

## PL-100T00: Microsoft Power Platform App Maker

### Course Summary

#### Description

This course will teach you how to build apps with low-code techniques to simplify, automate, and transform business tasks and processes using Microsoft Power Platform. 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.

#### Topics

- Get Started With Microsoft Power Platform For App Makers
- Create Tables In Dataverse
- Create And Manage Columns Within A Table In Dataverse
- Load/Export Data And Create Data Views In Dataverse
- Export Data From Dataverse And Use Microsoft Excel To Edit Records
- Get Started With Microsoft Dataverse For Teams
- Build Your First App With Power Apps And Dataverse For Teams
- Build Your First Workflow With Power Automate And Dataverse For Teams
- Create Reports With Power BI AND Dataverse For Teams
- Get Started Building With Power BI
- Explore What Power Bi Can Do For You
- Manage Workspaces And Datasets In Power BI
- Create Dashboards In Power BI
- Secure, Publish, And Share Data In Power BI
- Embed Power BI Content
- Introduction To Microsoft Power Platform Security And Governance
- Get Started With Model-Driven Apps In Power Apps
- Configure Forms, Charts, And Dashboards In Model-Driven Apps
- Manage Dynamics 365 Model-Driven App Settings And Security
- Use Specialized Components In A Model-Driven Form
- Create A Canvas App In Power Apps
- Use And Understand Controls In A Canvas App In Power Apps
- Create Formulas To Change Properties In A Power Apps Canvas App
- Use Imperative Development Techniques For Canvas Apps In Power Apps
- Manage Apps In Power Apps
- Use Basic Formulas To Make Better Power Apps Canvas Apps
- Build A Canvas App For A Real Estate Solution With Copilot In Power Apps
- Automate A Business Process Using Power Automate

#### Audience

The App Maker builds solutions to simplify, automate, and transform tasks and processes for themselves and their team where they have deep expertise in the solution business domain. They have basic data modeling, user experience design, requirements analysis, and process analysis skills. The App Maker creates and enforces business processes, structures digital collection of information, improves efficiency of repeatable tasks, and automates business processes. The App Maker uses the Maker tools of Power Platform to solve business problems. They may use advanced features of Microsoft apps and third-party productivity tools. The App Maker is aware of the capabilities and limitations of available tools and understands how to apply them. The App Maker is self-directed, and solution focused. They may not have formal IT training but are comfortable using technology to solve business problems with a personal growth mindset. They understand the operational need and have a vision of the desired outcome. They approach problems with phased and iterative strategies.

#### Prerequisites

There are no prerequisites for this course.

#### Duration

Three days

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### Course Outline

#### *I. Get Started With Microsoft Power Platform For App Makers*

- A. Introduction
- B. Identify components
- C. Create apps
- D. Get started with Microsoft Dataverse
- E. Introduction to environments
- F. Work with Copilot in Microsoft Power Platform
- G. Check your knowledge
- H. Summary

#### *II. Create Tables In Dataverse*

- A. Introduction to Microsoft Dataverse
- B. Table characteristics
- C. Exercise – Create a Microsoft Dataverse table
- D. Exercise – Import data into your Microsoft Dataverse database
- E. Table relationships
- F. Exercise – Create table relationships
- G. Dataverse logic and security
- H. Exercise – Create a custom table and import data
- I. Dataverse auditing
- J. Dual-write vs. virtual tables
- K. Check your knowledge
- L. Summary

#### *III. Create And Manage Columns Within A Table In Dataverse*

- A. Define columns in Microsoft Dataverse
- B. Column types in Microsoft Dataverse
- C. Add a column to a table
- D. Primary name column
- E. Restrictions that apply to columns in a table
- F. Create an auto numbering column
- G. Create an alternate key
- H. Exercises
- I. Check your knowledge
- J. Summary

#### *IV. Load/Export Data And Create Data Views In Dataverse*

- A. View data in a table
- B. Create or edit views of data in a table
- C. Dataverse data import options

- D. Load data into a table
- E. Dataverse data export options
- F. Export
- G. Add, update, or delete data in a table by using Excel
- H. Import data using Power Query
- I. Check your knowledge
- J. Summary

#### *V. Export Data From Dataverse And Use Microsoft Excel To Edit Records*

- A. Introduction
- B. Export data to Excel
- C. Exercise – Create an editable Excel file for bulk validation
- D. Edit and update data in Excel
- E. Exercise – Edit account information in Excel and visualize updates in Dataverse
- F. Check your knowledge
- G. Summary

