✓ 100 XP ▶

Exercise - Create the app in Power Apps

20 minutes

In this exercise, you create a solution to hold your customizations, create your canvas app, and complete the first screen of the app.

ⓘ **Note**

This module is designed for use with the App in a Day instructor-led course. For more information on attending this free, instructor-led course, see **Microsoft Power Platform instructor-led training** . On that page, you can **Register for an event** .
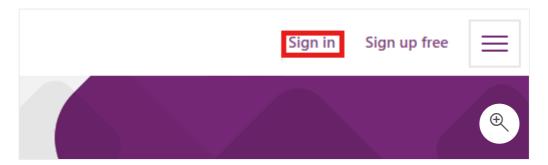

ⓘ **Note**

To complete the exercises, you'll need to use a few files. Download the **App in a Day files** for use in this module. The file folders that are in this download include:

- **Completed modules with instructions** - Package files to import the completed exercise steps.
- **Machine-Order-Data.xlsx** - File used in the exercises.

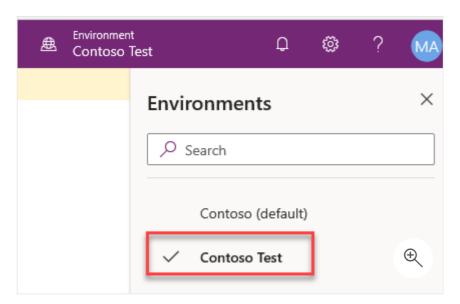# Task: Sign in to Power Apps web studio

Your first task is to sign in to Power Apps web studio.

1. Go to Power Apps and select **Sign in**. You can also go to Make Power Apps .

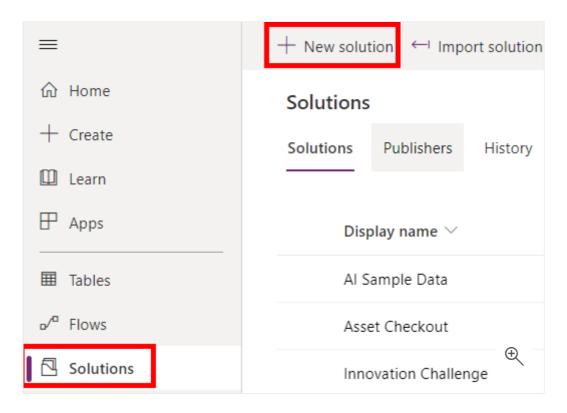2. Sign in with your training account.

3. Before creating an app, you need to switch to the correct environment. Select the **Environment** dropdown menu in the upper-right corner of the screen to switch to the new environment. (If your environment doesn't show, try signing out and then signing in again.)
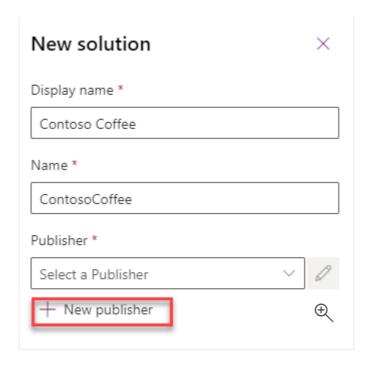

