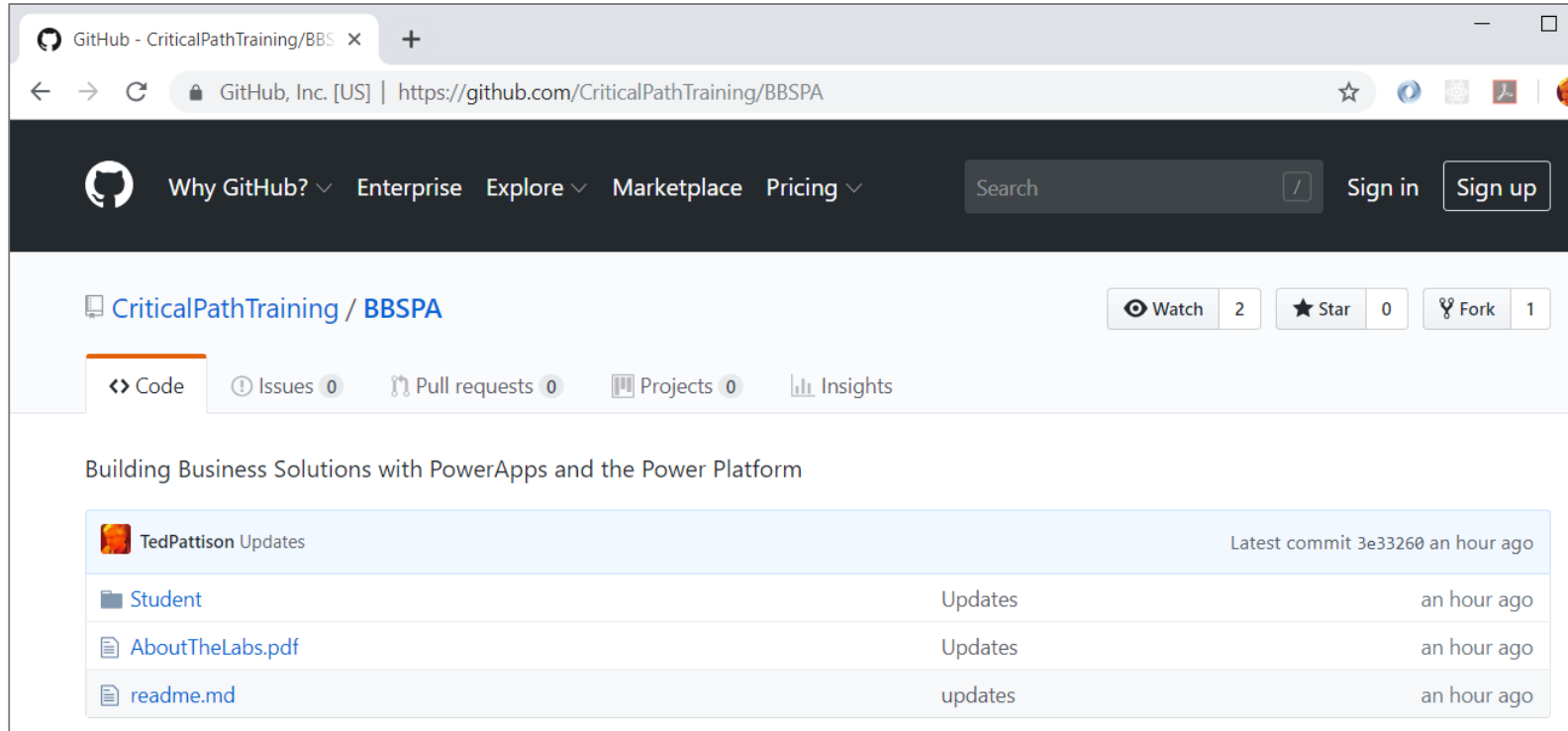


# Getting Started with the Power Platform



# Downloading Student Files

- Student files maintained in a GitHub repository
  - <https://github.com/CriticalPathTraining/BBSPA>



# Student Background Questionnaire

- What is your name?
- How will you be using Power Apps and Flow?
- Which products and services do you work with?
  - Microsoft Excel
  - Power BI
  - Power Apps and Flow
  - SharePoint Online and Office 365
  - SharePoint On-premises
  - Dynamics 365
  - Others



# Agenda

- Getting Started with the Power Platform
- Creating Canvas Apps
- Writing Power Apps Expressions
- Working with Connectors and Data Binding
- Understanding Delegation



# What is the Power Platform?

## Power Platform



Power BI



Power Apps



Power Automate



Connectors and  
Gateways



Common Data  
Service



# What Can You Build with Power Apps?

- Canvas Apps
  - Built using Power Apps Studio
- Flows
  - Used to process data and run workflows
- Connections
  - Used to connect Canvas apps and flows to external data
- Common Data Service (CDS) Components
  - Used to create business-centric data solutions
- Model-driven Apps
  - Application platform built on top of CDS
- Power Apps Portals
  - Website development platform built on top of CDS



# Creating an Office 365 E5 Trial Tenant

- All students will create an Office 365 trial tenant
  - Provides an isolated development environment for lab exercises
  - Trial accounts will last for 30 days

Microsoft

Thank you for choosing Office 365 E5

① Let's set up your account

Enter your work or school email address, we'll check if you need to create a new account for Office 365 E5.

➔ Email  
TedP@SharePointConfessions.onMicrosoft.com

➔ Next

② Tell us about yourself

③ Create your business identity

④ Get Office

① Let's set up your account

Looks like you're already using TedP@SharePointConfessions.onMicrosoft.com with another Microsoft service. Sign in to use this account with this trial, or create a new account.

➔ Sign in

➔ Create a new account instead

④ Get Office

Save this info. You'll need it later.

Sign-in page  
<https://www.office.com/>

Your user ID  
[Student@labs4summit.onmicrosoft.com](#)

