training code: PApps_01 / ENG AA 1d / EN

Power Apps – the basics of creating canvas apps

This training provides participants with an introduction to application development using Power Apps, a key tool within the Microsoft Power Platform. Participants will learn the fundamentals of low-code development, enabling them to build functional applications tailored to their own needs or the needs of their teams. The course focuses on practical aspects of application creation, covering the entire process—from basic design to publishing and sharing applications with colleagues.

Training recipients

The training is intended for:

- beginners who want to learn the basics of building applications with Power Apps,
- professionals looking for solutions to automate processes and optimize daily work,
- participants who wish to establish a solid foundation for further learning at an advanced level.

Benefits

After completing the training, participants will:

- understand the core features of Power Apps and the principles of low-code application development,
- be able to build applications based on data from Excel files or predefined templates,
- gain knowledge of designing applications for different form factors (tablet and mobile),
- acquire practical skills in adding and configuring user interface components (e.g. labels, text inputs, drop-down lists, galleries, forms),
- learn how to publish, share, and manage applications within the Microsoft Power Platform environment.

Training program

Training Agenda

1. Introduction to Microsoft Power Platform
   - Low-code application development and the capabilities of Power Apps
   - Creating applications based on data from Excel workbooks
   - Using built-in templates
2. Navigating the Power Apps editor and key configuration settings
3. Creating a new blank application in Power Apps Studio
   - Differences between tablet and phone layouts
   - App start-up rules and OnStart logic
   - Setting up the main application screen
   - Adding screens and understanding their types
   - Creating navigation within the application
   - Adding basic controls and configuring their properties (e.g. labels, text inputs, drop-down lists, combo boxes, date pickers, checkboxes, radio buttons, toggles, images, icons)
   - Proper use of galleries and forms for data presentation and editing
4. Saving changes and managing version comments
5. Publishing and sharing applications with colleagues
6. Exporting and importing applications

Expected preparation of the participant

Participants are expected to:

- have a good working knowledge of Microsoft Excel formulas,
- be comfortable using a web browser,
- have basic familiarity with Microsoft 365 functionalities.

Duration

1 days / 7 hours

Language

Training: English