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## Power Apps & Power Automate Training

### ***Business App Development & Process Automation***

#### **Target Audience**

Business users and digital champions familiar with Microsoft 365 tools (Excel, SharePoint, Teams)

#### **Training Philosophy**

Awareness → Skills → Practice → Business Value

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### **Module 1.1 – Introduction to Microsoft Power Platform**

#### ***Understanding the platform used to create business applications***

This module introduces the overall platform before any app building begins.

- **Microsoft Power Platform overview**  
Introduction to Microsoft's low-code tools used to build apps, automate processes, and manage business data.
- **What Power Apps is and where it is used**  
Understanding what kind of business problems Power Apps can solve, such as replacing manual forms and spreadsheets.
- **When to use Power Apps and when not to**  
Clear guidance on suitable and unsuitable scenarios to avoid overengineering or misuse.
- **Canvas Apps vs Model-Driven Apps**  
Explanation of the two app types:
  - Canvas Apps → highly customizable user interface
  - Model-Driven Apps → structured, data-driven applications
- **Connectors (Standard vs Premium)**  
Understanding how Power Apps connects to business data sources and why some connections have licensing implications.
- **Power Platform environments (Dev / Test / Prod)**  
Introduction to environments and why separating development, testing, and production is important in organizations.

**Outcome:** Participants understand *what Power Apps is, why it is used, and how it fits within Microsoft 365.*

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## **Module 1.2 – Understanding Business Data for Applications**

### ***Understanding how business data is structured inside applications***

This module builds confidence around data concepts using familiar terminology.

- **Tables, columns, and records**

Explanation of how data is organized:

- A table stores information
- Columns define what information is captured
- Each record represents one complete entry

- **Mapping spreadsheet data to app data**

Understanding how data commonly maintained in spreadsheets is represented in Power Apps.

- **Overview of common data sources**

High-level understanding of where business data can be stored:

- SharePoint for team and department data
- Excel for lightweight or individual scenarios
- Dataverse for enterprise-grade data management

- **Understanding data types**

Explanation of different field types and why they matter:

- Text, number, date
- Choice fields for controlled selections
- Lookup fields to connect related information

- **Basic data relationships**

Introduction to how data tables can be linked together to avoid duplication and improve consistency.

**Outcome:** Participants become comfortable with data concepts without needing database knowledge.

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## Module 1.3 – Designing User-Friendly Canvas Apps

### *Designing user-friendly business applications*

This module focuses on creating the visual and functional structure of an app.

- **Power Apps Studio overview**  
Familiarization with the app-building interface and tools.
- **Understanding screens and controls**  
How apps are divided into screens and how controls are used to capture or display data.
- **Using forms and galleries**  
Explanation of:
  - Forms for entering or editing data
  - Galleries for viewing lists of records
- **Navigation between screens**  
How users move through the app in a logical and intuitive way.
- **Modern controls and responsive behavior**  
Introduction to controls that adapt to different screen sizes and devices.
- **Basic user experience principles**  
Importance of layout, naming, clarity, and accessibility in business apps.

**Outcome:** Participants can design a functional and user-friendly Canvas App interface.

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### Hands on lab

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## Module 2.1 – App Logic and Data Interaction

### *Controlling app behavior using formulas*

This module introduces logic in a simplified, non-programming manner.

- **Introduction to Power Fx**  
Explanation of Power Fx as a formula language similar to Excel formulas.

- **Basic decision-making logic**  
Using conditions to control behavior, such as validations or messages.
- **Notifications and feedback**  
Informing users when actions are successful or require attention.
- **Saving and updating data**  
Understanding how app data is written back to the data source.
- **Delegation awareness**  
Basic explanation of how data size and queries can affect app performance.
- **Simple performance considerations**  
Practices to ensure apps remain responsive and efficient.

**Outcome:** Participants can add logic that makes apps interactive and reliable.

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## **Module 2.2 – Automating Business Processes**

### ***Automating tasks and approvals***

This module explains how manual steps are replaced with automated workflows.

- **Overview of Power Automate**  
Understanding what automation means and how flows work.
- **Triggering flows from Power Apps**  
How actions in an app can start automated processes.
- **Notifications and communication**  
Sending emails or Teams messages automatically.
- **Approval workflows**  
High-level understanding of approval processes and decision paths.
- **Multi-step automation concepts**  
Explanation of sequential and conditional steps in workflows.
- **Limits and governance awareness**  
Introduction to system limits and responsible automation practices.

**Outcome:** Participants understand how business processes can be automated end-to-end.

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## Hands on lab

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### Module 2.3 – Governance, Security & Lifecycle Management

#### *Ensuring apps are secure, compliant, and manageable*

This module focuses on organizational readiness and control.

- **User access and permissions**  
Understanding who can view, edit, or use applications and data.
- **App sharing and role-based access**  
Managing access responsibly across teams.
- **Data Loss Prevention (DLP) awareness**  
Understanding organizational rules that protect sensitive data.
- **Application lifecycle management**  
Moving apps safely from development to production.
- **Monitoring and troubleshooting basics**  
Identifying and resolving common issues.
- **Common risks and best practices**  
Avoiding frequent mistakes seen in business-built apps.

**Outcome:** Participants build apps that align with IT and compliance expectations.

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### Module 2.4 – Citizen Developer Readiness

#### *Applying Power Apps to real business scenarios*

This module prepares participants to apply their skills independently.

- **Identifying suitable processes**  
Recognizing tasks and workflows that benefit from automation.
- **Working with stakeholders and SMEs**  
Gathering requirements and validating solutions.
- **Process mapping and workflow thinking**  
Translating manual steps into structured digital flows.

- **Testing and feedback cycles**  
Improving apps through iteration and user input.
- **Responsible innovation mindset**  
Balancing creativity with governance and best practices.
- **Collaboration with IT**  
Knowing when to escalate or seek technical guidance.

**Outcome:** Participants are ready to build and improve business apps responsibly.

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**Hands on lab**

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# Power Apps & Power Automate Learning Roadmap

*A Non-Technical Guide to Building & Automating Business Apps*