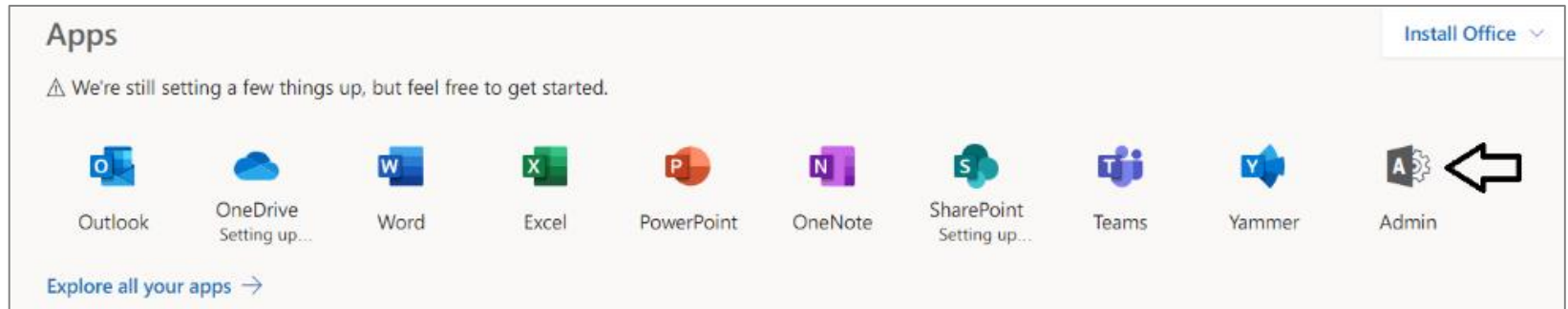
➔ Go to Setup



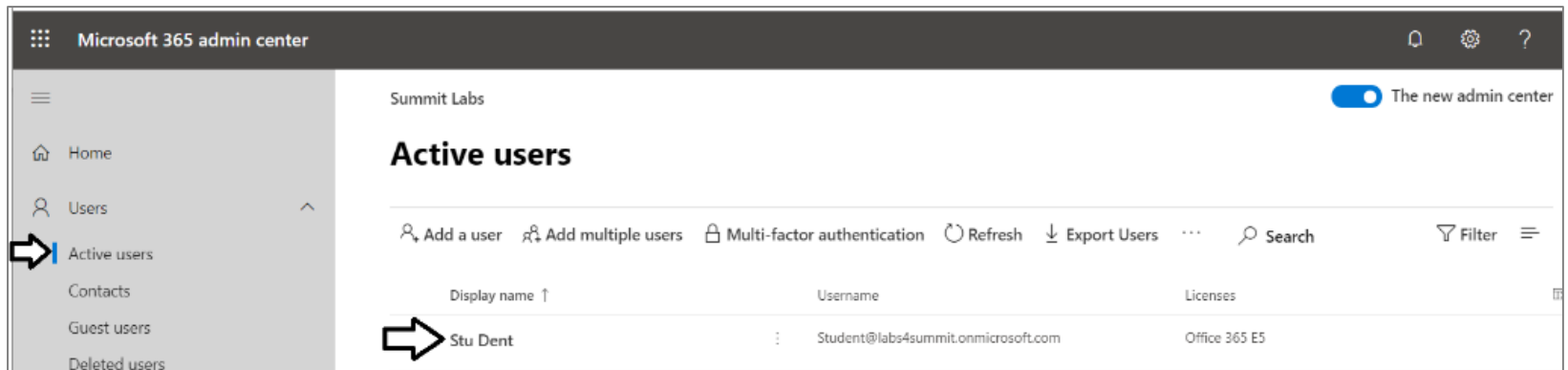


# Microsoft 365 Admin Center

- Navigate to the Microsoft 365 Admin center



- Allows for management of users accounts and licensing





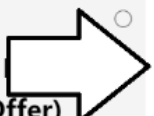
# Configuring a Power Apps Plan 2 License

- Certain design tasks require Power Apps Plan 2
  - You can start a 30-day trial for Power Apps Plan 2
  - License must be assigned to individual user accounts

**Business apps**

Boost employee productivity with apps that power your organization. Build apps, automate processes and tasks, plan and track your projects, and create diagrams, organization charts, maps, and workflows - all to support your business.

**Microsoft PowerApps (Qualified Offer)**  
Create, share, and run business apps and workflows for cloud and on-premises data or the Microsoft  
Starting at  
\$7.00 user/month



**Microsoft PowerApps Plan 2 (Qualified Offer)**  
Create, share, and run business apps and workflows for cloud and on-premises data or the Microsoft  
Starting at  
\$40.00 user/month


**Stu Dent**  
Sign in allowed  
[Change photo](#)

Account   Devices   **Licenses and Apps** ←   OneDrive

Select location \*  
United States ▼

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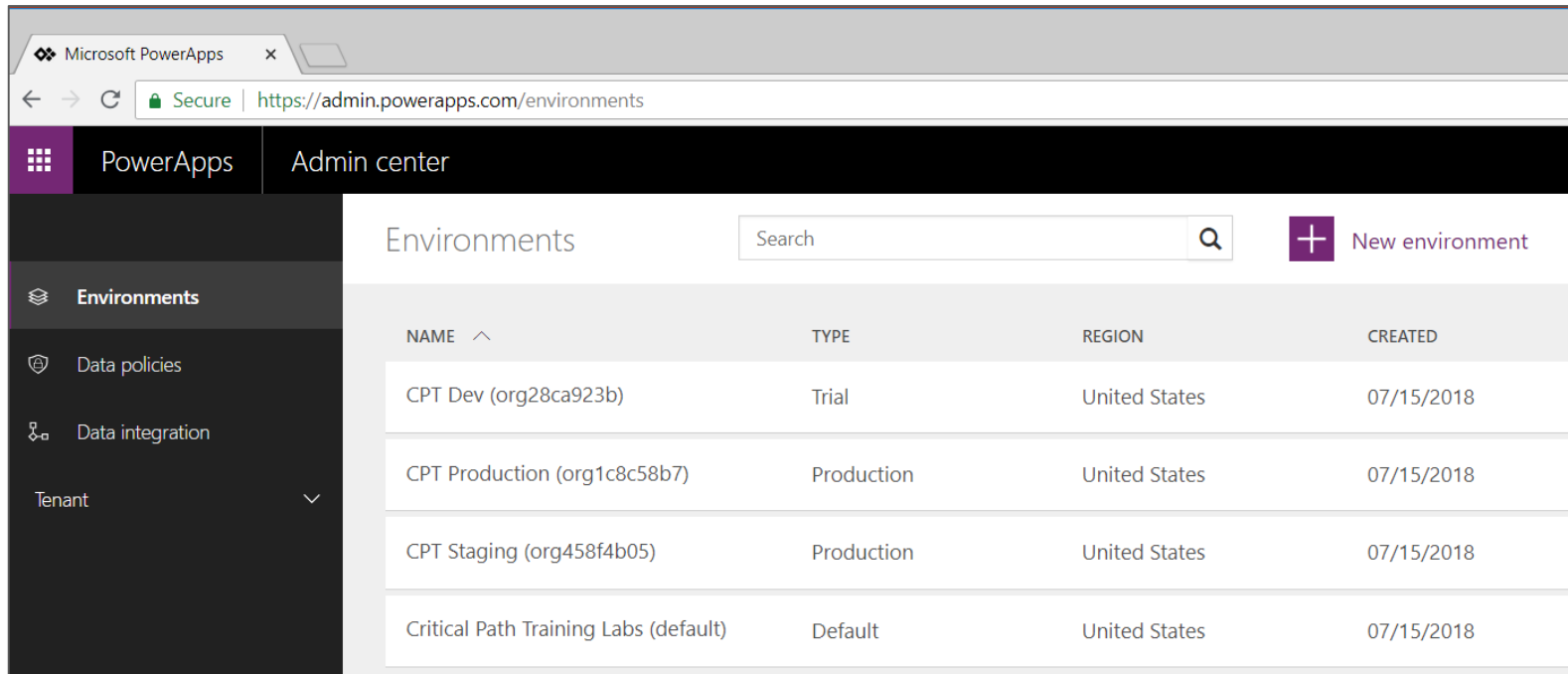
**Licenses (2)**

<input type="checkbox"/>		<input checked="" type="checkbox"/>	<b>Microsoft PowerApps Plan 2</b> 24 of 25 licenses available
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<b>Office 365 E5</b> 23 of 25 licenses available



# Power Apps Admin Center & Environments

- Power Apps architecture based on environments
  - Environment provides context for creating apps and flows
  - Every tenant is automatically created with default environment
  - Organization can create multiple environments for dev & staging
  - Power Apps Plan 2 license required to manage environments



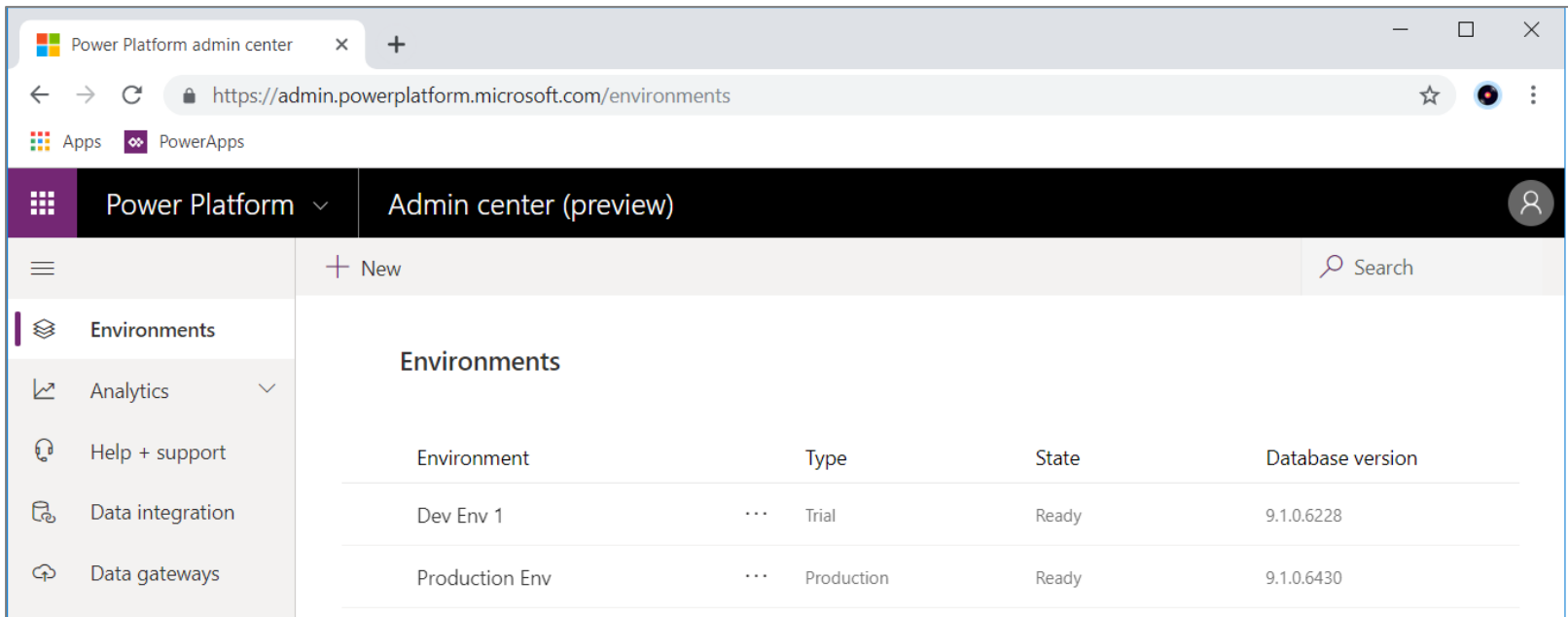
The screenshot shows the Microsoft PowerApps Admin Center interface. The browser address bar displays <https://admin.powerapps.com/environments>. The left sidebar contains navigation links: PowerApps, Admin center, Environments (selected), Data policies, Data integration, and Tenant. The main content area is titled 'Environments' and features a search bar and a '+ New environment' button. Below this is a table listing the environments for the tenant.

