

Power Apps

Module 7: Starting with connectors, screens, and controls

Student Lab Manual

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Lab 2: Configuring screens and controls

Introduction

In this lab, you will start to design in Power Apps by renaming the screen and adding headers.

Objectives

After completing this lab, you will be able to:

- Rename screens in Power Apps Studio.
- Add and manipulate the label control in Power Apps Studio.

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

15 mins

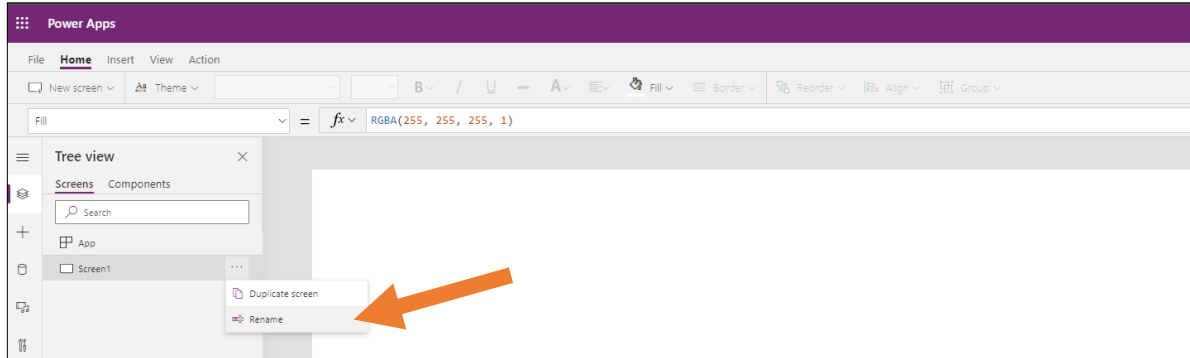
Scenario

The organization wishes to build apps using the PowerApps platform to take advantage of **No Code/Low Code** application development in the cloud. As part of this effort, you are required to use PowerApps Studio and manipulate different screens and controls.

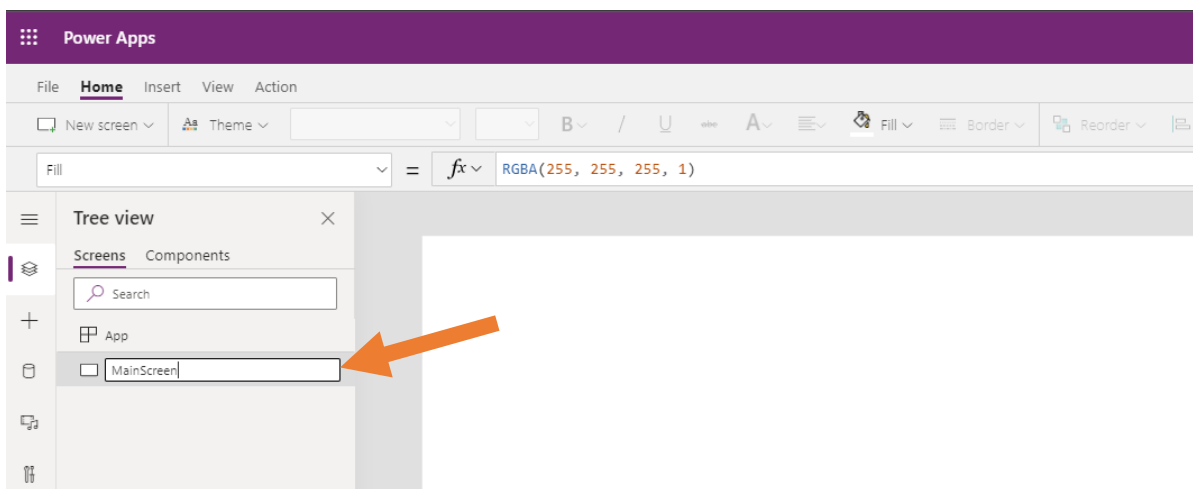
Exercise 1: Rename the screen

In this task, you will rename **Screen1** to **MainScreen**.

1. Select the screen by clicking the **Screen1** tile in the left navigation bar.
2. Click on "... " next to **Screen1** (or right-click **Screen1**) and select the **Rename** option.



