

# Power Apps

**Sample manual - first two chapters**



**Wise Owl**  
Training

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## CHAPTER 1 - GETTING STARTED

### 1.1 Getting Started

This chapter explains how to begin your Power Apps journey, and what you can expect see along the way.

#### The 3 Types of App

When you're creating apps in Power Apps you have a choice of 3 main types:

 <p><b>Blank canvas app</b></p> <p>Start with a blank screen, and design your app visually by adding components to it. When you're ready, connect it to data. <a href="#">Learn more</a></p>	 <p><b>Blank app based on Dataverse</b></p> <p>Build an app on top of data that's already stored in Dataverse—the smart, secure, and scalable low-code data platform. <a href="#">Learn more</a></p>	 <p><b>Power Pages website</b></p> <p>Create a no-code website for internal or external audiences. Customize it to get the features and the look you want. <a href="#">Learn more</a></p>
<p>With a <i>canvas app</i> you start from a blank screen, can link to any types of data source and have free rein to get your app to do whatever you want.</p>	<p>A <i>model-driven app</i> must be based on data stored in the Microsoft <i>Dataverse</i>. You're much more restricted in what you can do, and many of the forms are created for you based on the structure of the model to which you're connecting.</p>	<p><i>Portal</i> or <i>Power Pages</i> websites create external websites that securely interact with data stored in the Dataverse.</p>



*This course will only show you how to create canvas apps, which is what most Power Apps developers will be looking to work with.*



## Some Examples of Canvas Apps

Here are two simple apps that you could create using Power Apps:

The app has a dark blue header with the title 'My favourite films'. Below the header is a list of three films: 'Cabaret', 'The Matrix', and 'The Parent Trap'. Each film name is followed by a 'Show Details' button. At the bottom of the app is an 'Add a film' button.

This app lets you list out your favourite films, change their details and even add new films. The films could be stored in a cloud-based Excel workbook, a SQL Server database linked by a gateway, a SharePoint list or any other data source accessible from the cloud.

The app has a dark blue header with the title 'Edit this film'. Below the header is a form with two fields: 'Film:' with a text input containing 'Cabaret', and 'Views:' with a numeric input containing '7'. At the bottom are two buttons: 'Save Changes' and 'Cancel'.

The app has a dark blue header with the title 'Marmite - love it or hate it?'. Below the header is a jar of Marmite. Below the jar are five stars, with the first star filled in blue. At the bottom is a 'Vote now ...' button.

This very simple app uses a five-star rating control, one of many such gizmos that make Power Apps apps such a pleasure to design and use. Clicking on the button takes you to a second screen giving your vote:

The screen has a dark blue header. Below the header is a large blue circle with a white checkmark. Below the circle is the text: 'Thank you for voting - you gave Marmite 1 out of 5'.

## Getting Started

To use Power Apps you'll need to have a Microsoft 365 account. You can then log on to Power Apps as follows (this is one of many ways):

a) Go to the **office.com** website.

b) Click on the waffle icon at the top left corner.

c) Click on **Power Apps** (if this doesn't appear in the list, click on **More apps** to see it).

d) Click on this menu option to see any apps already created for your account.

## Choosing your Environment

The first thing you should do is to decide whether you are creating apps just for yourself, or for your organisation or group:

a) Click on your current environment at the top right of Power Apps.

b) Choose whether you want to create an app for your own personal use, or to share with other users in your group or company.



*It is a non-trivial task to move an app from one environment to another, so it's worth making the correct decision about the home for your apps one of the first things that you do!*

## 1.2 Getting Help

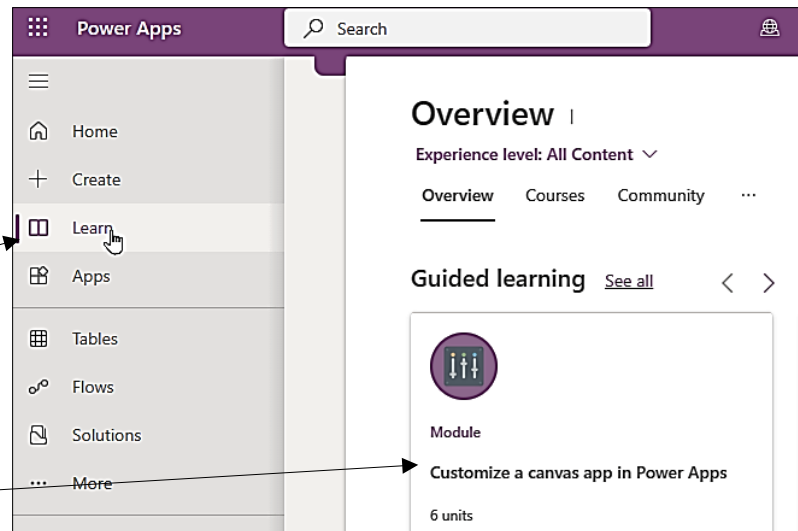
Here are the sources of help which Wise Owl found most useful when learning Power Apps.