NAME ^	TYPE	REGION	CREATED
CPT Dev (org28ca923b)	Trial	United States	07/15/2018
CPT Production (org1c8c58b7)	Production	United States	07/15/2018
CPT Staging (org458f4b05)	Production	United States	07/15/2018
Critical Path Training Labs (default)	Default	United States	07/15/2018



# Power Platform Admin Center

- Power Platform Admin center is admin UI of the future
  - Power Platform Admin center preview is missing many features
  - Power Platform Admin center should be main admin UI by 2020
  - Go to <https://admin.powerplatform.microsoft.com/environments>







**DEMO**

# **Configuring Power Apps Plan 2 Licenses**

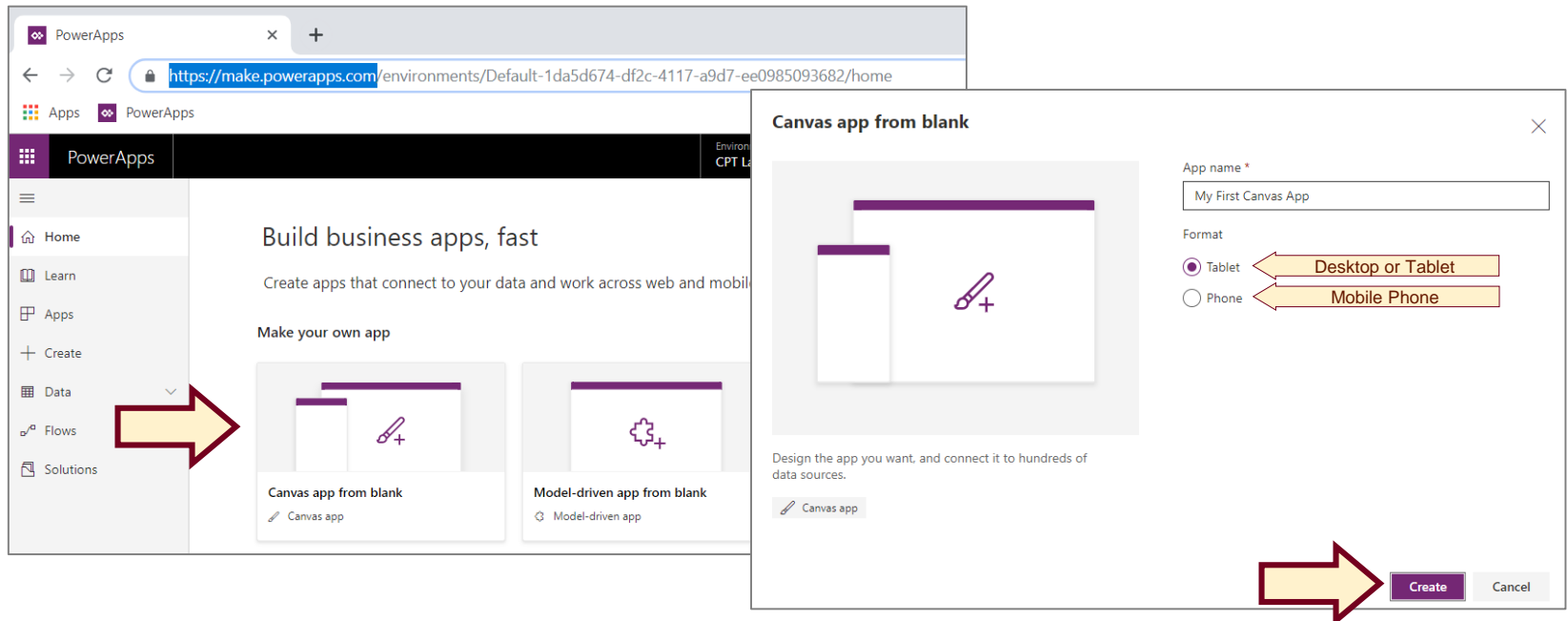
# Agenda

- ✓ Getting Started with the Power Platform
- Creating Canvas Apps
  - Writing Power Apps Expressions
  - Working with Connectors and Data Binding
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# Creating a New Canvas App

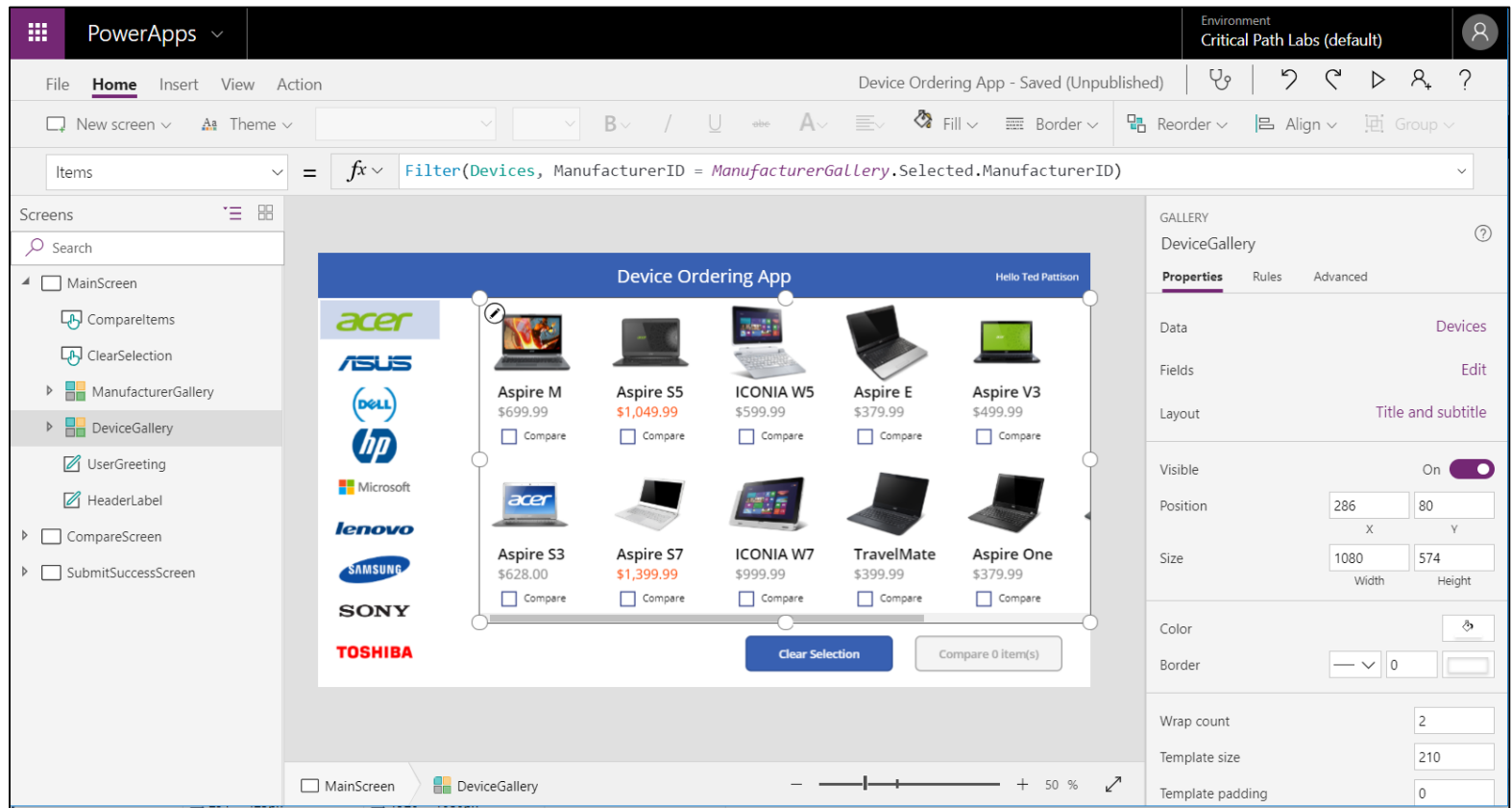
- Create Canvas apps from the Power Apps Home page
  - Navigate to <https://make.PowerApps.com>
  - Chose **Canvas app** from **blank** OR **Start from data**
  - Choose between **Phone** form factor and **Desktop/Tablet** form factor
  - Clicking **Create** button redirects browser to <https://create.PowerApps.com>





