

<b>Course Title</b>	<b>Introduction to Microsoft PowerApps &amp; Flow</b>
<b>Course Code</b>	<b>PowerApps&amp;Flow-032019-001</b>
<b>Target Audience</b>	IT Team, Heads of Departments
<b>Duration</b>	2 Days
<b>Time</b>	9 am to 12 noon (with 15 mins break) 12 noon to 1 pm (lunch break) 1 pm to 5 pm (with 15 mins break) For Both Days
<b>Venue</b>	Customer's Premise or Microsoft Office
<b>Class Size</b>	Up to 4 per class
<b>Technology</b>	<b>Part 1 - Microsoft PowerApps</b>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• Introduction to Microsoft PowerApps</li> <li>• Learn how to use canvas to create Apps</li> <li>• Working with various data sources</li> <li>• Create fully-functional Apps on Mobile Platform</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Create and maintain Apps as citizen developer</li> <li>• Eliminate expensive development cost</li> <li>• Reduce development time</li> <li>• Produce Apps that can be used on multiple platforms and screen formats</li> </ul>
<b>Topics</b>	<b>1. Introduction to PowerApps</b> <ul style="list-style-type: none"> <li>• What is PowerApps?</li> <li>• PowerApps components</li> <li>• Related technologies</li> <li>• Licensing and pricing conditions</li> <li>• PowerApps connections</li> </ul>

	<ul style="list-style-type: none"><li>• App samples and templates</li></ul> <p><b>2. Building Applications</b></p> <ul style="list-style-type: none"><li>• Introduction to PowerApps Studio</li><li>• Generate app from existing data</li><li>• Creating apps from templates</li><li>• Creating apps from scratch</li><li>• Understanding PowerApps components :</li><li>• Screen, Forms, DataCards, Controls, Gallery etc</li><li>• Link to Data Sources</li><li>• Publishing and Sharing apps</li></ul> <p><b>3. Tweaking Your Apps</b></p> <ul style="list-style-type: none"><li>• Using functions with Controls</li><li>• Formatting your Controls, labels, Text</li><li>• Using Gallery and Forms</li></ul> <p><b>4. Common Data Service for Apps</b></p> <ul style="list-style-type: none"><li>• What is the CDS?</li><li>• Working with entities</li><li>• Setting up Relationships</li><li>• Work with Fields</li><li>• Managing security</li></ul> <p><b>5. Running Power Apps on</b></p> <ul style="list-style-type: none"><li>• Windows / Android / iOS</li><li>• SharePoint Online</li><li>• Microsoft Teams</li></ul> <p><b>6. PowerApps Admin Center</b></p> <ul style="list-style-type: none"><li>• Managing connections</li><li>• Managing environments and security</li></ul> <p><b>7. Hands on - Building Your Apps</b></p> <ul style="list-style-type: none"><li>• Build your 1<sup>st</sup> app</li><li>• Publish and Run your app</li></ul>
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<p><b>Technology</b></p>	<p><b>Part 2 - Microsoft Flow</b></p>
<p><b>Objective</b></p>	<ul style="list-style-type: none"> <li>● Introduction to Microsoft Flow</li> <li>● Learn how to create workflows and approvals</li> <li>● Working with various connectors and templates</li> <li>● Accessing Flow on Mobile Platform</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>● Create and maintain individual or company workflows</li> <li>● Automate approvals</li> <li>● Reduce time spent on repetitious or recurring tasks</li> </ul>
<p><b>Topics</b></p>	<ol style="list-style-type: none"> <li><b>1. Introduction to Microsoft Flow</b> <ul style="list-style-type: none"> <li>● What is Microsoft Flow?</li> <li>● What can you do with Microsoft Flow</li> <li>● Flow components</li> <li>● Related technologies</li> <li>● Flow Connectors and Templates</li> </ul> </li> <li><b>2. Building Flows</b> <ul style="list-style-type: none"> <li>● Creating Microsoft Flows from template</li> <li>● Building Microsoft Flows from blank</li> <li>● Making trigger, actions, conditions, notifications work together</li> <li>● Scheduling a Flow to run</li> <li>● Setting up Approvals</li> <li>● Running and Testing your Flow</li> <li>● Modify or Delete your Flow</li> </ul> </li> <li><b>3. Connecting Everything Together</b> <ul style="list-style-type: none"> <li>● Creating more complex workflows</li> <li>● Explore Connectors</li> <li>● Understand Dynamic Content and Expression</li> <li>● Turning on/off your Flow</li> </ul> </li> <li><b>4. Administering Flow</b> <ul style="list-style-type: none"> <li>● Sharing and Managing your Flow</li> <li>● Troubleshoot your Flows</li> <li>● Configure Environments</li> <li>● Setting up Data Loss Prevention Policies</li> </ul> </li> <li><b>5. Running Flow on Mobile</b> <ul style="list-style-type: none"> <li>● Android / iOS</li> </ul> </li> </ol>