3. Change the name to **MainScreen**.

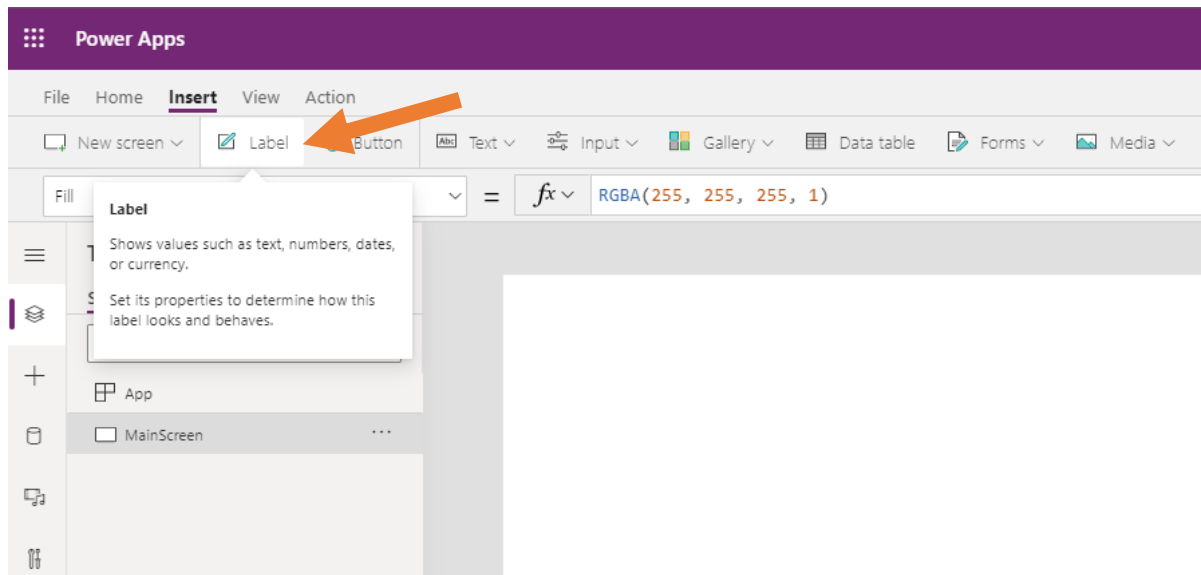


Note: You can also rename the screen by clicking on the screen name in the right pane and selecting the **edit** icon.

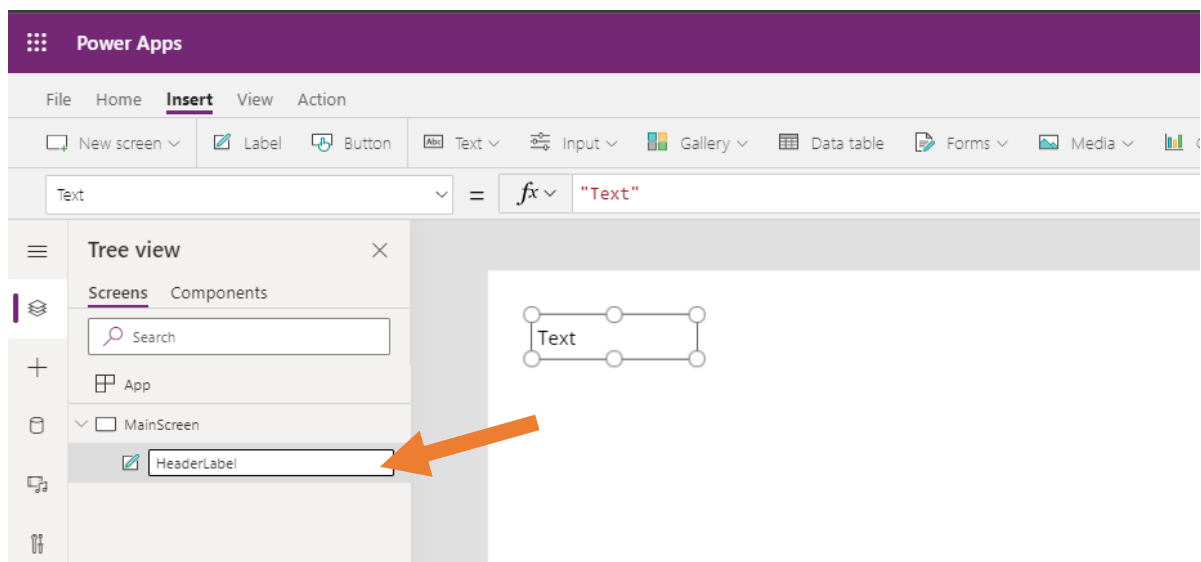
Tip: It is good practice to rename screens and controls as you create them, so they are easier to locate as you work with formulas that reference different controls.

