PL-200 – Microsoft Power Platform Functional Consultant Trainer Preparation Guide

April 2025

Purpose

This document is for Microsoft Certified Trainers preparing to teach PL-200 Microsoft Power Platform Functional Consultant. This course is designed for students who are planning to take the corresponding certification exam, or students who are performing Functional Consultant tasks in their daily job.

Power Platform Functional Consultant Role Definition

Both the certification exam and the courseware are based on the Functional Consultant role.

A Power Platform Functional Consultant is responsible for performing discovery, capturing requirements, engaging subject matter experts and stakeholders, and configuring Power Platform solutions and apps.

The Functional Consultant implements components of a solution that include application enhancements, tailored user experiences, process automation, and reporting.

Audience Profile

As a candidate for this exam, you:

- Perform discovery.
- Capture requirements.
- Engage subject matter experts and stakeholders.
- Configure business solutions by using Microsoft Power Platform tools and components.

You create:

- Application enhancements
- Tailored user experiences
- Process automation

As a candidate, you implement the design provided by and in collaboration with a solution architect and the standards, branding, and artifacts established by user experience designers. You implement integrations with third-party applications and services. You generate training documentation, and you facilitate training and enablement.

You must interact and effectively communicate with members of a delivery team, stakeholders, and customer teams while championing for their success. You must have an understanding of application lifecycle management (ALM) practices for Microsoft Power Platform and quality assurance.

You should be familiar with using the following Microsoft Power Platform components:

- Microsoft Dataverse
- Microsoft Power Apps
- Microsoft Power Automate cloud flows
- Microsoft Power Pages
- Microsoft Power Platform environments

You should have proficiency in:

- Data modeling
- User experience design
- Requirements analysis

Audience Prerequisites

- Experience as an IT professional or student
- Working knowledge of Microsoft Power Platform and its key components
- Knowledge of Microsoft Dataverse (or general data modeling) and security concepts

Certification Exam

The study areas for the certification exam related to this course are based on the Job Task Analysis (JTA) that was conducted in June 2022

Each study area has a percentage indicating the relative weight of the area on the exam. The higher the percentage, the more questions a candidate is likely to see in that area.

Study Area	Percentage
Configure Microsoft Dataverse	25-30%
Create apps by using Microsoft Power Apps	25-30%
Create and manage logic and process automation	25-30%
Manage environments	15-20%

Candidates should be familiar with using Power Platform components to work with Microsoft Teams, Excel, and Word.

Candidates should have proficiency in data modeling, user experience design, requirements analysis, and process analysis.

Official practice test for Microsoft Power Platform Functional Consultant.

Prerequisite knowledge to teach this course

To successfully teach this course, instructors must have experience leveraging the following:

- Microsoft Power Platform (including Power Apps, Power BI, Power Automate, and Microsoft Dataverse)
- Consulting skills (including ALM)
- Project processes, methodologies, and best practices

Note: These guidelines are not inclusive of the requirements to become a Microsoft Certified Trainer (MCT).

Required materials to prepare for and teach this course

You need the following materials to prepare for and teach this course:

Resource	Description
Microsoft PowerPoint files	Download the PL-200T00A-ENU-PowerPoint.zip from the MCT Download Center.
Change Log	Download the PL-200T00A-ENU-Change-Log.pdf from the MCT Download Center.
Lab environment provided by your lab hosting provider	Contact your lab hosting provider for instructions on using their lab environment.
Lab instructions	The lab instructions are provided in the lab environment and in the PL-200 Microsoft Learning GitHub repository.
Student training content	See the following section for a detailed breakdown of each Learning Path covered in the course.

Student training content

The student training content for this course is in Microsoft Learn. The following table provides a breakdown of each Learning Path, the modules covered in each, and the link to each LP in Microsoft Learn.

The student training content includes links to additional reading material to help you prepare for specific topic areas.