	<p><b>6. Hands on - Building Your Own Flow</b></p> <ul style="list-style-type: none"> <li>• Build your 1<sup>st</sup> Flow</li> <li>• Run your Flow</li> </ul> <p><b>7. What's Next?</b></p> <ul style="list-style-type: none"> <li>• Creating a custom connector</li> <li>• Expanding your flows with Logic Apps</li> <li>• Using Common Data Service (CDS) for apps</li> </ul> <p><b>8. Question and Answer Session</b></p>
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## Sample Apps

Service desk +

<b>11</b> All tickets	<b>1</b> New ticket	<b>5</b> In progress	<b>2</b> Closed	<b>3</b> On hold
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All tickets	<div style="border-bottom: 1px solid #ccc; padding: 5px;"> <p>Ticket ID: 1    Created by: Steven Smith    Priority: High    Created date: 04/18/2016</p> <p><b>Wi-fi isn't working</b></p> <p>The wireless network seems to be down in Building 1. Can't access web, intranet, or email. <span style="float: right;">&gt;</span></p> <p>Assigned to: <b>None</b></p> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <p>Ticket ID: 2    Created by: Katherine Jonas    Priority: Normal    Created date: 04/18/2016</p> <p><b>Not able to send email</b></p> <p>Something is wrong with my email. It froze in the middle of sending a PPT <span style="float: right;">&gt;</span></p> <p>Assigned to: <b>Nigel W</b></p> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <p>Ticket ID: 3    Created by: Michael Brown    Priority: High    Created date: 03/28/2016</p> <p><b>Certificate has expired</b></p> <p>How to I fix the expired certificate message that keeps popping up? <span style="float: right;">&gt;</span></p> <p>Assigned to: <b>Josh B</b></p> </div> <div style="padding: 5px;"> <p>Ticket ID: 4    Created by: M...    Priority: Normal    Created date: 03/17/2016</p> </div>
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**REQUEST → LEAVE** + Create Request

<ul style="list-style-type: none"> <li>My Leave Requests</li> <li>My Leave Balance</li> <li>Company Holidays</li> <li>About</li> <li>Logout</li> </ul>	 <b>Vacation</b> 10 days available + Request leave	 <b>Sick Leave</b> 8 days available + Request leave	 <b>Floating Holiday</b> 8 days available + Request leave	 <b>Jury Duty</b> 3 days available + Request leave
	 <b>Bereavement</b> 5 days available + Request leave			

**Budget Tracker** +

<b>All budgets</b>	Budgeted <b>\$55,000</b>	Spent <b>\$22,332</b>	Remaining <b>\$32,668</b>
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<p><b>Team events at Contoso</b> </p> <p>Budgeted \$10,000</p> <p>Spent <b>\$1,950</b>      Remaining <b>\$8,050</b></p> <hr/> <p><b>Spring customer visits</b></p> <p>Budgeted \$5,000</p> <p>Spent <b>\$3,175</b>      Remaining <b>\$1,825</b></p> <hr/> <p><b>Meta Conference XVI</b></p> <p>Budgeted \$10,000</p> <p>Spent <b>\$8,732</b>      Remaining <b>\$1,268</b></p> <hr/> <p><b>Litware team event</b></p> <p>Budgeted \$5,000</p> <p>Spent <b>\$1,175</b>      Remaining <b>\$3,825</b></p>	<p><b>Total spent</b> <span style="float: right;"><b>\$1,950</b></span></p> <p><b>Expenses</b> <span style="float: right;">+</span></p> <ul style="list-style-type: none"> <li>Cake <b>\$300</b> </li> <li>Movie <b>\$500</b></li> <li>Extra <b>\$1,000</b></li> <li>Cleaning <b>\$150</b></li> </ul>	<p><b>Attached receipts</b></p> <p style="text-align: center; color: gray;">No receipts</p>
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## Sample Screenshots