Exercise 2: Add a header containing the app name and signed-in user's name

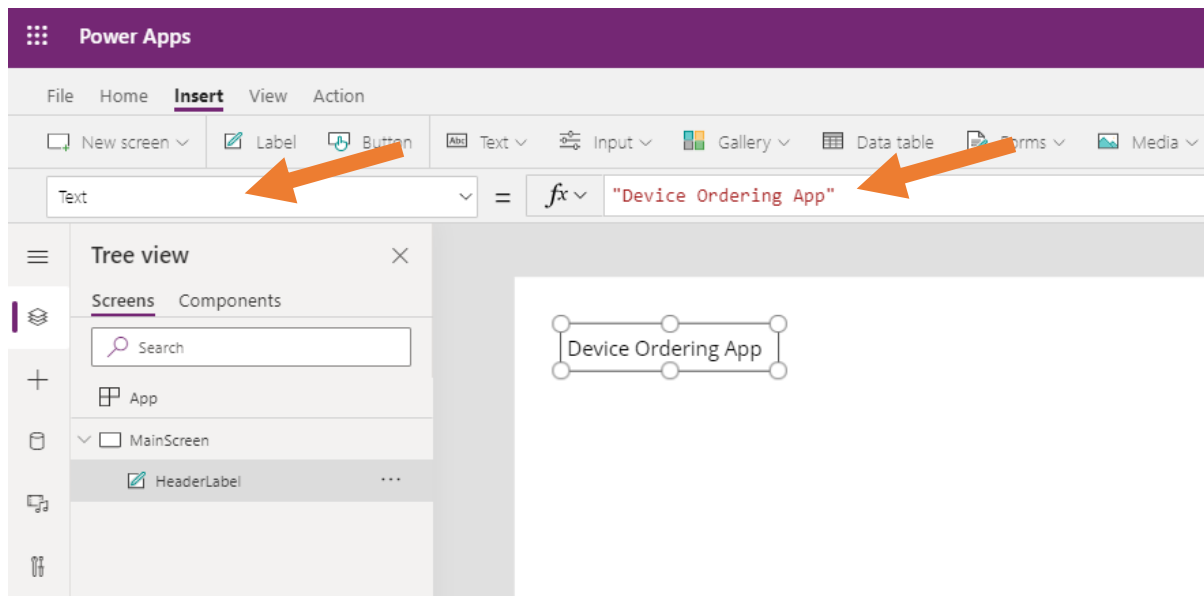
1. Select the **Insert** tab in the ribbon and then select **Label** to add a text label.



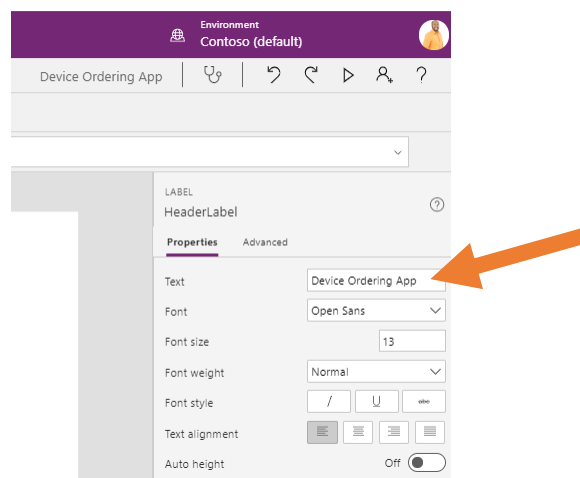
2. Rename the label from **Label1** to **HeaderLabel** (see the previous task on renaming controls).



