

Power Apps and Power Automate Champion Training

Module 6: Introduction to Power Apps

Student Lab Manual

Conditions and Terms of Use

Microsoft Confidential

This training package is proprietary and confidential, and is intended only for uses described in the training materials. Content and software is provided to you under a Non-Disclosure Agreement and cannot be distributed. Copying or disclosing all or any portion of the content and/or software included in such packages is strictly prohibited.

The contents of this package are for informational and training purposes only and are provided "as is" without warranty of any kind, whether express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

Training package content, including URLs and other Internet Web site references, is subject to change without notice. Because Microsoft must respond to changing market conditions, the content should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication. Unless otherwise noted, the companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

Copyright and Trademarks

© 2020 Microsoft Corporation. All rights reserved.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

For more information, see Use of Microsoft Copyrighted Content at

<http://www.microsoft.com/en-us/legal/intellectualproperty/Permissions/default.aspx>

DirectX, Hyper-V, Internet Explorer, Microsoft, Outlook, OneDrive, SQL Server, Windows, Microsoft Azure, Windows PowerShell, Windows Server, Windows Vista, and Zune are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other Microsoft products mentioned herein may be either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are property of their respective owners.

Contents

LAB 1: BUILD A CANVAS APP FROM BLANK	5
EXERCISE 1: CREATE YOUR FIRST POWER APPS APP	6
Task 1: Canvas app from blank	6
EXERCISE 2: CREATE NEW SHAREPOINT LISTS.....	7
Task 1: Create a SharePoint list for Device Orders	7
Task 3: Create a SharePoint list for New Device Requests	9

Lab 1: Build a canvas app from blank

Introduction

In this lab, you will sign in to the Power Apps studio and ensure all prerequisites are in place.

Objectives

In this lab, you will be able to:

- Create Power Apps canvas app from blank
- Create two SharePoint lists

Prerequisites

Ensure you are using the "Incognito" or "InPrivate" browsing session of your modern browser.

Additionally, use the latest version of [Microsoft Edge](#) (aka Edge Chromium) for the best performance.

Estimated time to complete this lab

30 minutes

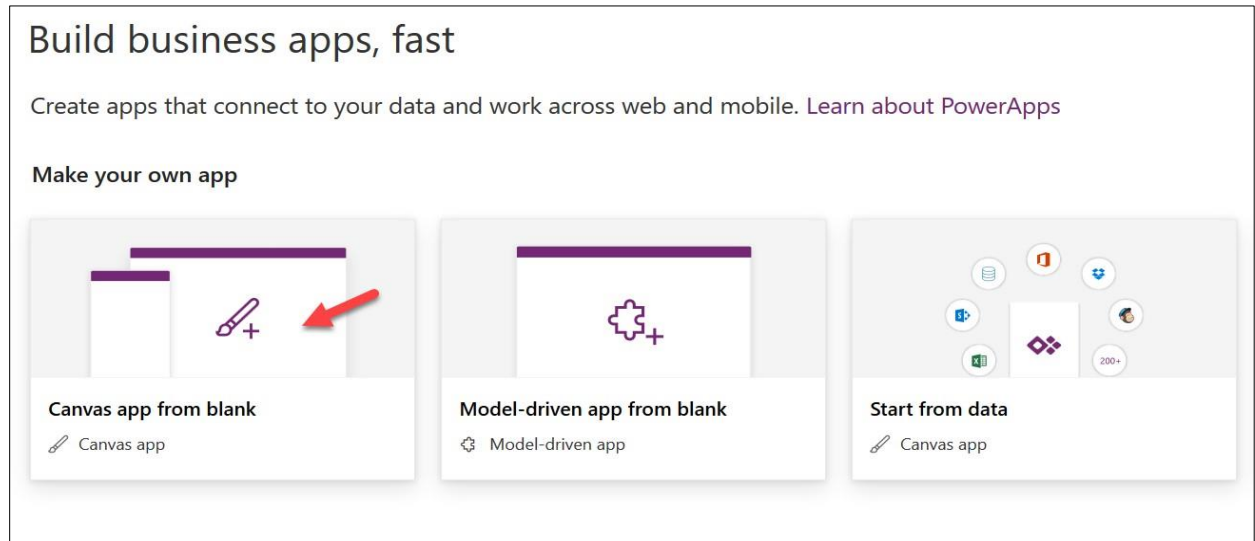
Scenario

The organization wishes to build apps using the Power Apps platform to take advantage of **No Code/Low Code** application development in the cloud. As part of this effort you need to configure the trial tenant to prepare it for labs within workshop.