Learning Path	Online training in Microsoft Learn
Course Introduction	Slides only

Learning Path 1: Get started using Microsoft Dataverse	**Module 1:** Create and manage environments in Microsoft Dataverse **Module 2:** Create tables in Microsoft Dataverse **Module 3:** Manage tables in Dataverse **Module 4:** Create and manage columns within a table in Microsoft Dataverse **Module 5:** Working with choices in Microsoft Dataverse **Module 6:** Load/export data and create data views in Microsoft Dataverse **Module 7:** Connect to other data in a Power Apps canvas app
Learning Path 2: Manage permissions and administration for Microsoft Dataverse	**Module 1:** Get started with security concepts in Dataverse **Module 2:** Get started with security roles in Microsoft Dataverse **Module 3:** Use administration options for Microsoft Dataverse
Learning Path 3: Visualize, import, and export Microsoft Dataverse data	**Module 1:** Visualize data with Dataverse views **Module 2:** Use Power Query to load data in Dataverse **Module 3:** Use Microsoft Word and Excel templates with Dataverse **Module 4:** Export data from Dataverse and use Microsoft Excel to edit records **Module 5:** Use Azure and external tools to manipulate data
Learning Path 4: Create relationships, business rules, calculations, and rollups in Microsoft Dataverse	**Module 1:** Create a relationship between tables in Microsoft Dataverse **Module 2:** Define and create business rules in Microsoft Dataverse **Module 3:** Create and define calculation or rollup columns in Microsoft Dataverse
Learning Path 5: Advanced Model-Driven Apps with Power Apps: Configuration, Customization, and Deployment Techniques	**Module 1:** Configure forms, charts, and dashboards in model-driven apps **Module 2:** Use specialized components in a model-driven form **Module 3:** Solution Architect series: Evaluate Power Platform analytics and AI **Module 4:** Describe how to build applications with Microsoft Power Apps **Module 5:** Deploy and refine your app like a pro **Module 6:** Customize the command bar
Learning Path 6: Create a canvas app in Power Apps	**Module 1:** Get started with Power Apps canvas apps **Module 2:** Customize a canvas app in Power Apps

	Module 3: How to build the User Interface in a canvas app in Power Apps **Module 4:** Navigation in a canvas app in Power Apps **Module 5:** Manage apps in Power Apps **Module 6:** Build a mobile-optimized app from Power Apps
Learning Path 7: Use the UI and controls in a canvas app in Power Apps	**Module 1:** Navigation in a canvas app in Power Apps **Module 2:** How to build the User Interface in a canvas app in Power Apps **Module 3:** Use and understand Controls in a canvas app in Power Apps **Module 4:** Document and test your Power Apps application
Learning Path 8: Use basic formulas to make better Power Apps canvas apps	**Module 1:** Create formulas to change properties in a Power Apps canvas app **Module 2:** Create formulas to change behaviors in a Power Apps canvas app **Module 3:** Author a basic formula that uses tables and records in a Power Apps canvas app
Learning Path 9: Advanced Canvas App Development in Power Apps: Mastering Formulas and Development Techniques	**Module 1:** Create formulas that use tables, records, and collections in a canvas app in Power Apps **Module 2:** Use imperative development techniques for canvas apps in Power Apps
Learning Path 10: Work with Power Pages websites	**Module 1:** Create and customize sites with Power Pages design studio **Module 2:** Create and customize sites with Power Pages design studio **Module 3:** Create and customize sites with Power Pages design studio **Module 4:** Explore Power Pages design studio data and security features **Module 5:** Work with Power Pages metadata **Module 6:** Explore Power Pages templates **Module 7:** Integrate Power Pages websites with Microsoft Dataverse **Module 8:** Work with Liquid template language in Power Pages **Module 9:** Set up Power Pages security **Module 10:** Build user experience in Power Pages
Learning Path 11: Extend Power Pages	**Module 1:** Access Microsoft Dataverse in Power Pages websites

	Module 2: Extend Power Pages websites **Module 3:** Build custom Power Pages web templates
Learning Path 12: Administer Power Pages	**Module 1:** Power Pages administration **Module 2:** Integrate Power Pages with web-based technologies **Module 3:** Authentication and user management in Power Pages **Module 4:** Power Pages maintenance and troubleshooting
Learning Path 13: Work with Power Automate error handling and expressions	**Module 1:** Best practices for error handling in Power Automate flows **Module 2:** Introduction to expressions in Power Automate
Learning Path 14: Integrate Power Automate flows and Dataverse	**Module 1:** Use Dataverse triggers and actions in Power Automate **Module 2:** Extend Dataverse with Power Automate
Learning Path 15: Power Platform Solution Management: Sharing, Customization, and Low-Code Development Essentials	**Module 1:** Share a cloud flow with Power Automate **Module 2:** Understanding Low Code as a Traditional Developer **Module 3:** Manage solutions in Power Apps and Power Automate **Module 4:** Introduction to solutions for Microsoft Power Platform
Learning Path 16: Validate your Power Platform Functional Consultant skills	**Module 1:** Create tables in Microsoft Dataverse **Module 2:** Get started with model-driven apps in Power Apps **Module 3:** Get started with Power Apps canvas apps **Module 4:** Get started with Power Automate **Module 5:** Challenge project - Build applications and automation solutions