Task: Create a new solution

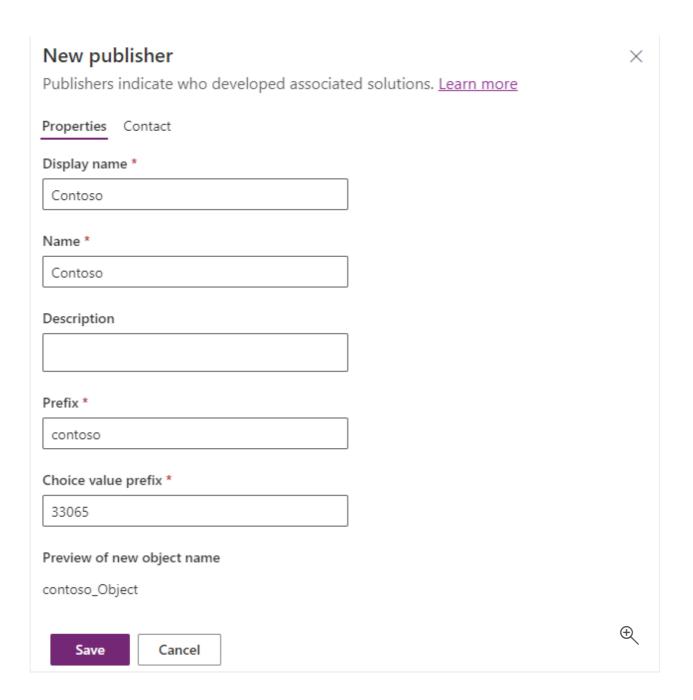In this task, you create a new solution and a publisher. The solution will contain and track all your work.
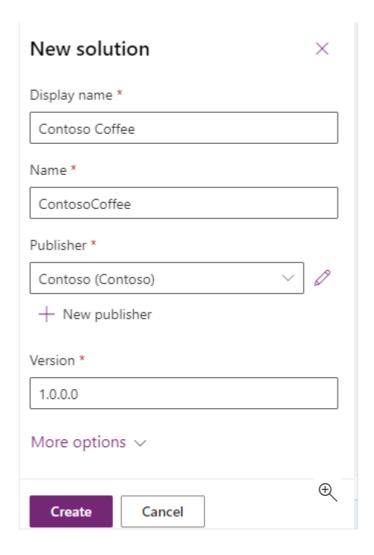
1. Select **Solutions** > **+ New solution**.

2. Enter **Contoso Coffee** for the **Display name** and then select the **+ New publisher** button.

New solution ✕

Display name *

Contoso Coffee

Name *

ContosoCoffee

Publisher *

Select a Publisher ⌄   ✎

+ New publisher   ⊕

3. Enter **Contoso** as the **Display name**, **Contoso** as the **Name**, and **contoso** for **Prefix**. Select **Save**.

New publisher

Publishers indicate who developed associated solutions. [Learn more](#)

Properties   Contact

Display name *

Contoso

Name *

Contoso

Description

[   ]

Prefix *

contoso

Choice value prefix *

33065

Preview of new object name

contoso_Object

[**Save**]   [Cancel]

4. Select the **Contoso** publisher that you created for **Publisher** and then select **Create**.

New solution

Display name *

Contoso Coffee

Name *

ContosoCoffee

Publisher *

Contoso (Contoso)

+ New publisher
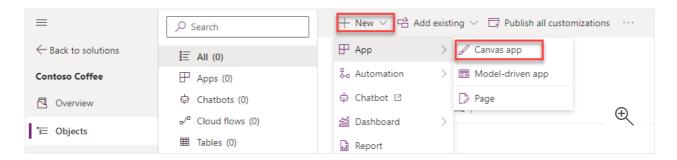
Version *

1.0.0.0

More options ∨

Create   Cancel

5. Select the **Contoso Coffee** solution that you created.
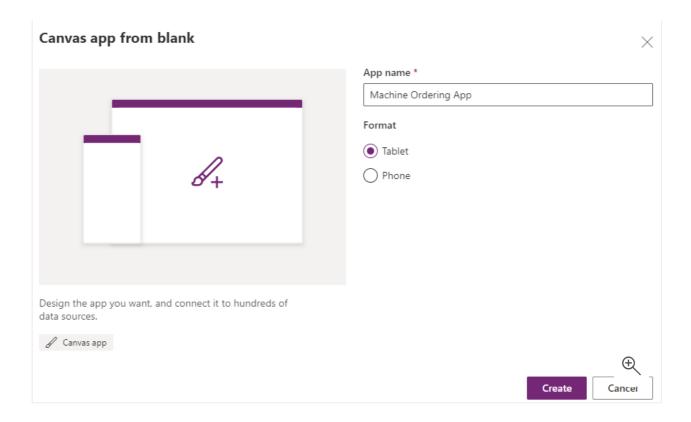
6. Don't navigate away from this page.