# Getting Started with Power Apps Studio

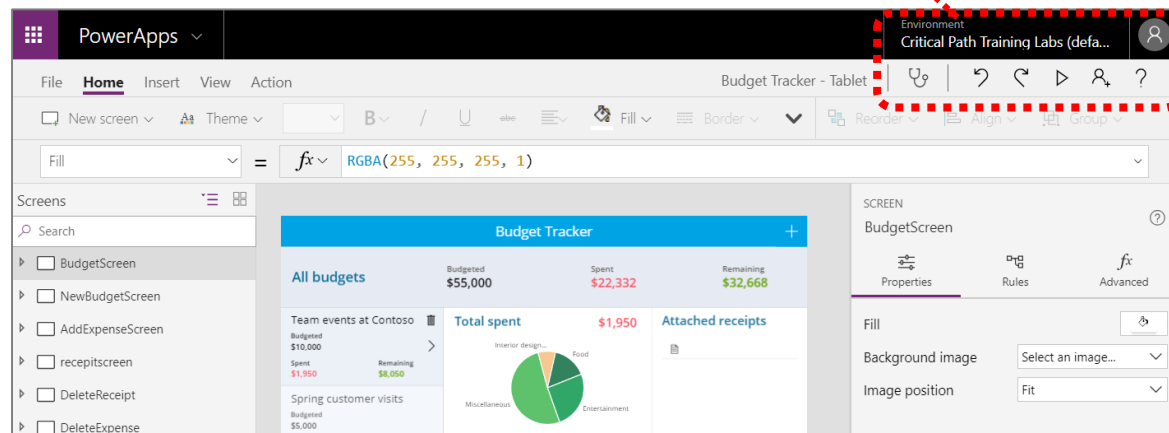
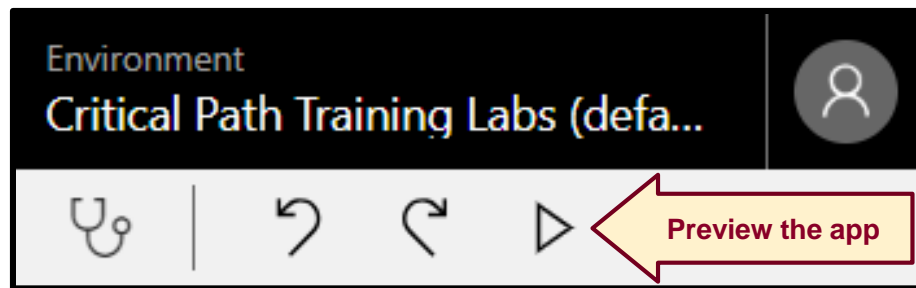
- Power Apps Studio for the Web is used to build apps
  - Environment supported across platforms (Windows & Mac)
  - Supports all popular, modern browsers





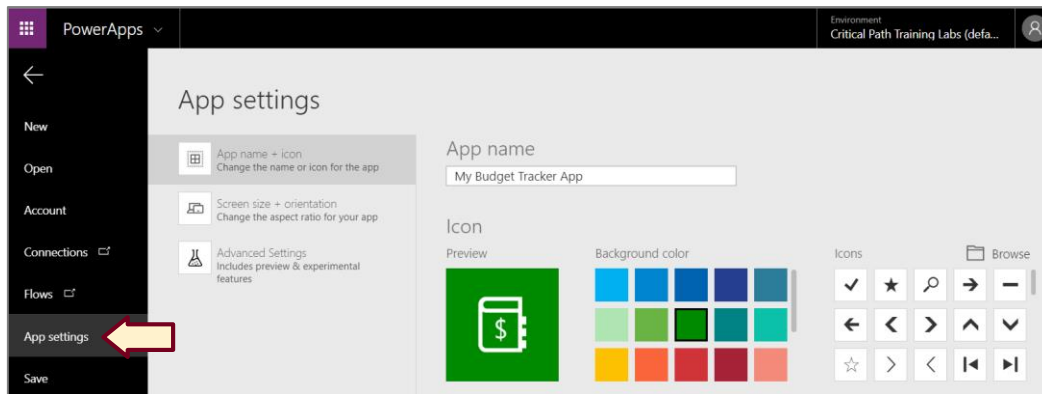
# Running an App from Power Apps Studio

- You can run the app using the Power Apps Studio toolbar
  - Run the app by clicking the **Preview the App** button
  - Stop a running app to return to design mode