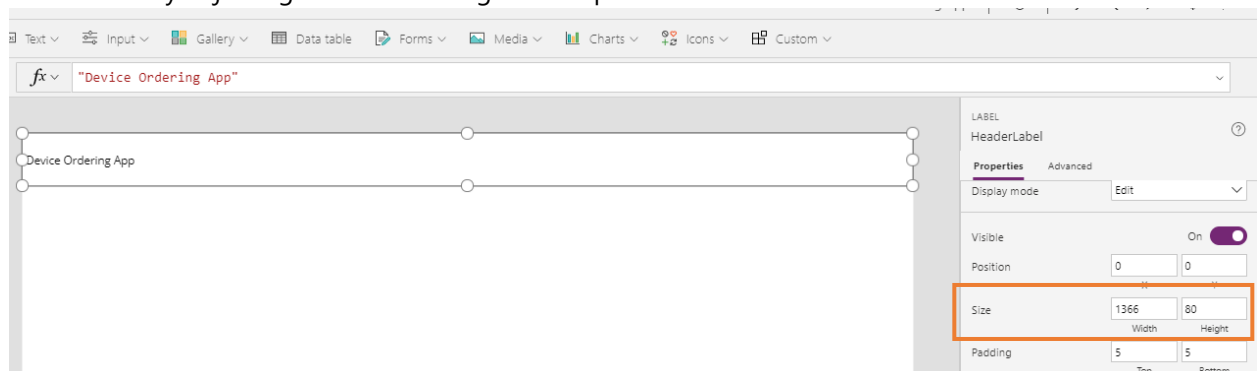
3. Select **Text** from the property drop-down list and enter **Device Ordering App** in the formula bar. You can also type directly in the label.



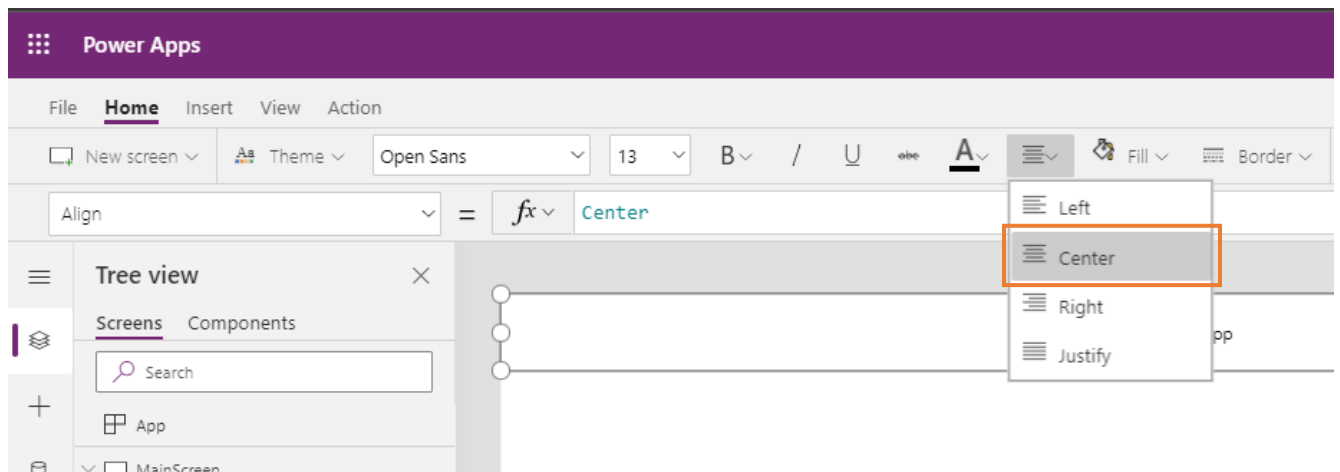
Note. You can change the text in the Properties pane on the right-hand side, as well:



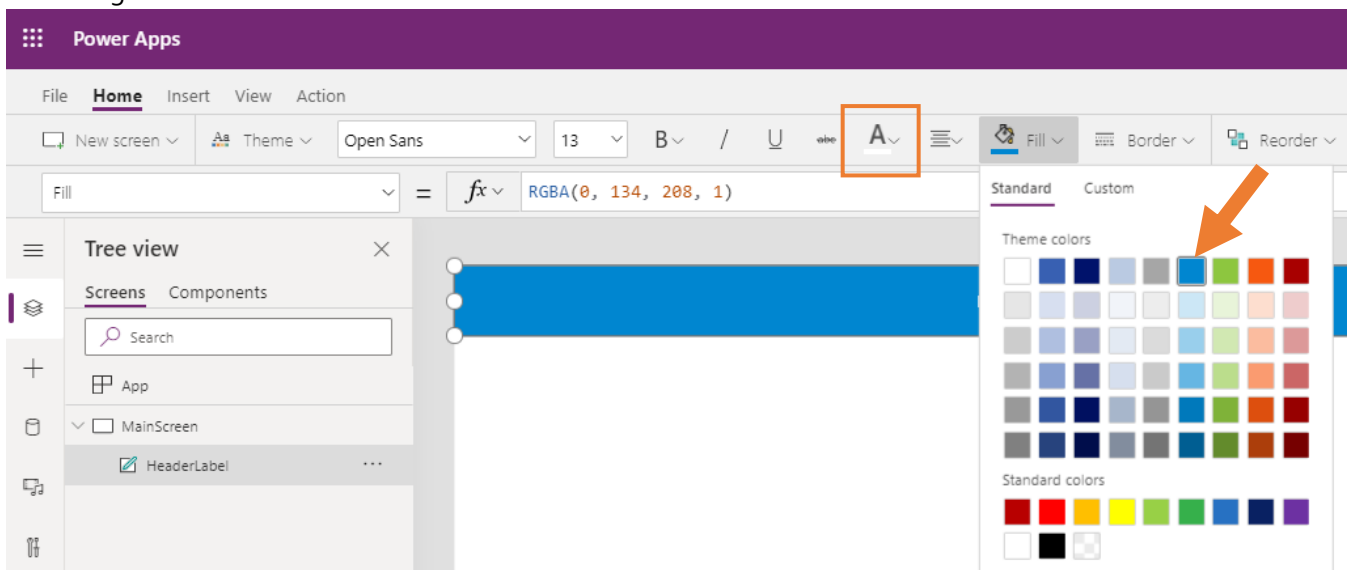
4. Resize the label such that its width is the width of the screen (e.g. 1366), and its height is a reasonable size for a header (e.g. 80). You can resize the label either by dragging the corners of the label or by adjusting its size in the right-hand pane.