Task: Create a new application

In this task, you create a new application by following these steps:

1. Make sure that you're in the **Contoso Coffee** solution.

2. Select **+ New** and then select **App > Canvas app**.

3. Enter **Machine Ordering App** in the **App name** field, select the **Tablet** option under **Format**, and then select **Create**.

Canvas app from blank

App name *

Machine Ordering App

Format

◉ Tablet
◯ Phone

Design the app you want, and connect it to hundreds of data sources.
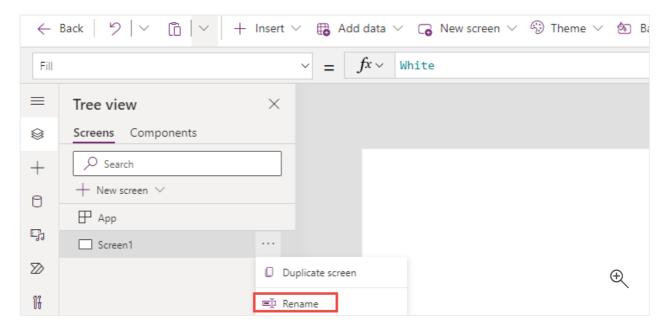
✎ Canvas app

Create   Cancel

4. If prompted, select your region and then select **Get started**.

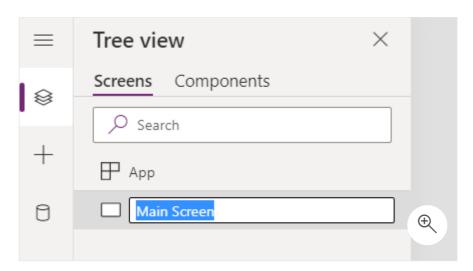5. Select **Skip** if you receive the **Welcome to Power Apps Studio** prompt.

Task: Rename the screen

In this task, you'll rename Screen1 to Main Screen.

1. Select the screen by selecting the **Screen1** tile in the **Tree view**.

2. Select the ellipsis (**...**) next to **Screen1** (or right-click **Screen1**) and then select the **Rename** option.

← Back   ↶ ⌄   📋 ⌄   + Insert ⌄   ⊞ Add data ⌄   ⊡ New screen ⌄   🎨 Theme ⌄   🔅 Ba

Fill   =   ƒx ⌄   White

Tree view   ✕

Screens   Components

🔍 Search

+ New screen ⌄

⊞ App

☐ Screen1   ...

                                    📄 Duplicate screen

                                    ⌷ Rename

3. Change the name to **Main Screen**.

> **ⓘ Note**
>
> You can also rename the screen by selecting the screen name in the right pane and then selecting the edit icon, or you can double-click the edit icon.
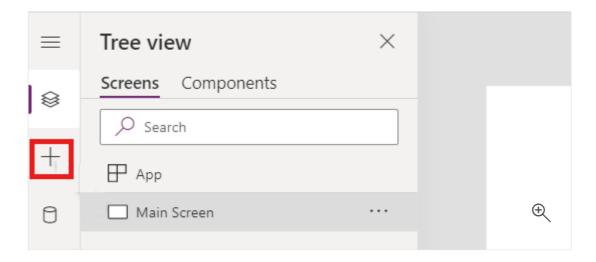
> **💡 Tip**
>
> It's a good practice to rename screens and controls as you create them so that they're easier to locate as you work with Power Fx formulas that reference different controls. In this lab, you'll be prompted to rename screens and some controls. For other labs, you can rename them as you want on your own. However, make sure that you rename screens as prompted in this lab because future steps might rely on specific screen names.
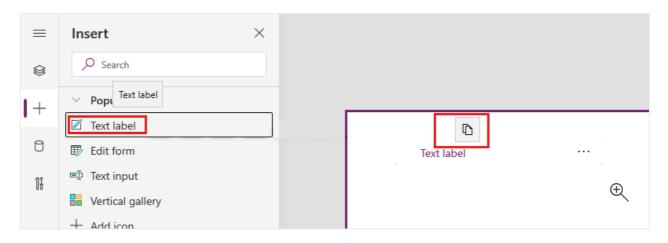
Task: Add a header containing the app name and signed-in user's name

