow from Blank
  + Adding Actions to a Flow
  + Adding Conditions to a Flow
* Building a Flow from Scratch
  + Building a Flow
  + Using Triggers, Actions, and Dynamic Content
  + Using Conditions and Loops
  + Testing and Troubleshooting
* All About Flow Triggers
  + Using Common Triggers
  + Using Manual Triggers
  + Setting up Triggers from SharePoint and Teams
  + Setting up Triggers from Forms and Outlook
* Working with Files
  + Working with Different Types of Files
  + Working with File Content and File Names
  + Copying, Moving, Converting Files
* Using Variables and Expressions
  + How Variables are Used
  + How to Build Expressions
* Newest Updates to Power Automate Integration
  + Using Power Automate from within other Apps
  + Using the new Approval app within other Apps
* Introduction to Power Apps
  + What is Power Apps?
  + What are Some Example Apps?
  + What are the Components of a Power App?
  + What are the 5 Steps to Creating an App?
  + Logging in to Power Apps
* Create a Canvas App Using Templates
  + Create from a Template
  + Introduction to Power Apps Studio
  + Using Screen Elements
  + Previewing the App
  + Saving and publishing the App
* Editing a Canvas App
  + Opening an Existing App
  + Editing Pages & Objects
  + Using the Formula Bar
  + Using Media
  + Inserting New Objects
* Creating an App from a SharePoint List
  + Create an App using Integrate
  + Create an App from a SharePoint List from Power Apps
  + Start from Blank using a Page Design
  + Additional Editing Options
* Customizing an App
  + Create an Icon for the App
  + Adding App to a Team Site
* Using Power Automate within Power Apps
  + Create a Power Automate Flow
  + Attach a Flow to a Button
* Working with Components
  + Creating a Component
  + Setting Properties of Component
  + Creating Custom Properties
  + Adding Components to Screens
  + Customizing Components
* Working with Galleries
  + Creating Galleries
  + Setting Properties of Gallery
  + Setting up Gallery Items
  + Connecting a Gallery to a Table
  + Connecting a Gallery to a Form
* Working with Containers
  + Working with Containers
  + Inserting Containers
  + Setting Container Properties
* Working with Record Actions
  + Creating Add Record Objects
  + Creating Delete Record Objects
  + Creating Edit Record Objects
* Creating and Using Variables
  + Understanding Power App Variables
  + Creating Variables
  + Using Variables
* Using Power Automate within Power Apps
  + Create a Power Automate Flow
  + Running Flows in Power Apps
* Using Model-Driven Apps
  + Using Dataverse
  + Example Model-Driven Apps
* Conclusion