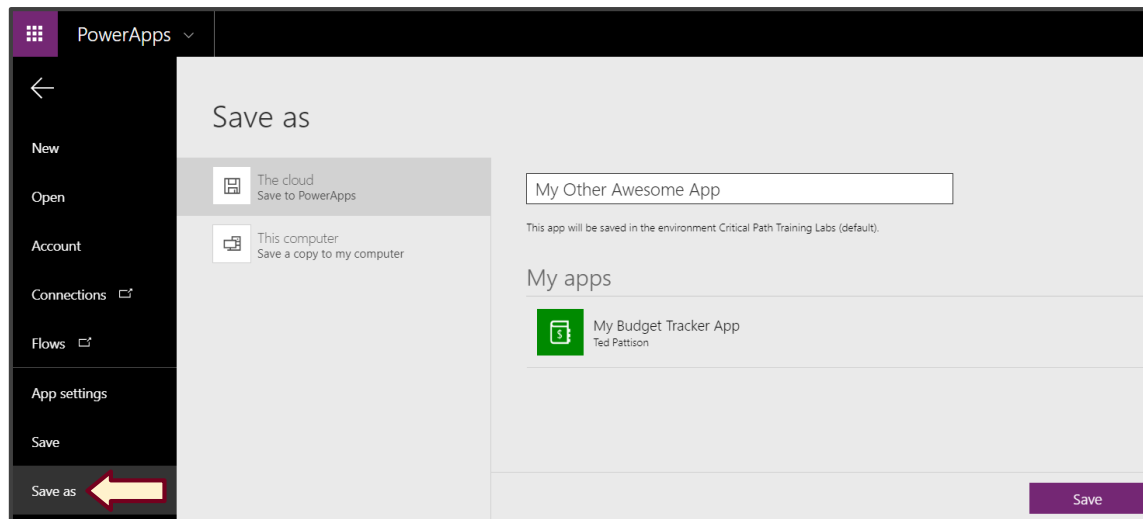


# Saving an App to the Cloud

- Before saving, first you should configure App settings



- Save app to cloud using Save or Save As command



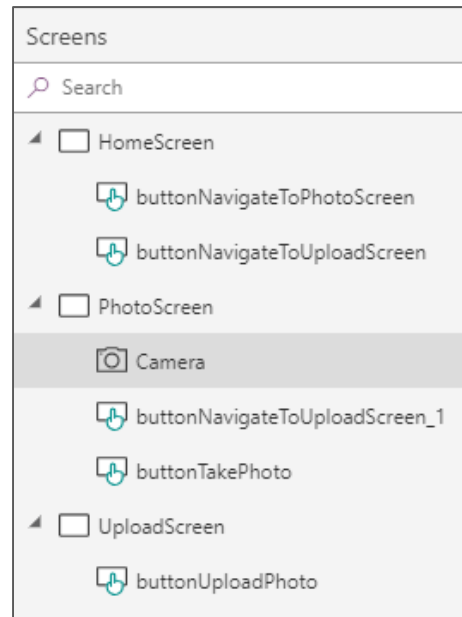


**DEMO**

# **Creating an App with the Budget Tracker App Template**

# Building Apps using Screens and Controls

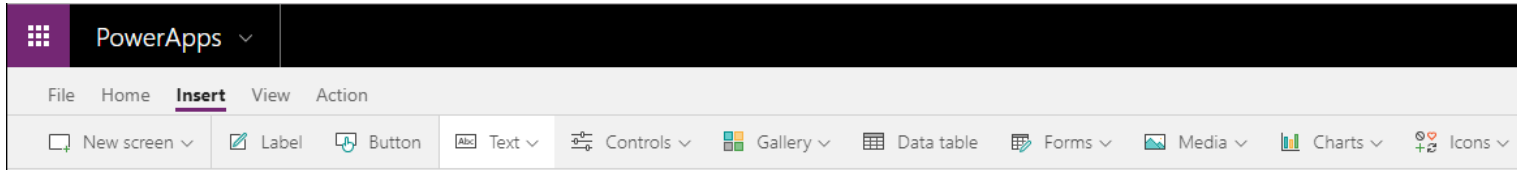
- Screens provide the top-level objects in Power Apps UI
  - Your app must have one screen but can have multiple screens
  - You design screens by adding and configuring controls
  - Left tree view shows hierarchical view of screens and controls
  - You can rename screens and controls using left tree view menu



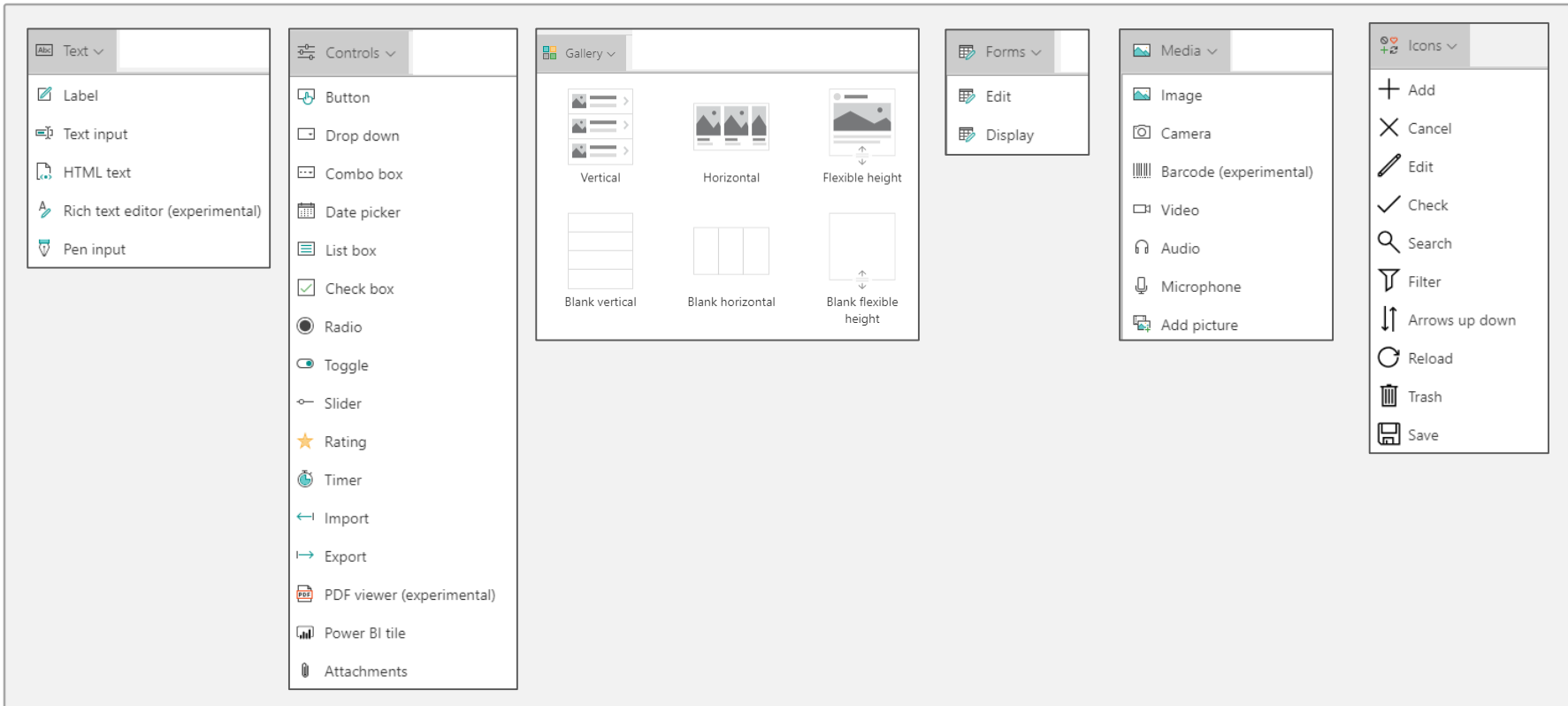


# Adding Controls to a Screen

- You add controls to a screen using the **Insert** ribbon tab



- Power Apps provides extensive set of controls for web and mobile apps



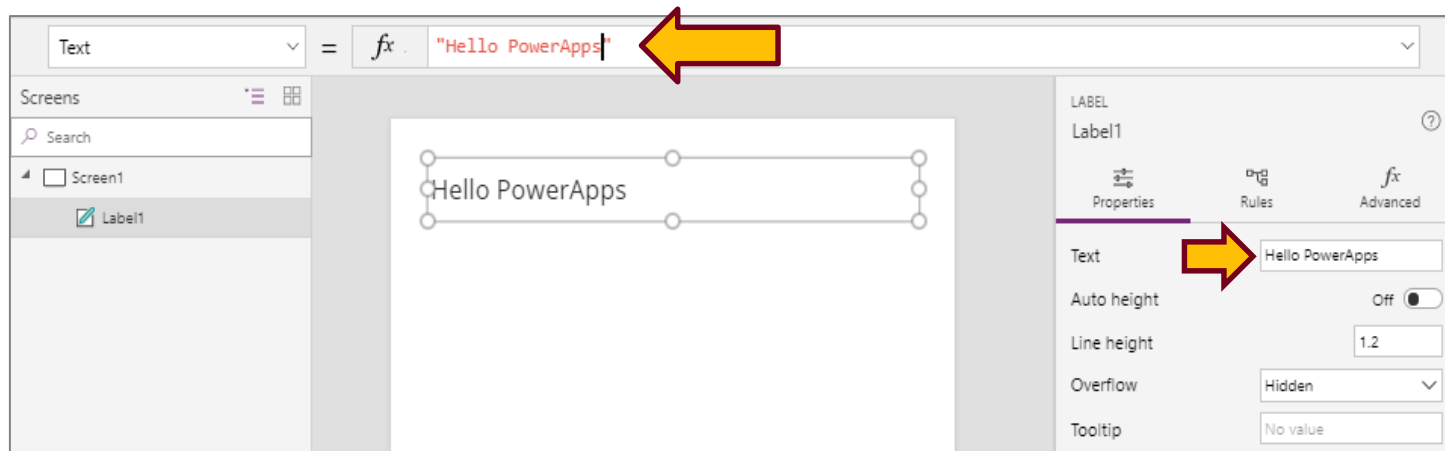
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# Configuring Control Properties

- Control properties can be set two different ways
  - Property values can be set using Properties pane
  - Property values can be set using Formula bar



- Building apps with Power Apps requires shift in thinking
  - You don't write code to set property values like in VBA
  - Control properties configured using formulas
  - You develop using **declarative style** instead of **procedural style**





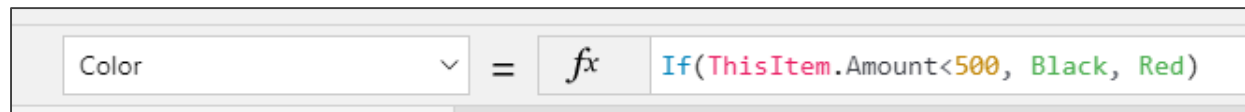
# Power Apps Formula Language

- Power Apps provides its own Formula Language
  - Designed to be as similar as possible to Excel Formula language
  - Power Apps Formula Language includes built-in set of functions
- You write formulas for specific properties
  - Set the Text property for a label



A screenshot of the Power Apps formula bar. On the left, a dropdown menu shows 'Text'. To its right is an equals sign, followed by a small 'fx' icon and another dropdown menu. The formula text 'Hello, ' & User().FullName' is entered in the input field.