Preparation Tasks

Instructors should complete the following tasks to prepare for teaching this course:

- If you have previously taught this class, refer to the course's Change Log. It provides detailed information on how the course has changed over time. The Change Log is updated for each course release.
- Review all topics in the student training material in Microsoft Learn (see the link in the Required Materials section above). You should be well-versed in every topic. If you have previously taught the course and are comfortable with your knowledge of each topic, focus primarily on the new or updated topics as outlined in the Change Log.

- Review the PowerPoint slides.
    - Be able to speak to each of the talking points on the slides. Some slides include a graphic from the associated Learn content for the topic. These graphics are provided on the slide so that you can speak to them to help explain the key talking points in the topic.
    - **The bulleted items on each slide should NOT be read verbatim to the students.** The students can read the slides themselves. Rather, the bullet points reflect the key information that you should focus on when discussing each topic. You should use your experience as a subject matter expert to explain the What, the Why, and the How of each topic. **This is your opportunity to provide a real value-add above and beyond the bulleted talking points.**
- Review the Additional Reading links and other linked resources provided in the student training material. **It's recommended that you present key points from this material to supplement the value-add you provide as an instructor.**
- As you prepare for the class, you should review each unit and determine which ones you want to perform demonstrations of the corresponding product functionality. It's up to you to decide which product features you want to demonstrate to the class. You should use your experience to identify key points during the demonstration process. **This is an area where you should rely on your experience as a subject matter expert to provide additional value-add to the students.**
- You should review each Knowledge Check (KC) question so that you know why the correct answer is correct for each question. Students may challenge some of the questions, so you must be able to address any of those concerns.
- You should perform the labs yourself prior to class so that you become familiar with them and with any of the difficult points in the lab exercises. This will prepare you for helping students in case they get stuck.
- This course contains a 1-day Applied Workshop. This workshop will allow you to practice your App Maker skills by creating an end-to-end solution to solve a problem for a fictitious company. The solution will include a Microsoft Dataverse database, Power Apps canvas app, and Power Automate flows.

Course Timing

Daily Agenda

The following agenda provides estimated times to complete each classroom activity. However, the estimated times may vary depending on the background of your students, which may affect whether you can move faster or slower through the course material.

Estimated times for each Module include the time to complete:

- The module's PowerPoint slide deck presentation.
- Any pre-defined product demonstrations.
- Time to review Knowledge Check questions (see the section on Additional Timing Notes below).
- Time to complete a classroom discussion activity if a Discussion slide is included in the module slide deck.

You should adjust the agenda accordingly based on any classroom activities that you personally created or plan to deliver that are not included in the slides for this course. For example, if you plan to present:

- ad-hoc demonstrations

- review activities
- classroom games
- and so on…

Note: Each Learning Path/Module activity in the following agenda is the slide deck presentation for that module.

This course is expected to take 4 full (8 hour) days, including labs (with breaks taken into consideration). We appreciate any feedback you can provide about timing considerations or scheduling changes that emerge during a live course.

Labs are divided by module. The PowerPoint slides indicate when labs should be performed. You can find the labs that correspond to that learning path in the trainer PowerPoint slides in the GitHub repository.