### The Microsoft Website

Yes, really! Microsoft have put a lot of effort into providing tutorials on using Power Apps (the one on edit forms is especially good):

- a) Click on this tab on the left-hand side of the Power Apps home page.

- b) Click on the help topic that you want to see.

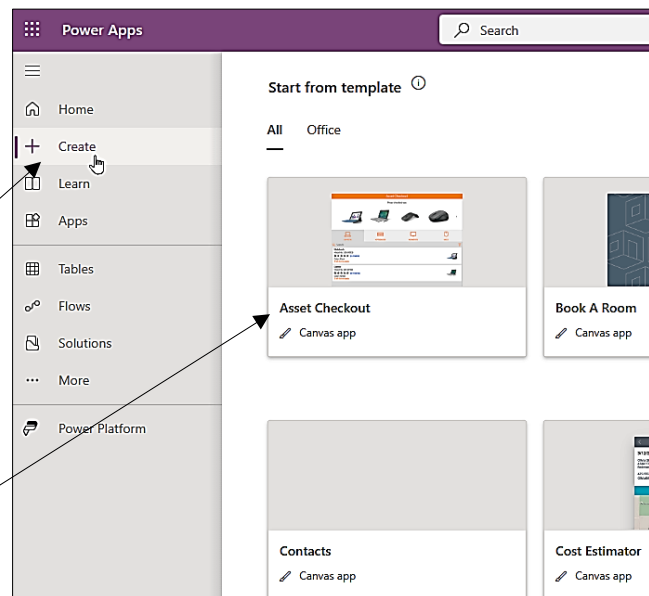


### Opening Template Apps

There are a number of sophisticated pre-built apps that you can open and inspect:

- a) Click on this button on the left side of the Power Apps home page, and choose to create an app.

- b) Scroll down to see the apps already created for you to use, and choose one you like the look of! At the time of writing there are 30 to choose from.

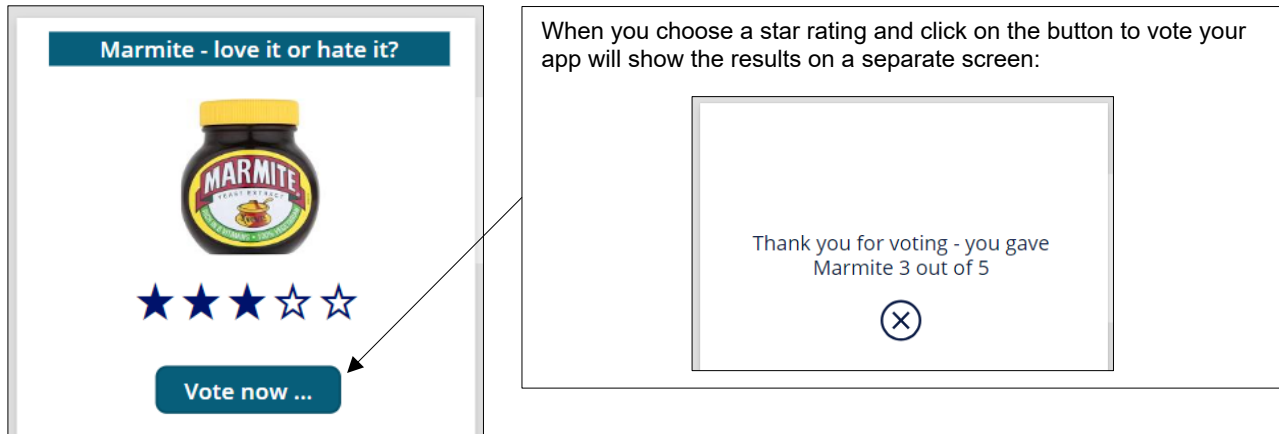


*And finally, an honourable mention to Shane Young. There are many tutorials on Power Apps online, but Shane's were the ones we found most useful (plus he's engaging company, even if you will learn more about his dog than you want to!).*