5. Select the **Home** tab and set the **Align** option in the ribbon to **Center**.

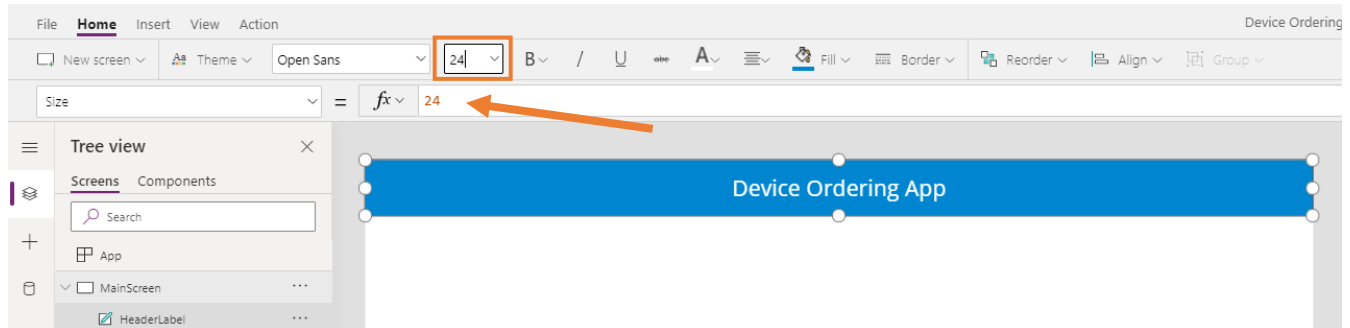


6. Change **Font** color to white and **Fill** color to blue.

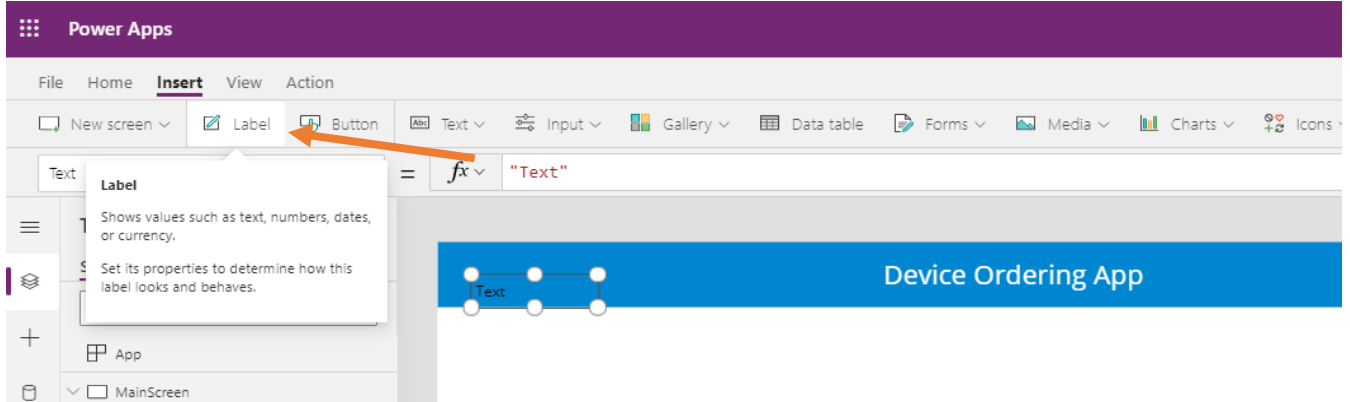


Change the font size to **24**.

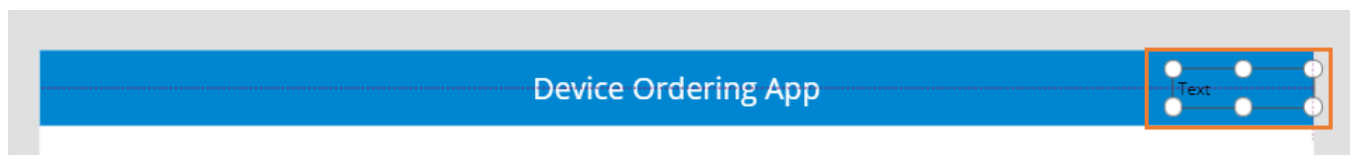
Tip: You can also use the formula bar above or the **Advanced** fx tab on the far right of the screen to enter specific values or formulas for any property on a control.



7. From the Insert tab, select **Label**. You will use this label to display the signed-in user's name.

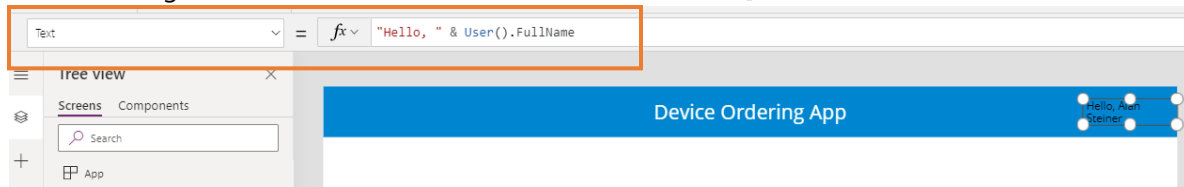


8. Drag the label to the far-right side of the screen and center the label vertically to be in line with the header text. You can use the purple alignment markers, as shown below.



9. Rename the label to **UserLabel**.

10. Change the value of the **Text** field to: "Hello, " & User().FullName



Note: All functions in Power Apps are case sensitive. As you start typing "User," you will see a drop-down of available choices. It's a good idea to pick from the autocomplete options. You will also notice help text at the top showing the required parameters; in this case, it requires no input parameters.

11. Right-justify the text in the label by selecting the **Align** option in the **Home** tab on the ribbon.
12. Change the **Color** to white.
13. If necessary, widen the label, so the text doesn't wrap.
14. Change the **PaddingRight** property from **5** to **20**. You can do this quickly using the properties pane on the right-hand side.




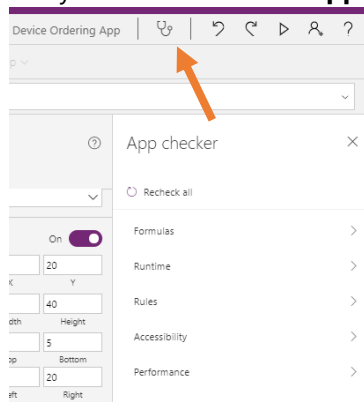
Note: The **User()** function in PowerApps allows you to retrieve the email, full name, and picture for the currently logged in user. App users will always be logged in with their business or school account (Azure Active Directory (AAD) credentials), so this information will always be available for any Power Apps app.