- Set the Color property of the label text



A screenshot of the Power Apps formula bar. On the left, a dropdown menu shows 'Color'. To its right is an equals sign, followed by a small 'fx' icon and another dropdown menu. The formula text 'If(ThisItem.Amount < 500, Black, Red)' is entered in the input field.

- Write an formula to filter the items shown in a gallery



A screenshot of the Power Apps formula bar. On the left, a dropdown menu shows 'Items'. To its right is an equals sign, followed by a small 'fx' icon and another dropdown menu. The formula text 'Filter(Devices, ManufacturerID = ManufacturerGallery.Selected.ManufacturerID)' is entered in the input field.



# Input and Output Properties

- Input only
  - Value based on formula which cannot be used in other formulas
  - **Textinputbox1.Default** (*initial value*)
- Output only
  - Value cannot be set by formula but can be used on other formulas
  - **Textinputbox1.Text** (*value always controlled by user input*)
- Input/Output
  - Value based on formula which can be used in other formulas
  - **Textinputbox1.Fill**



# Primitive Data Types

- Power Apps formulas support native data types
  - Number: 3.141592
  - Text: "Hello World"
  - Boolean: True or False
  - DateTime: 3/27/2018 12:00PM
  - Date: 3/27/2018
- Any type can contain blank (i.e. null) values
  - Test for null value using IsBlank() function
  - Set null value using Blank() function



# Compound Data Types

- Record

```
{ FirstName: "Chuck", LastName: "Sterling" }
```

- Table

```
Table( { FirstName: "Chuck", LastName: "Sterling" },  
       { FirstName: "Ted", LastName: "Pattison" } )
```

- Shorthand for Table with one column named value  

```
[ "Moe", "Curly", Larry" ]
```

- Records and tables can be nested

- Table can contain records of tables of records...
- Record can contain tables of records of tables ...



# Events and State Changes

- Formulas for event properties can contain imperative logic
  - `onSelect`, `onVisible`, `onStart`, etc.
- Imperative logic is used to take action
  - Set value of global variable or context variable
  - Add item to a collection
  - Navigate between screens
  - Submit data to server
- You can chain actions together with chaining operator (;)

```
fx Collect(Customers, {ID: NextCustomerId, FirstName: FirstNameTextInput.Text, LastName: LastNameTextInput.Text});  
Reset(FirstNameTextInput);  
Reset(LastNameTextInput);  
Set(NextCustomerId, NextCustomerId+1);
```



# Declarative vs Imperative Functions

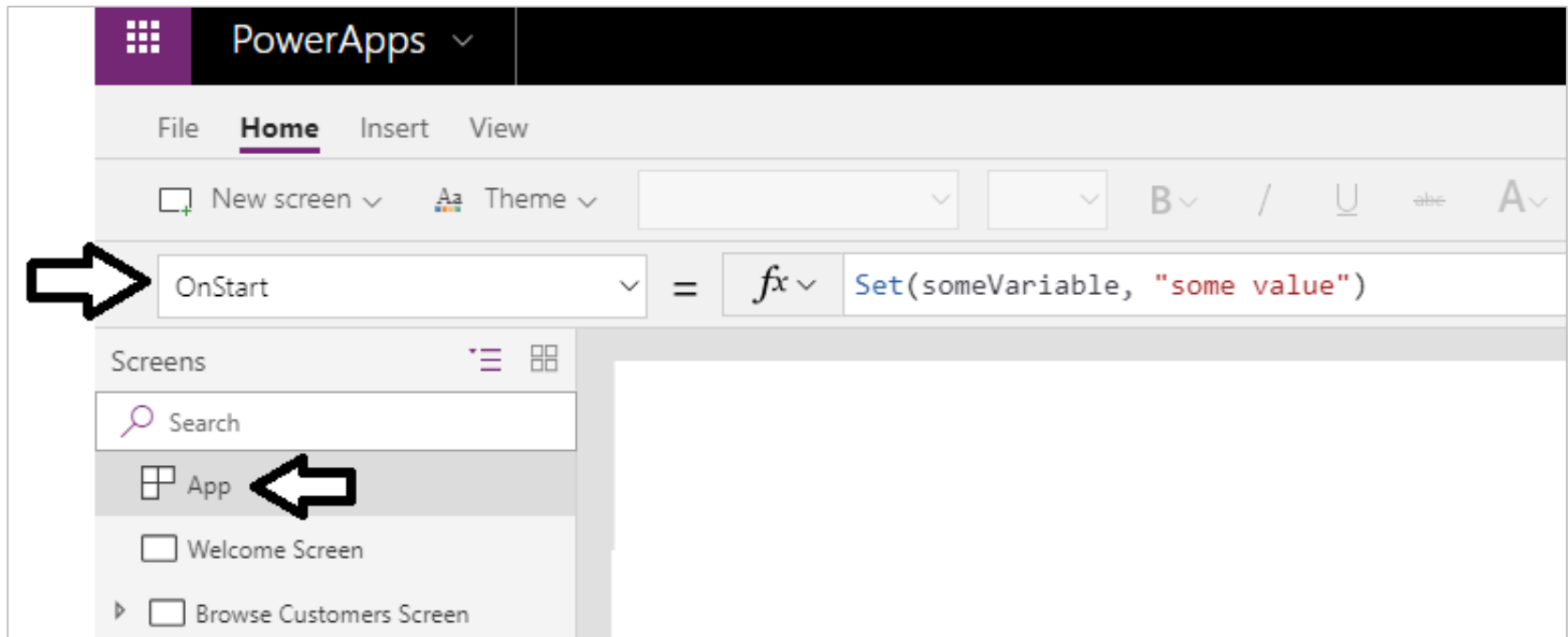
- Non-highlighted functions used to return values
  - These are declarative functions
- Highlighted functions used to perform actions
  - These are imperative functions

Abs	Collect	Day	HashTags	Max	Rand	Shuffle	TrimEnds
Acceleration	Color	Defaults	Hour	Mid	Refresh	Sin	Ungroup
Acos	ColorFade	Degrees	If	Min	Remove	Sort	Update
Acot	ColorValue	Disable	IfError	Minute	Removelf	SortByColumns	UpdateContext
AddColumns	Compass	Distinct	IsBlank	Mod	RenameColumns	Split	UpdateIf
And	Concat	Download	IsEmpty	Month	Replace	Sqrt	Upper
App	Concatenate	DropColumns	IsMatch	Navigate	Reset	StartsWith	User
Asin	Connection	EditForm	IsNumeric	NewForm	ResetForm	StdevP	Validate
Atan	Count	Enable	IsToday	Not	Revert	Substitute	Value
Atan2	Cos	EndsWith	Language	Notify	RGBA	SubmitForm	VarP
Average	Cot	Errors	Last	Now	Right	Sum	ViewForm
Back	CountA	EncodeUrl	LastN	Operators	Round	Switch	Weekday
Blank	CountIf	Exit	Launch	Or	RoundDown	Table	Year
Calendar	CountRows	Exp	Left	Param	RoundUp	Tan	
Char	DataSourceInfo	Filter	Len	Patch	SaveData	Text	
Choices	Date	Find	Ln	Pi	Search	Time	
Clear	DateAdd	First	LoadData	PlainText	Second	TimeValue	
ClearCollect	DateDiff	FirstN	Location	Power	Select	TimeZoneOffset	
Clock	DateTimeValue	ForAll	LookUp	Proper	Set	Today	
Coalesce	DateValue	GroupBy	Lower	Radians	ShowColumns	Trim	