#### *VI. Get Started With Microsoft Dataverse For Teams*

- A. Introduction
- B. Dataverse for Teams vs Dataverse
- C. Provision your first Dataverse environment
- D. Create your first table to store data
- E. Check your knowledge
- F. Summary

#### *VII. Build Your First App With Power Apps And Dataverse For Teams*

- A. Introduction
- B. Create your first app with the hero template
- C. Customize your app with Power Apps Studio
- D. Publish your app
- E. Install template apps
- F. Check your knowledge
- G. Summary

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### Course Outline (cont'd)

#### VIII. *Build Your First Workflow With Power Automate And Dataverse For Teams*

- A. Introduction
- B. Types of workflows that Power Automate can build in Dataverse
- C. Exercise – Create a workflow that triggers when a new message is created
- D. Exercise – Add a flow to your Power Apps app
- E. Schedule a flow
- F. Check your knowledge
- G. Summary

#### IX. *Create Reports With Power BI AND Dataverse For Teams*

- A. Introduction
- B. Connect to and transform Dataverse for Teams data from Power BI
- C. Create a Power BI report
- D. Publish the report
- E. Share the data
- F. Check your knowledge
- G. Summary

#### X. *Get Started Building With Power BI*

- A. Introduction
- B. Use Power BI
- C. Building blocks of Power BI
- D. Tour and use the Power BI service
- E. Knowledge check
- F. Summary

#### XI. *Explore What Power Bi Can Do For You*

- A. What can I do with the Power BI service as a consumer?
- B. View content in the Power BI service
- C. Explore Power BI using dashboards, reports, and apps
- D. Collaborate and share in Power BI
- E. Find and view dashboards and reports
- F. Check your knowledge
- G. Summary

#### XII. *Manage Workspaces And Datasets In Power BI*

- A. Create and manage workspaces in Power BI
- B. Manage Semantic models in Power BI

- C. Create dashboards in Power BI
- D. Implement row-level security

#### XIII. *Create Dashboards In Power BI*

- A. Introduction to dashboards
- B. Configure data alerts
- C. Explore data by asking questions
- D. Review Quick insights
- E. Add a dashboard theme
- F. Pin a live report page to a dashboard
- G. Configure a real-time dashboard
- H. Set mobile view
- I. Exercise – Create a Power BI dashboard
- J. Check your knowledge
- K. Summary

#### XIV. *Secure, Publish, And Share Data In Power BI*

- A. Share and use reports in Power BI
- B. Row-level security
- C. Publish a report to a Power BI workspace
- D. Share reports and user experience
- E. Protect data in Power BI
- F. Data refresh and alerts
- G. Check your knowledge
- H. Summary

#### XV. *Embed Power BI Content*

- A. Introduction
- B. Embed Power BI reports
- C. Embed other Power BI content types
- D. Optimize the embedding experience
- E. Check your knowledge
- F. Summary

#### XVI. *Introduction To Microsoft Power Platform Security And Governance*

- A. Introduction to Dataverse
- B. Introduction to model-driven apps
- C. Model-driven apps, powered by Microsoft Dataverse
- D. Explore sample apps
- E. Check your knowledge
- F. Summary

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### Course Outline (cont'd)

#### *XVII. Get Started With Model-Driven Apps In Power Apps*

- A. Introducing model-driven apps
- B. Components of model-driven apps
- C. Design model-driven apps
- D. Exercise
- E. Exercise – Control security when sharing model-driven apps
- F. Incorporate business process flows
- G. Exercise – Create a model-driven app
- H. Check your knowledge
- I. Summary

#### *XVIII. Configure Forms, Charts, And Dashboards In Model-Driven Apps*

- A. Forms overview
- B. Form elements
- C. Configure multiple forms
- D. Use specialized form components
- E. Configure views overview
- F. Configure grids
- G. Create and edit views
- H. Configure charts overview
- I. Dashboards overview
- J. Use interactive streams and tiles
- K. Check your knowledge
- L. Summary

#### *XIX. Manage Dynamics 365 Model-Driven App Settings And Security*

- A. Introduction
- B. Configure role-based security
- C. Manage teams and business units
- D. Explore settings and customizations
- E. Knowledge check
- F. Exercise – Create a new security role
- G. Summary