Exercise 3: Save the Application

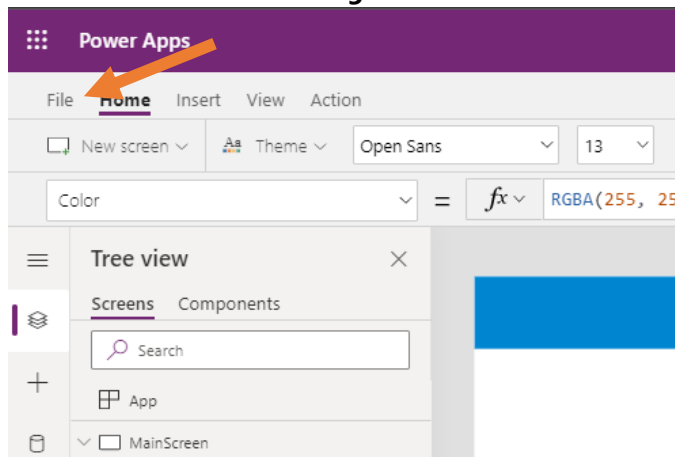
In this task, you will save an initial version of the app. It is good practice to keep saving app updates at regular intervals.

Note: After the initial save, Power Apps will autosave every two minutes.

1. First, you will check if there are any errors. Click on the **App checker** icon .

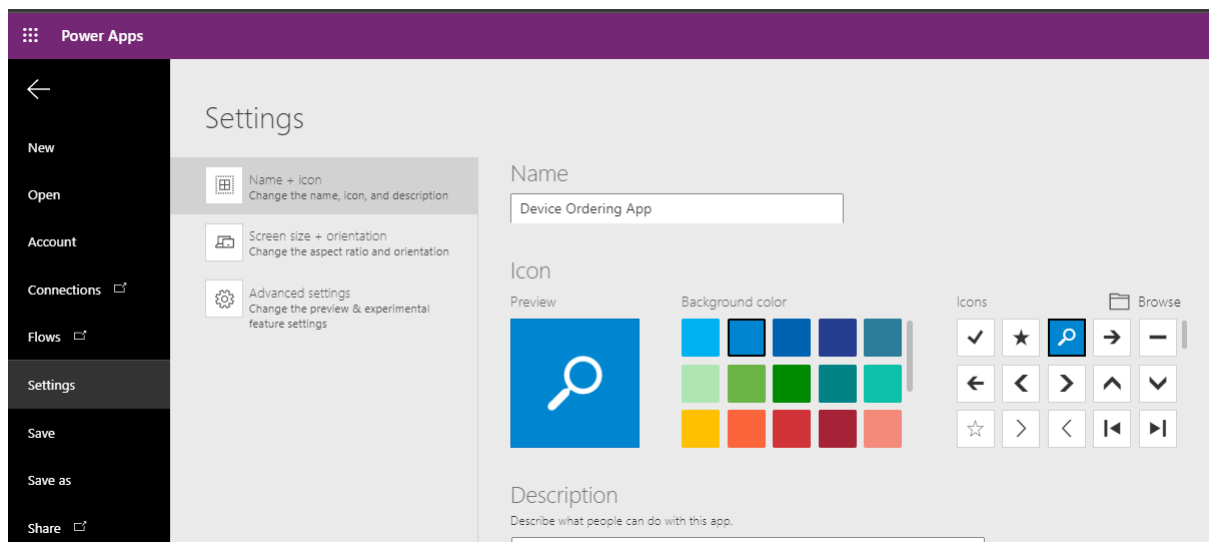


2. Go to the **File** Menu à **Settings**

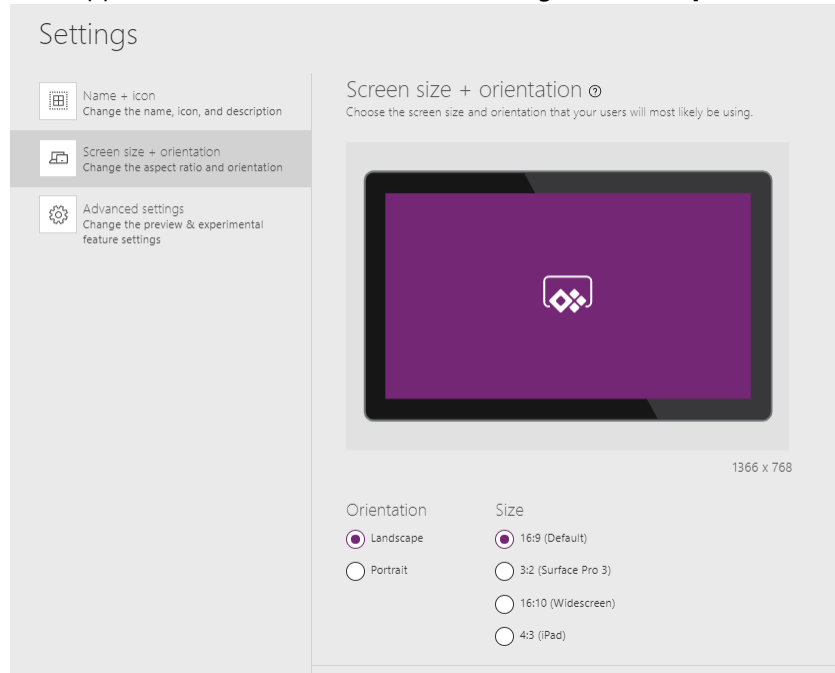


3. Change the name of your app.

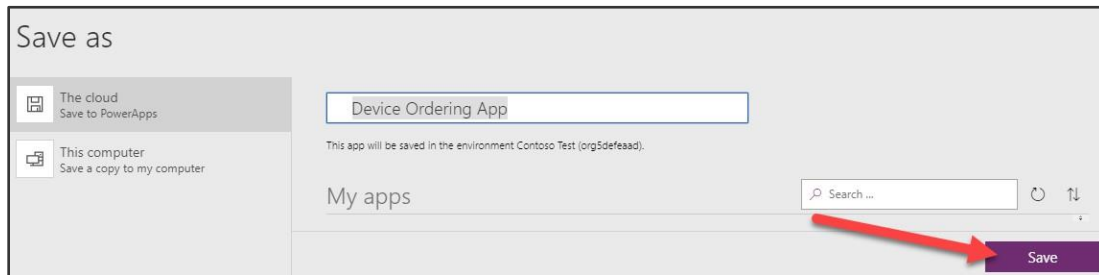
4. Customize the app icon – choose a background color and icon.



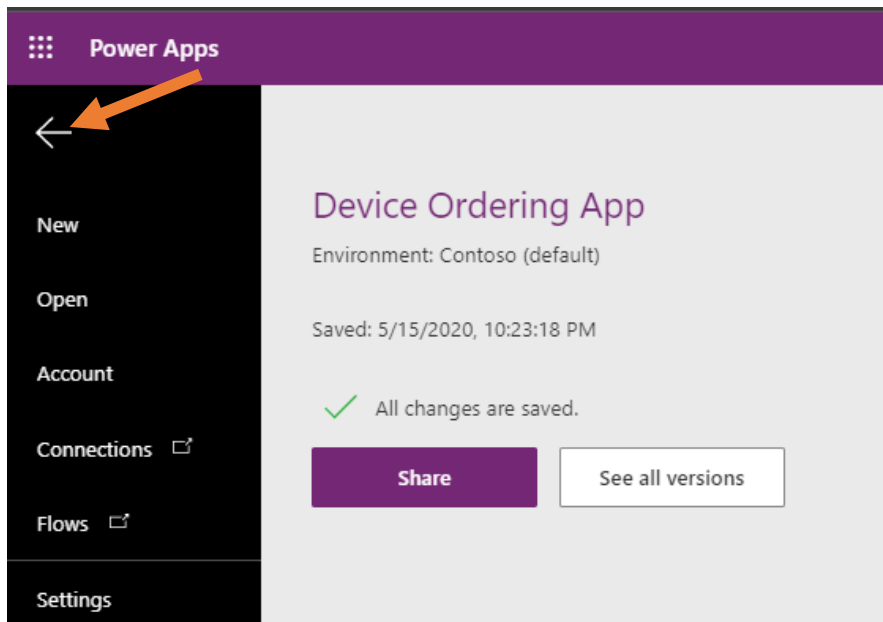
5. Select the **Screen size + orientation** tab to view the available screen orientation and aspect ratio settings. For this app, we will leave it at the default setting of **Landscape** with **16:9** aspect ratio.



7. Select **The cloud** and click on **Save**.



8. After the app is saved, click the back arrow on the top left to get back to the Studio.



Tip: In Power Apps, when you save a version of your app, the first version is published by default and available to everyone you share the app with. Subsequent saves are only visible to the app maker in the Studio. You must explicitly publish it for all app users to get the update. For more details on saving, publishing, and sharing apps, see: <https://docs.microsoft.com/en-us/powerapps/maker/canvas-apps/share-app>