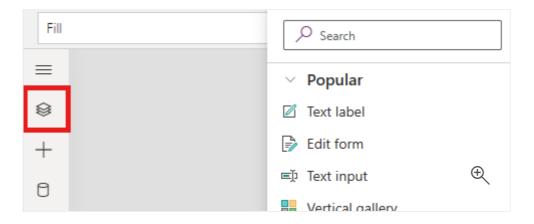Follow these steps to add a header that contains the app name and the signed-in user's name

1. With **Main Screen** selected, select the **+ Insert** button.

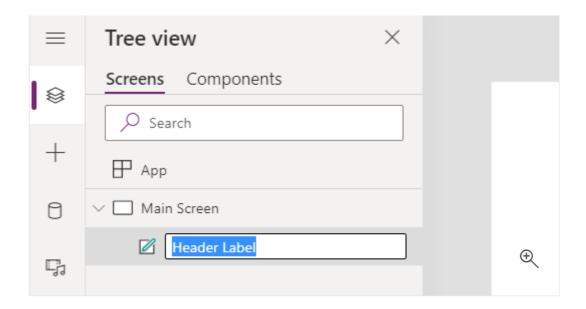2. Drag **Text label** from the Insert pane and then drop it on the Main Screen.
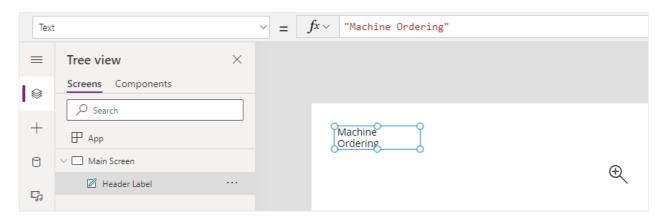

3. Select the **Tree view** tab.

4. Rename **Label1** to **Header Label** (refer to the previous task on renaming controls).
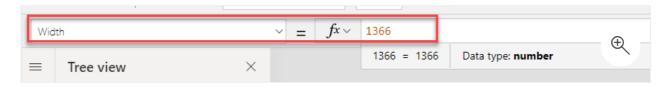
> ⓘ **Note**
>
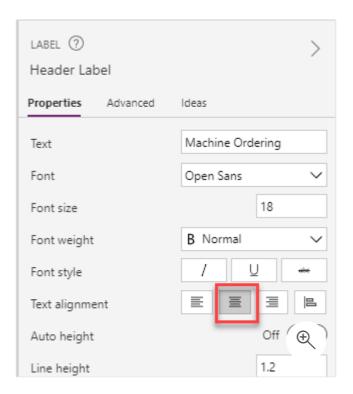> Make sure that you rename this label correctly so that subsequent instructions in the lab will work as expected.

5. Select **Text** from the property dropdown list and then enter **Machine Ordering** in the formula bar. You can also type directly in the label.

6. Set the **Width** of the Header Label to **1366**.

7. Set the **X** and **Y** values of the Header Label to **0**.

8. Select **Color** from the property dropdown list and set the **Color** value of the Header Label to **Color.White**.

9. Set the **Fill** value of the Header Label to **Black**.

10. Set the **Size** value of the Header Label to **18**.

11. Set the **Height** value of the Header Label to **60**.

12. Go to the Properties pane and select **Align center** for the **Text alignment** value.
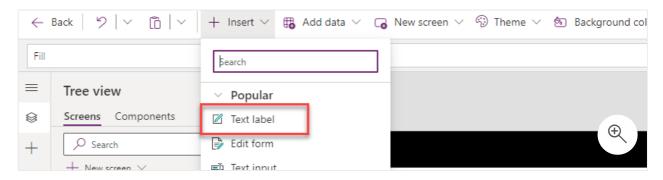
The header label should now resemble the following image.
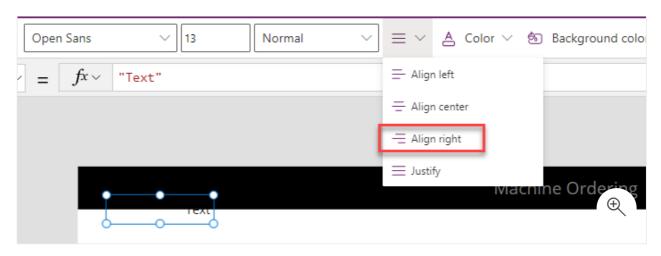