Exercise 1: Create your first Power Apps app

Task 1: Canvas app from blank

1. Select **Canvas app from blank**.



2. Input **Device Ordering App – Full Name** in the **App name** field.
Select **Tablet** as the **Format**. Select **Create**.

Canvas app from blank

App name *

Device Ordering App

Format

☒ Tablet

☐ Phone

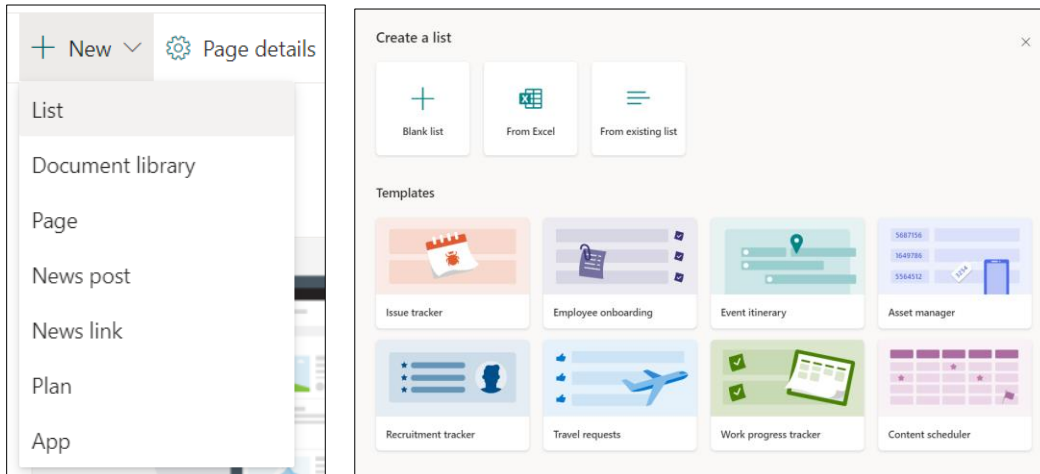
Create Cancel

3. Select **Skip** if you receive the **Welcome to PowerApps Studio** prompt.
4. If prompted, select your region and then click **Get started**.

Exercise 2: Create new SharePoint lists

Task 1: Create a SharePoint list for Device Orders

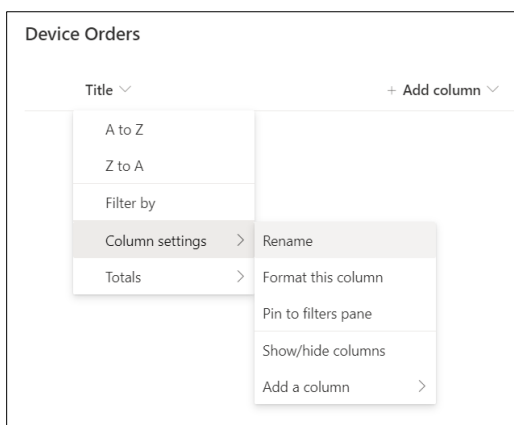
1. Navigate to your SharePoint site
[https://\[inserttenantprefix\].sharepoint.com/sites/\[FirstNameLastName\]](https://[inserttenantprefix].sharepoint.com/sites/[FirstNameLastName])
2. Select **+ New > List**. Under "Create a list", select **Blank list**.