Day	Estimated Time	Classroom activity
1	45 minutes	Course Introduction slide deck (time may vary due to the number of student introductions in a given course)
	15 minutes	Lab 0
	1 hour	Slide Deck 1, Modules 1-4
	40 minutes	Lab 1, Exercises 1-3
	1 hour	Slide Deck 1, Modules 5-6
	50 minutes	Lab 1, Exercises 4-5
	1 hour	Slide Deck 1, Modules 7-8
	1 hour	Lab 1, Exercise 6
2	90 minutes	Slide Deck 2, Modules 1-2
	30 minutes	Lab 2, Exercises 1-2
	30 minutes	Slide Deck 2, Module 3
	60 minutes	Slide Deck 3, Modules 1-6
	75 minutes	Lab 3, Exercises 1-2
	45 minutes	Slide Deck 3, Modules 7-9
	45 minutes	Lab 3, Exercise 3
3	60 minutes	Slide Deck 4, Modules 1-7
	90 minutes	Lab 4, Exercises 1-2
	45 minutes	Slide Deck 5, Modules 1-6
	30 minutes	Lab 5, Exercise 1
	90 minutes	Slide Deck 6, Modules 1-7
	60 minutes	Lab 6, Exercise 1

Day	Estimated Time	Classroom activity
4	90 minutes	Slide Deck 7, Modules 1-7
	45 minutes	Lab 7, Exercises 1-2
	45 minutes	Slide Deck 8, Modules 1-3
	1 hour	Slide Deck 9, Modules 1-3
	90 minutes	Slide Deck 10, Modules 1-3
5	6.5 hours	Applied Workshop

Additional Timing Notes - Knowledge Check questions

Knowledge check (KC) questions are provided throughout the course to check the student's knowledge of the material that was covered. Instructors can use these KC questions in several ways:

- Conduct a formal classroom exercise in which you go through the questions in a module before moving on to the next module.
- Sprinkle the questions into the content as you cover the related material for a module
- Let the students review the questions after class as a daily homework assignment. You can set aside time at the start of each day to answer any questions they have regarding the prior day's questions. This may be the most feasible option given the tight time constraints that most classes work under.

It will be left up to each instructor to determine how they want to incorporate the KC questions into their class.

If you provide students with time to review the KC questions at the end of specific topics and at the end of each module, you should provide a couple of minutes per question, along with a few extra minutes per question to respond to student questions or challenges concerning certain questions they may not understand or whose answers they disagree with. This may add an extra 15 to 30 minutes to complete each module.

Labs

The labs must be completed within the lab environment provided by your lab hosting provider. Detailed, step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment.

At the time the courses were released, the lab instruction had been thoroughly tested and the lab steps were 100% accurate. However, given the nature of Microsoft's cloud products and the fact that Microsoft releases UI updates on a regular basis, it's possible that at some point in time, the UI for a given feature may change so that it no longer matches the lab instruction.

If students encounter lab steps that don't accurately reflect the UI, they'll have to work through the UI to determine what needs to be done. Typically, UI changes are quite subtle, so hopefully you don't find yourself in a situation where a feature was completely overhauled.

However, if you do run into major UI changes, challenge your students to work through it, and only offer help if they definitely need it. Product UI changes will be part of their daily life in today's cloud-centric world. As IT/Pros, they must learn how to work through such situations.

One thing Microsoft does ask of you is that if you run into situations such as this where lab instructions no longer match the corresponding UI, please document the issue in the course's GitHub repository. This will help Microsoft's World-Wide Learning team update the lab instructions to keep them as up to date as possible. For information on how to submit an issue, please see GitHub User Guide for MCTs.

Applied Workshop

The Applied Workshop should take up this entire fourth day. Note that if you wish to not deliver the workshop, you can remove this day. If you do choose to deliver the workshop, please provide your feedback on your experience as a trainer here.

Please reference the Applied Workshop assets for more information. A brief description of each of those assets is as follows:

- **Applied Workshop Trainer Guide:** provides an overview of the workshop and some tips for a successful delivery.
- **Applied Workshop Instructor Deck:** it is recommended that trainers lead the workshop using this deck. Timing, discussion points, and additional trainer notes are provided throughout the slides and notes.
- **Applied Workshop Student Handout:** it is recommended that trainers share this file with learners at the beginning of the day. Feedback has shown that learners gain value from understanding the expectations for the day. All considerations and discussion points are provided in this handout for learners to reference.
- **Applied Workshop Demo Assets Trainer Guide & Applied Workshop Capstone Solution:** provides an example solution to demonstrate to students and instructions on how to import.

Feedback

In this course, we have provided a framework for you to work with. Take time to prepare and think about the value that only an instructor can bring to training. We hope to partner with you to provide an exceptional student experience, and we welcome your feedback.