#### *XX. Use Specialized Components In A Model-Driven Form*

- A. Introduction
- B. Create business process flows
- C. Exercise – Create a business process flow
- D. Embed a canvas app in a model-driven form
- E. Add a timeline in a model-driven form
- F. Create a report in a model-driven form
- G. Check your knowledge

- H. Summary

#### *XXI. Create A Canvas App In Power Apps*

- A. Get started with Power Apps canvas apps
- B. Customize a canvas app in Power Apps
- C. How to build the User Interface in a canvas app in Power Apps
- D. Navigation in a canvas app in Power Apps
- E. Manage apps in Power Apps
- F. Build a mobile-optimized app from Power Apps

#### *XXII. Use And Understand Controls In A Canvas App In Power Apps*

- A. Introduction to controls
- B. Core properties of controls
- C. Entering and displaying data with text controls
- D. Additional controls for enhancing your app's usability
- E. Media
- F. Modern controls
- G. Work with component libraries
- H. Lab – Create a canvas app with unique controls
- I. Exercise – Upload file to SharePoint document library
- J. Check your knowledge
- K. Summary

#### *XXIII. Create Formulas To Change Properties In A Power Apps Canvas App*

- A. Formulas overview
- B. Use a formula to modify the format of controls
- C. Use formulas to perform calculations
- D. Use a control to modify the property of other controls
- E. Conditional formatting
- F. Functions for validating data
- G. Check your knowledge
- H. Summary

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### Course Outline (cont'd)

#### *XXIV. Use Imperative Development*

##### *Techniques For Canvas Apps In Power Apps*

- A. Imperative versus declarative development
- B. The three types of variables in Power Apps
- C. Global variables
- D. Contextual variables
- E. Collections
- F. Additional variable concepts
- G. Exercise – Using the variables and collections
- H. Check your knowledge
- I. Summary

#### *XXV. Manage Apps In Power Apps*

- A. Exercise – Manage app versions in Power Apps
- B. Exercise – Share apps in Power Apps
- C. Exercise – Understand environments in Power Apps
- D. Power Apps review
- E. Check your knowledge
- F. Summary

#### *XXVI. Use Basic Formulas To Make Better Power Apps Canvas Apps*

- A. Create formulas to change properties in a Power Apps canvas app
- B. Create formulas to change behaviors in a Power Apps canvas app
- C. Author a basic formula that uses tables and records in a Power Apps canvas app

#### *XXVII. Build A Canvas App For A Real Estate Solution With Copilot In Power Apps*

- A. Introduction
- B. Exercise – Create a canvas app with Copilot in Power Apps
- C. Check your knowledge
- D. Summary

#### *XXVIII. Automate A Business Process Using Power Automate*

- A. Get started with Power Automate
- B. Build approval flows with Power Automate
- C. Build flows to manage user information

- D. Power Automate's deep integration across multiple data sources
- E. Use the Admin center to manage environments and data policies in Power Automate
- F. Use AI Builder in Power Automate
- G. Optimize your business process with process advisor

#### *XXIX. Optimize Your Business Process With Process Advisor*

- A. Introduction
- B. Get familiar with process advisor
- C. Create your first recording
- D. Edit recordings and group actions
- E. Analyze recordings and interpret results
- F. Automation recommendations
- G. Check your knowledge
- H. Summary

#### *XXX. Build Flows For A Real Estate Solution Using Copilot In Power Automate*

- A. Introduction
- B. Exercise – Create an approval flow with Copilot in Power Automate
- C. When to use Copilot in Power Automate
- D. Check your knowledge
- E. Summary

#### *XXXI. Use Dataverse Triggers And Actions In Power Automate*

- A. Introduction
- B. Dataverse triggers
- C. Query data
- D. Create, update, delete, and relate actions
- E. Exercise – Create a cloud flow with a Dataverse connector
- F. Check your knowledge
- G. Summary

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### Course Outline (cont'd)

#### *XXXII. Validate Your App Maker Skills*

- A. Create tables in Dataverse
- B. Create and manage columns within a table in Dataverse
- C. Get started with Power Apps canvas apps
- D. How to build the User Interface in a canvas app in Power Apps
- E. Get started with Power Automate
- F. Challenge Project – Build a booking requests app with Power Apps and Power Automate