3. Name the list as **"Device Orders"** and select **Create**.

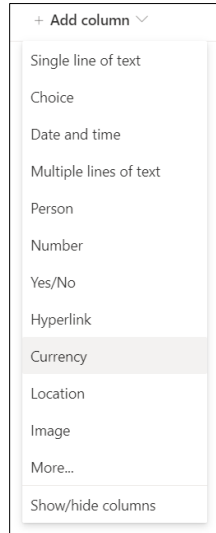
The image shows the 'Device Orders' list creation form. The 'Name' field is filled with 'Device Orders'. The 'Description' field is empty with the placeholder text 'What is your list about?'. The 'Site navigation' section has a checkbox labeled 'Show in site navigation' which is checked. At the bottom, there are 'Back', 'Create', and 'Cancel' buttons.

4. Rename the **"Title"** column to **"Device Name."**



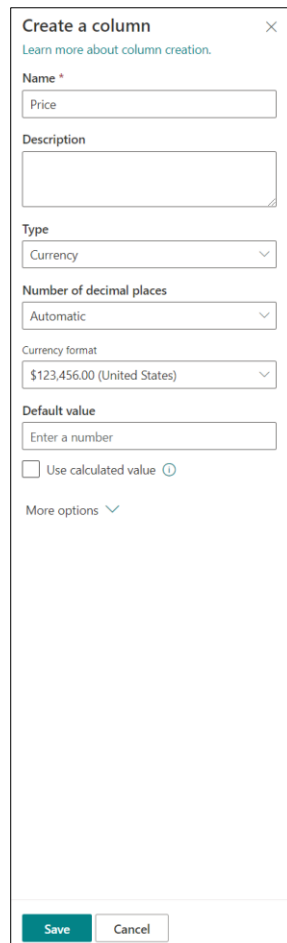
5. Add the following columns to the newly created list:

- Column Name: **Price**
 - Select **+ Add Column** and select **Currency**.



A screenshot of a dropdown menu titled '+ Add column'. The menu lists various column types: Single line of text, Choice, Date and time, Multiple lines of text, Person, Number, Yes/No, Hyperlink, Currency (highlighted), Location, Image, More..., and Show/hide columns.

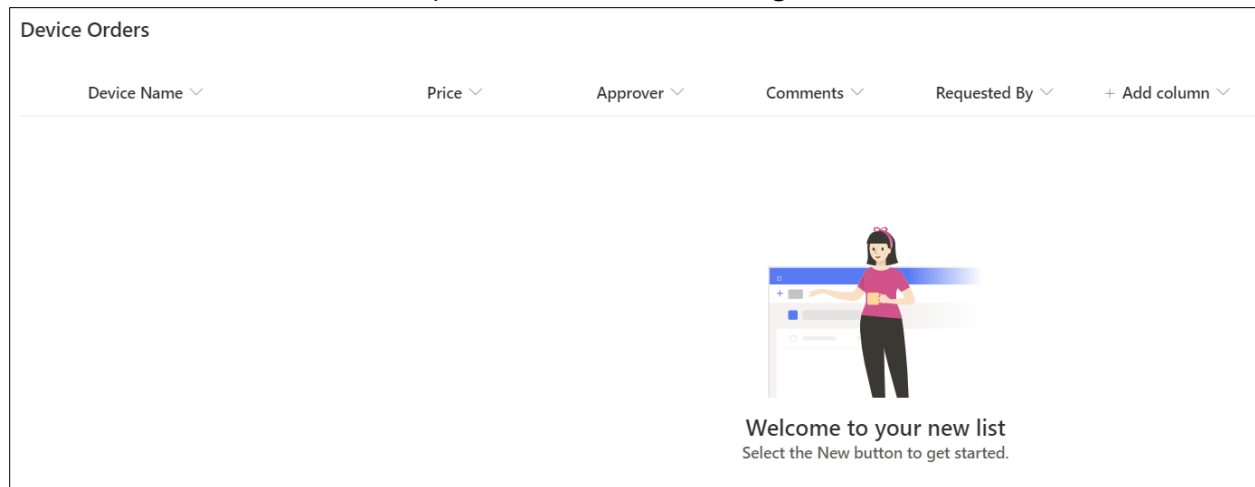
- Enter column name as **"Price"** and select **Save**.



