

MICROSOFT POWERAPPS



Corporate IT Course

LEARNING OUTCOMES

- Understand how Microsoft PowerApps integrates with SharePoint Online and Office 365, including key features, access options, and licensing requirements.
- Design and customize SharePoint forms using PowerApps, working with layouts, screens, and data cards to create user-friendly interfaces.
- Build and enhance apps using SharePoint data connections, applying themes, controls, search features, and logic to improve functionality.
- Create and manage standalone PowerApps outside of SharePoint, connecting to data sources such as Excel and managing app sharing, ownership, and version control.
- Apply their learning in a hands-on environment, building and publishing practical PowerApps within their own SharePoint system.

COURSE OVERVIEW

This two-day, instructor-led course introduces participants to Microsoft PowerApps within SharePoint Online in Office 365. Delivered onsite using your organization's own SharePoint environment, it offers a practical, hands-on learning experience. Delegates will learn to create, customize, and integrate PowerApps into SharePoint Online to streamline processes and enhance productivity. Designed for experienced SharePoint users, this course helps participants expand their skills and leverage the full potential of PowerApps in Office 365.

TOPICS COVERED IN THIS COURSE

Introduction to PowerApps

Understand the purpose and capabilities of Microsoft PowerApps, its integration with SharePoint and Office 365, licensing requirements, and how to access PowerApps on both desktop and mobile devices.

Custom Form Design

Learn how to open and use the Custom Form Designer. Explore layout options, screens, data cards, and form properties to create tailored SharePoint forms.

Advanced Form Features

Build on basic form design by adding rules, visibility settings, and user-based data population. Learn advanced options for SharePoint-integrated forms.

Building Apps with SharePoint Data

Create apps from SharePoint lists or blank templates. Customize themes, screen layouts, and transitions, and configure search, controls, and pen input functionality.

Using PowerApps

Discover how to launch and use PowerApps across desktop and mobile platforms and create SharePoint navigation links for easy access to apps.

Creating Apps Outside SharePoint

Develop standalone PowerApps using templates or Excel data sources. Learn how to connect to and manage external data within your apps.

Managing PowerApps

Understand app management essentials including sharing, setting ownership, version control, and managing app details.

Hands-On Application

Apply all learned skills in a guided, practical environment using your organization's SharePoint system for real-world experience and confidence.