Featured template collections



Popular services

See all 233 >



SharePoint



Office 365  
Outlook



OneDrive



Twitter



Dropbox



Outlook.com



Dynamics 365



Yammer



Excel



Wunder

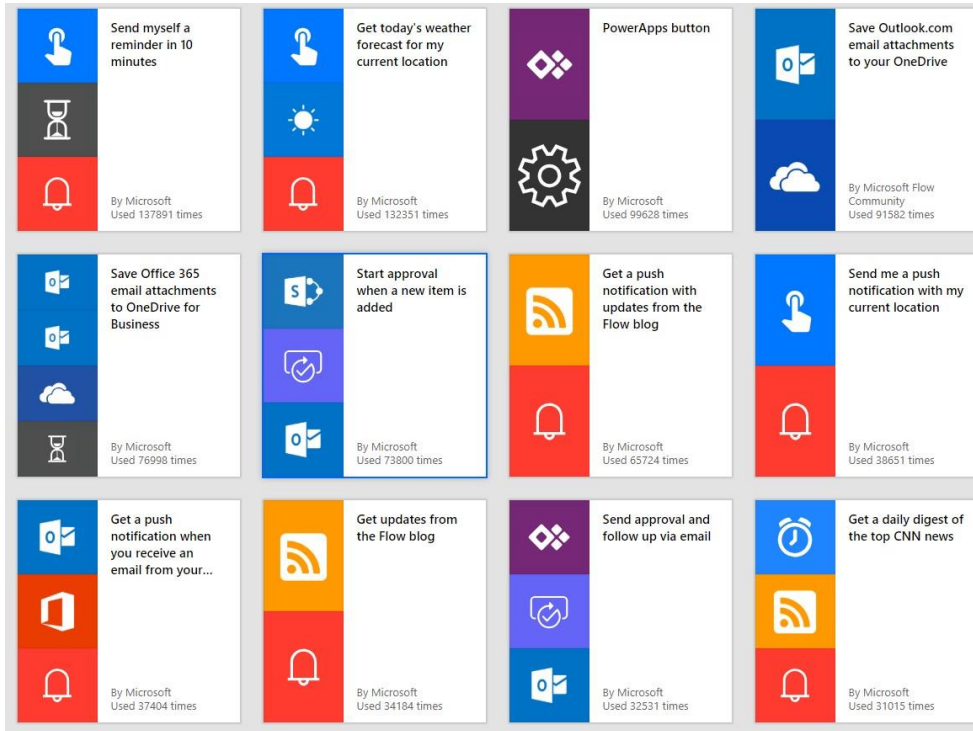
## Flows

My flows

Team flows

Business process flows

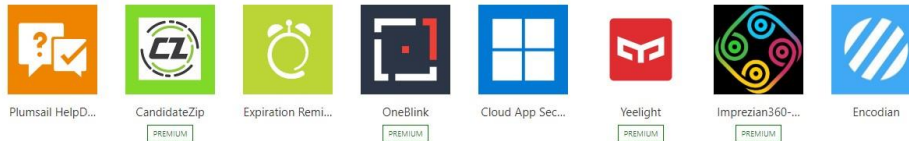
	Name	Modified	Type
	Tender Flow	5 h ago	Automated
	Expense Claim Flow	1 wk ago	Automated
	Check Expiry	2 wk ago	Scheduled
	Expense Claim Trial Flow	3 wk ago	Automated
	Expense Claim Flow with Email	1 mo ago	Automated
	PowerApps button	1 mo ago	Instant



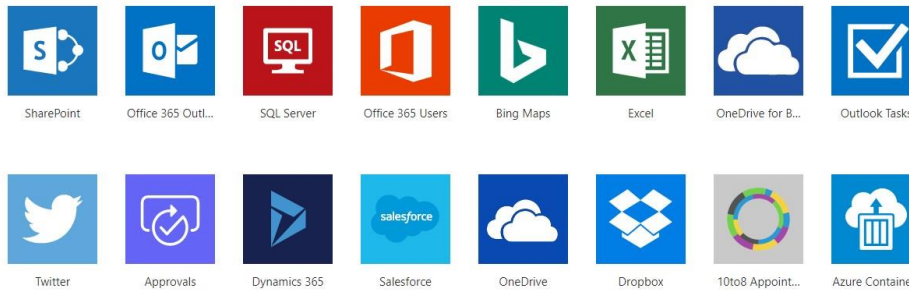
Popular connectors



Recently added connectors



All connectors



Note:

1. Trainee agreed to provide the feedback form on the last day of the class.
2. Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company) and/or Microsoft upon request for verification/validation purpose.