> 💡 **Tip**
>
> You can also use the formula bar or the **Advanced** tab to enter specific values, or you can use Power Fx formulas for any property on a control.

13. Select the **+ Insert** button and then add another **Text label** to the Main Screen. You use this label to display the signed-in user's name.
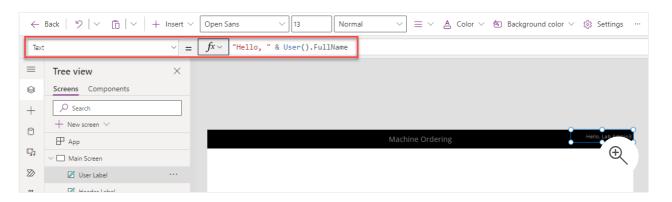

14. Rename the label to **User Label**.

15. Select the User Label, select **Align**, and then select **Align right**.

16. Set the **Y** value of the User Label to **0**.

17. Set the **X** value of the User Label to **1166**.

18. Set the **Width** value of the User Label to **200**.

19. Set the **Color** value of the User Label to **Gray**.

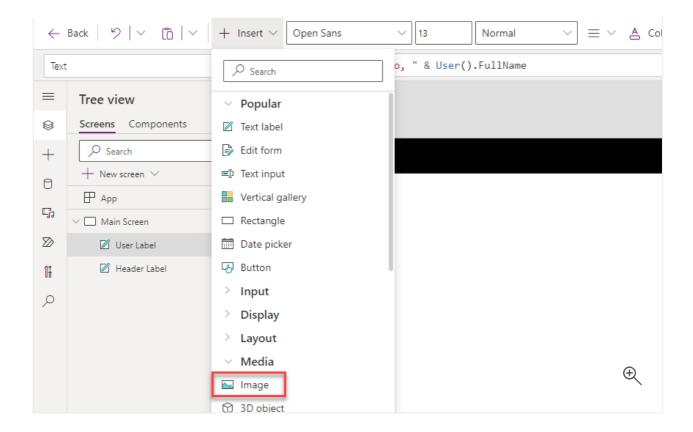20. Set the **Text** value of the User Label to the following formula.
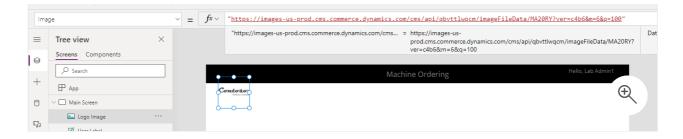
```
"Hello, " & User().FullName
```


> ① **Note**
>
> All functions in Power Apps are case sensitive. As you start typing "User," a dropdown menu of available choices will appear. It's a good idea to pick from the autocomplete options. Additionally, help text will display in the upper part of the screen, showing the required parameters. In this case, no input parameters are required.
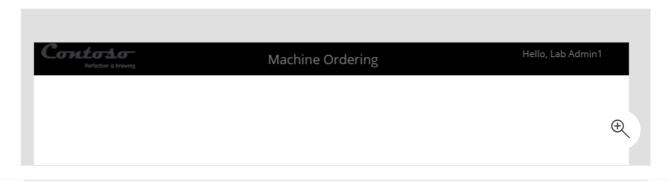
21. Select **+ Insert**, expand the **Media** group, and then select **Image**.

22. Rename the image **Logo Image**.

23. Set the **Image** value of the Logo Image to `"https://images-us-prod.cms.commerce.dynamics.com/cms/api/qbvttlwqcm/imageFileData/MA20RY?ver=c4b6&m=6&q=100"`.