A screenshot of the 'Create a column' dialog box. It contains the following fields and options: Name (Price), Description (empty), Type (Currency), Number of decimal places (Automatic), Currency format (\$123,456.00 (United States)), Default value (Enter a number), and a checkbox for 'Use calculated value' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

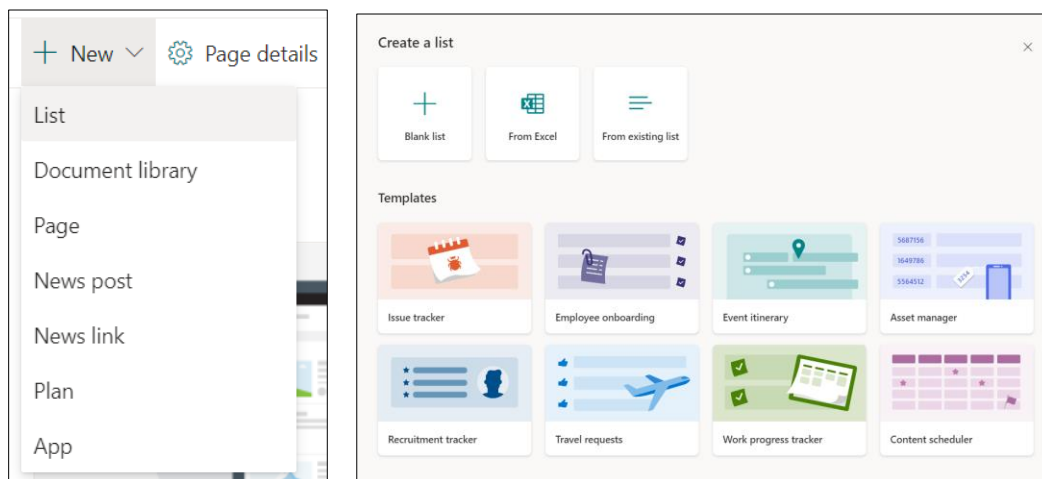
- Column Name: **Approver**
 - Type: Single line of text
- Column Name: **Comments**
 - Type: Multiple lines of text
- Column Name: **Requested By**
 - Type: Single line of text

Validate that the New Device Requests list matches the image shown below:



Task 3: Create a SharePoint list for New Device Requests

1. Go to the SharePoint site you created in the previous step and select **+ New > List**. Under "Create a list", select **Blank list**.



2. Name the list as **"New Device Requests"** and select **Create**.

Name * ×

New Device Requests

Description

What is your list about?

Site navigation

☒ Show in site navigation

[< Back](#) [Create](#) [Cancel](#)

3. Rename the "Title" column to "**Device Name.**"

New Device Requests

Title ▼ + Add column ▼

A to Z

Z to A

Filter by

Column settings > Rename

Totals > Format this column

Pin to filters pane

Show/hide columns

Add a column >

4. Add following columns to the newly created list:

- Column Name: **Price**
 - Select **+ Add Column** and select **Currency**.

+ Add column ▾

- Single line of text
- Choice
- Date and time
- Multiple lines of text
- Person
- Number
- Yes/No
- Hyperlink
- Currency
- Location
- Image
- More...
- Show/hide columns

- Enter column name as **"Price"** and select **Save**.

Create a column ×
[Learn more about column creation.](#)

Name *

Description

Type

Number of decimal places

Currency format

Default value

☐ Use calculated value ⓘ

More options ▾

- Column Name: **Processor**
 - Type: Single line of text
- Column Name: **Memory**
 - Type: Single line of text

- Column Name: **Storage**
 - Type: Single line of text
- Column Name: **Screen Size**
 - Type: Single line of text
- Column Name: **Requested By**
 - Type: Single line of text

5. Validate that the New Device Requests list matches the image shown below:

