

Microsoft Power Apps Level 1 Course Outline

Duration: 1 Day

Start your Power Apps journey with this Power Apps Level 1 beginners training course. Learn the difference between tablet and mobile apps, explore templates for inspiration, and create your first app. Connect your app to Excel and SharePoint, customise controls, and test it on your mobile device. If you're ready, share your app with your organisation and see the impact firsthand.

What You'll Learn

- Understand Power Apps basics, including templates and the Power Apps Studio interface
- Create custom apps with personalised icons, colours, and navigation features
- Work with controls like labels, text input, dropdowns, buttons, and more
- Use simple formulas, including dates, concatenate, and search functions
- Connect your app to data sources like SharePoint and Excel
- Publish and share your app, including version control and mobile testing

Course Prerequisites

This PowerApps Level 1 Beginners course is perfect for those new to PowerApps. To get the most out of the training, we recommend:

- **Basic computer skills:** Familiarity with navigating software and managing files on a PC or Mac
- **Understanding of Microsoft 365:** Experience with applications like SharePoint, Excel, or Teams

Full Course Outline

Introducing Power Apps

What is Power Apps?

Start screen

Tablet app vs mobile app

Use templates for inspiration

Navigation around Power Apps Studio

Creating Power Apps

- Adding a customised icon
- Changing the colour of the app
- Saving your app

Introduction to Controls

- Label, text input, dropdown
- Radio buttons, dates, checkbox

Simple Formulas

- Function browser and formula bar
- Basic functions
- Dates
- Concatenate
- Search

Connecting Data to Your Power Apps

- What are connectors?
- SharePoint - the preferred method
- Importing Excel files to a SharePoint list
- SharePoint data types
- Excel

Publishing Your App

- Version control
- Sharing
- SharePoint
- Teams
- Testing on a mobile device

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.