# App OnStart

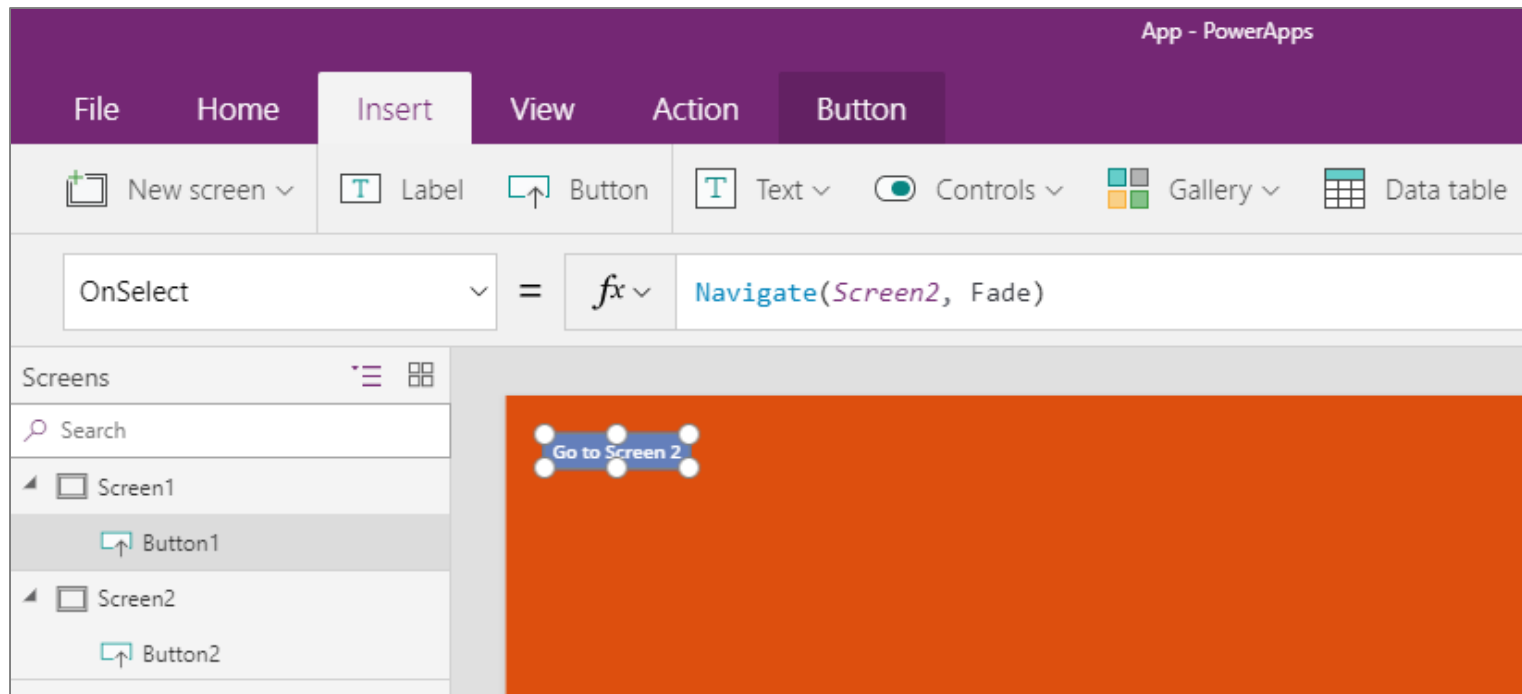
- App **OnStart** property used to initialize state in app
  - Event provides support for initializing state in app
  - Commonly used to initialize app-level variables and collections
  - Right-click **App** in left navigation to run **OnStart** while in editor





# Navigating Between Screens

- Navigate to a screen using Navigate function
  - Call **Navigate** function from **OnSelect** property of **Button** control
  - **Navigate** function performs action instead of returning a value



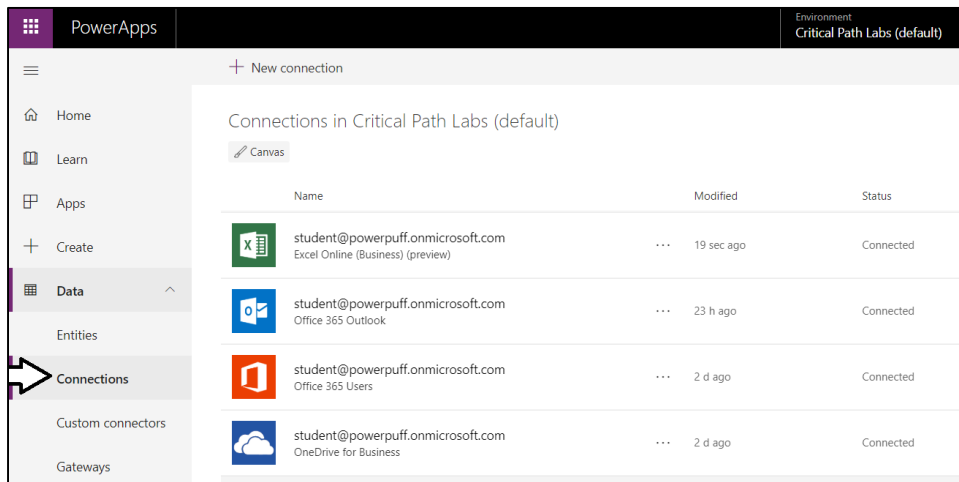
# Agenda

- ✓ Getting Started with the Power Platform
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- Working with Connectors and Data Binding
  - Understanding Delegation



# Understanding Connectors & Connections

- What is a Connector?
  - API wrapper that Power Apps uses to interact with datasource
- What is a Connection?
  - Configuration created to connect to a specific datasource
  - Each connection is created using a specific connector
  - Connection also caches login credentials and granted permissions
  - Connections can be shared across users



The screenshot shows the 'SQL Server' connection configuration dialog box. It contains the following fields:

- SQL server name \*: cpt.database.windows.net
- SQL database name \*: WingtipSalesDB
- Username \*: CptStudent
- Password \*: [masked]

At the bottom, there are 'Cancel' and 'Create' buttons.



# Data Binding with Galleries and Forms

- Table binding
  - Gallery control
  - DataTable control
- Single-record binding
  - Display form control
  - Edit form control

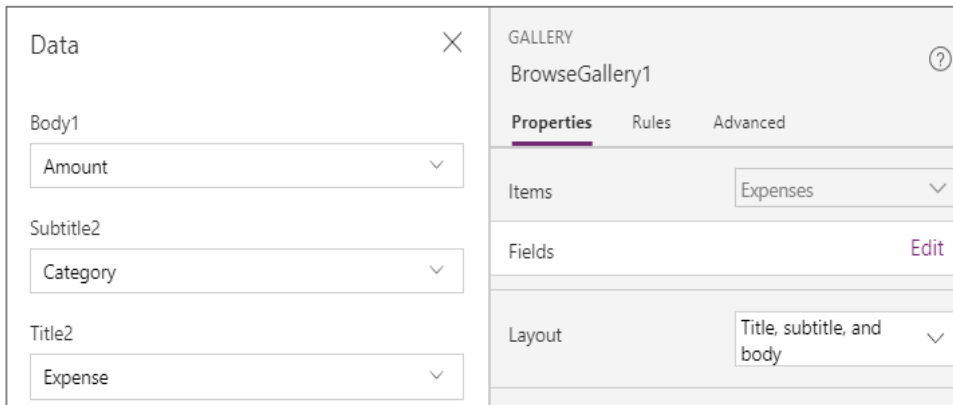
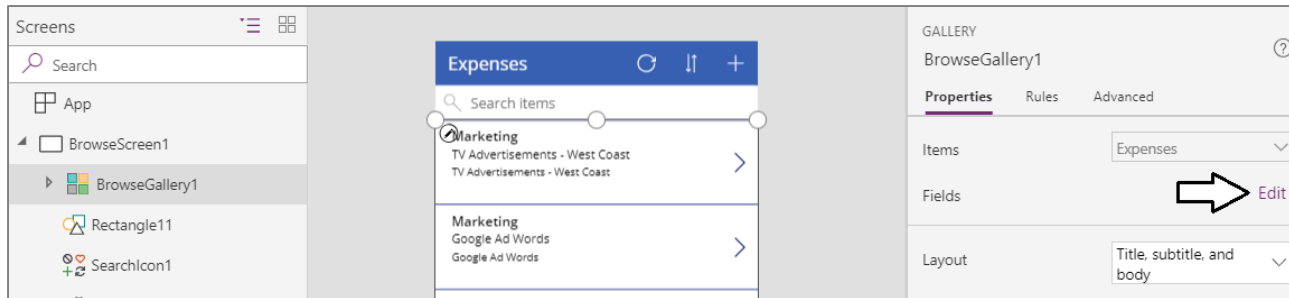
Expenses		↺	↻	+
Search items				
TV Advertisements - West Coast	Marketing	\$300.00	>	
Google Ad Words	Marketing	\$428.32	>	
Google Ad Words	Marketing	\$412.23	>	

✕	Expenses	✓
Expense		
<input type="text" value="Office Chair"/>		
Category		
<input type="text" value="Office Supplies"/>		
Date		
<input type="text" value="3/23/2018"/>		
Amount		
<input type="text" value="650"/>		



# Working with the Data Pane

- You use the Data pane to configure data binding
  - Select a data-bound control and then display Data pane
  - Data pane allows you to change layout for data binding
  - Once you select layout, you can then map fields below







**DEMO**

## **Creating an App using the Start from Data Template**

# Understanding Forms and Data Cards

- Form acts as a container for data cards
  - Each form binds to a single record
  - Within a form, each data card binds to an underlying field
  - Each data card contains an encapsulated set of child controls

The image shows two side-by-side panels from a software configuration tool. The left panel, titled 'Fields', contains a list of data cards: 'Amount' (with a numeric input icon), 'Category' (with a text input icon), 'Date' (with a calendar icon), and 'Expense' (with a text input icon). Each card has a dropdown arrow on the left. Above the list is an 'Add field' button with a plus icon. The right panel, titled 'EditForm1', shows configuration options for a form. It has tabs for 'Properties', 'Rules', and 'Advanced'. Under 'Properties', there is a 'Data source' dropdown set to 'Expenses', a 'Fields' section with an 'Edit fields' link, a 'Snap to columns' toggle switch set to 'On', and a 'Columns' dropdown set to '1'.