24. Set the **X** and **Y** values of the Logo Image to **0**.

25. Set the **Height** value of the Logo Image to **60**.

26. Set the **Width** value of the Logo Image to **200**.

27. The upper part of the screen should now resemble the following image.
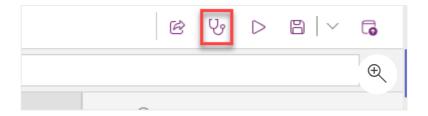
> **ⓘ Note**
>
> The **User()** function in Power Apps allows you to retrieve the email, full name, and picture for the currently signed-in user. App users will always be signed in with their business or school account (Microsoft Azure Active Directory (Azure AD) credentials), so this information will always be available for any Power Apps application.
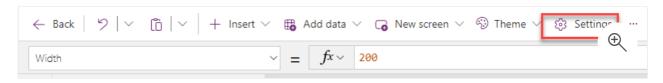
Task: Save the application

In this task, you save an initial version of the app. It's a good practice to keep saving app updates at regular intervals.

1. Check if errors have occurred in the app by selecting the **App Checker** icon.
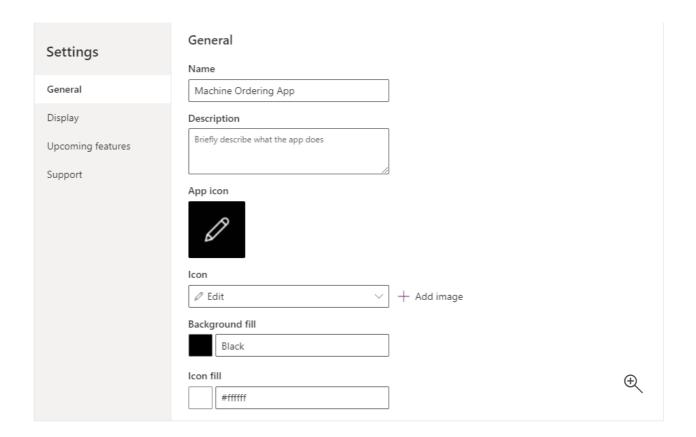

2. The App Checker pane appears, displaying errors that have occurred.

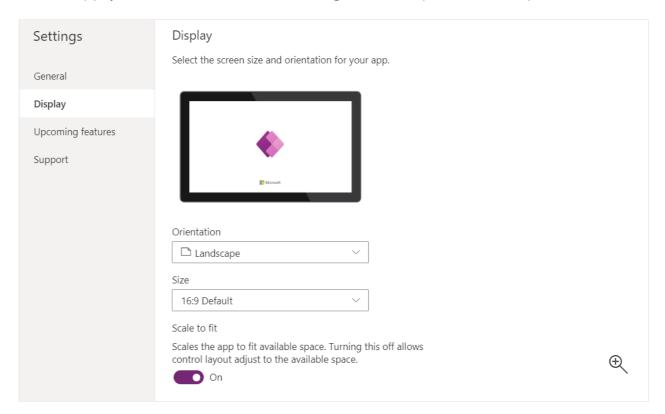3. Close the App Checker pane.

4. Select **Settings**.

5. Change the **Background fill** value to **Black**.

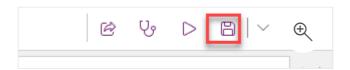   In the application settings page, you can:

   - Change your app name.

   - Customize the app icon by choosing a background color and icon.

6. Select the **Display** tab to view the available screen orientation and aspect ratio settings. For this app, you leave it at the default setting of Landscape with 16:9 aspect ratio.

7. Close the **Settings**.

8. Select **Save**.

9. Select **Save** again and then wait for the application to be saved.

> 💡 **Tip**
>
> In Power Apps, when you save a version of your app, the first version will be published by default and will be available to everyone whom you share the app with. Subsequent saves are only visible to the app maker in the studio. You'll need to explicitly publish it so that all app users to get the update.

Next unit: Exercise - Add a machine gallery and connect to the data source

Continue >