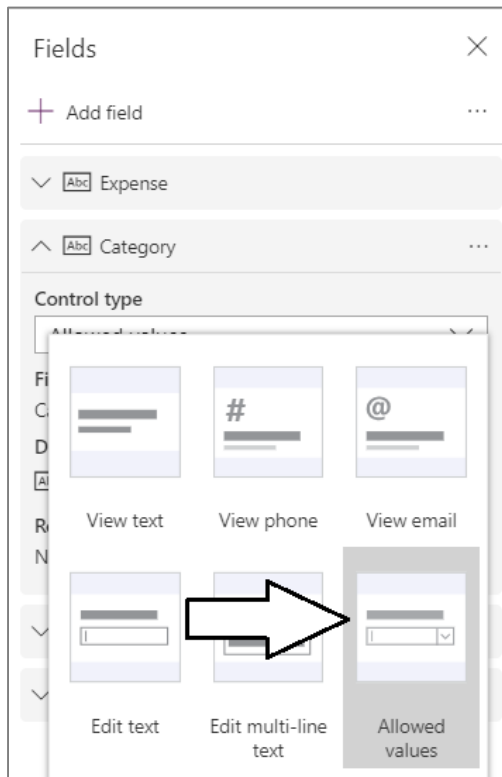
Fields	EDIT
<div>+ Add field</div> <div>Amount</div> <div>Category</div> <div>Date</div> <div>Expense</div>	<div>EditForm1</div> <div>Properties Rules Advanced</div> <div>Data source: Expenses</div> <div>Fields <a href="#">Edit fields</a></div> <div>Snap to columns: On</div> <div>Columns: 1</div>





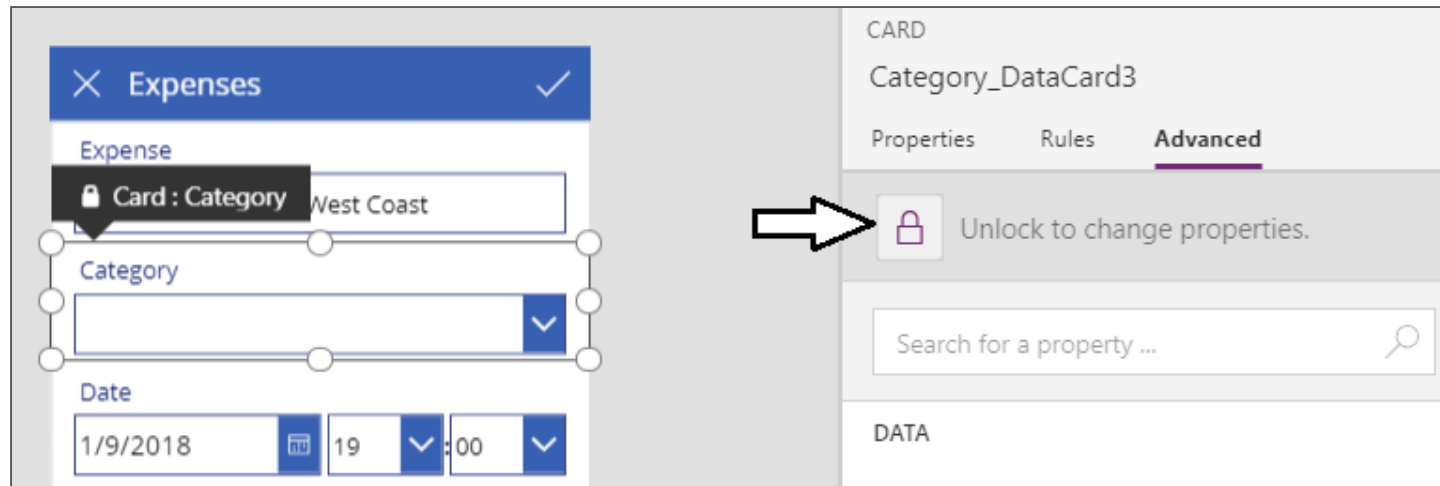
# Changing a Field's Data Card Type

- Fields in Form control get default data card
  - Use Data pane to change data card used by any field
  - Different data cards offer different editing experiences



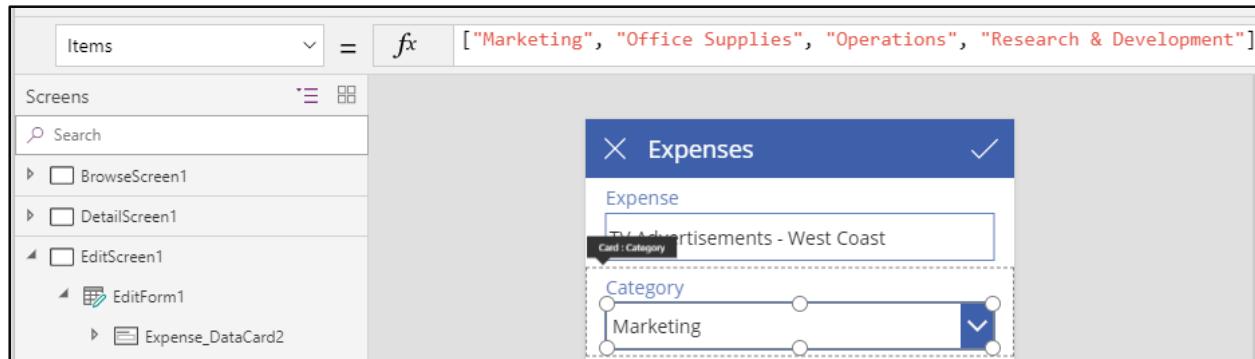
# Customizing a Data Card

- By default, data cards are locked and cannot be edited
  - In many scenarios, you should leave data cards locked
  - Some scenarios call for unlocking data cards to customize them



# Populating a Dropdown Combobox

- Once a data card is unlocked you can customize it
  - Add formula for **Items** property to populate combo box



- Dropdown list provides better user experience than textbox





**DEMO**

## **Customizing Forms and Data Cards**

# Agenda

- ✓ Getting Started with the Power Platform
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# Table Functions

- Each table represented as a value
  - Table can be passed as argument
  - Table can be returned by function
- Functions that return tables
  - Filtering: `Filter`, `Search`
  - Sorting: `Sort`, `SortByColumns`
  - Shaping: `AddColumns`, `DropColumns`, `RenameColumns`
  - Grouping: `GroupBy`, `Ungroup`



# Understanding Delegation

- **Delegation** is act of pushing work to data source
  - Work usually involves filtering and sorting
  - Work can also involve aggregation
  - Delegation minimizes amount of data retrieved by app
- Not all connectors support delegation
  - Non-delegate-able connectors only return 500 items
  - Searching through data becomes unpredictable



# Delegate-able Functions

- **Filter functions**
  - *Filter*, *Search*, and *LookUp* can be delegated
- **Sorting functions**
  - *Sort* and *SortByColumns* can be delegated
- **Aggregate functions**
  - *Sum*, *Average*, *Min*, and *Max* can be delegated
  - Not all data sources support this delegation





# Summary

- ✓ Getting Started with the Power Platform
- ✓ Creating Canvas Apps
- ✓ Writing Power Apps Expressions
- ✓ Working with Connectors and Data Binding
- ✓ Understanding Delegation