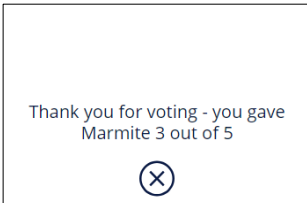
## CHAPTER 2 - CREATING APPS

### 2.1 Our Simple Starter App

This chapter (and the next two) will show you how to create the following app:



This app will contain two *screens*:

Screen	Name we'll use	Notes
	<b>scrVoteForm</b>	This is the voting screen, where we record whether we like Marmite (the author doesn't).
	<b>scrResults</b>	This is the results screen, reflecting back our preferences.



*Note that we'll (mostly) use Modified Hungarian Notation to name things in our app (a fancy way of saying that the first 3 letters of the thing's name denote what sort of a thing it is – so **scr** for **S**creen, for example).*

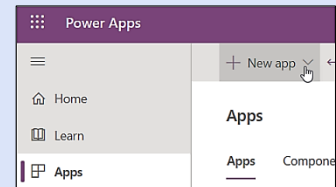
## 2.2 Working with Apps

### Creating Apps

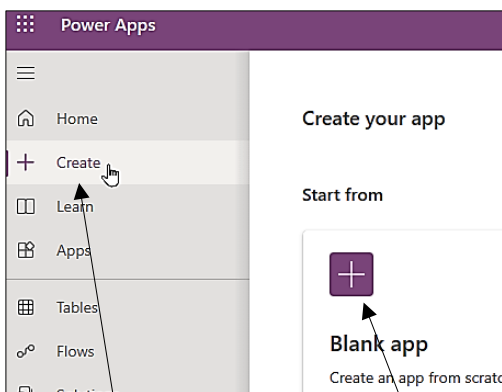
Assuming that you're in Power Apps, here's how to create a new app from the home screen.



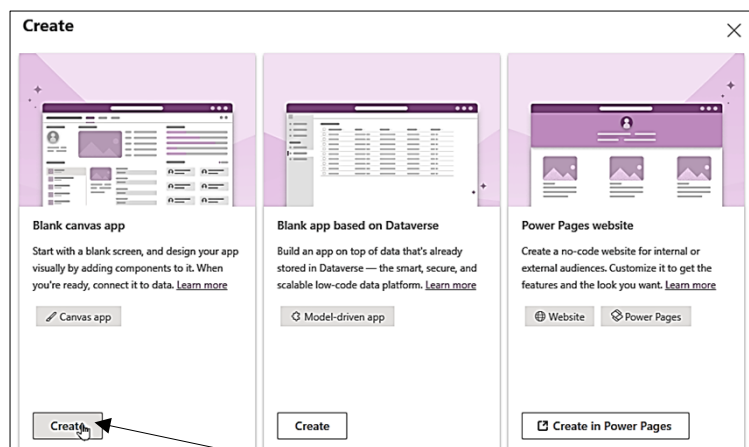
You can also create an app using the **New app** button from the **Apps** menu. This gives menu options which do the same thing, albeit formatted differently for some reason.



Choose to create an app:

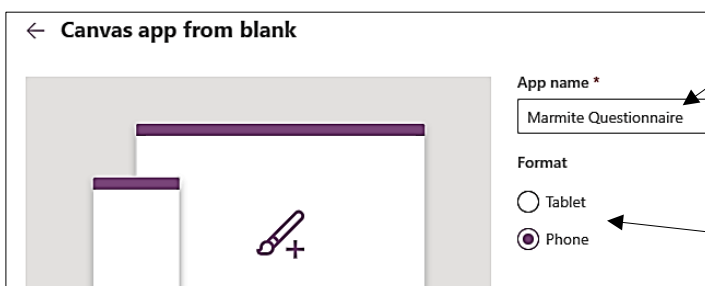


a) Choose this menu option.



b) Choose to create a new blank app.

c) Choose to create a canvas app (you can also see a good description of model-driven and portal apps here).



d) Give your new app a name (we've called this one **Marmite questionnaire**).

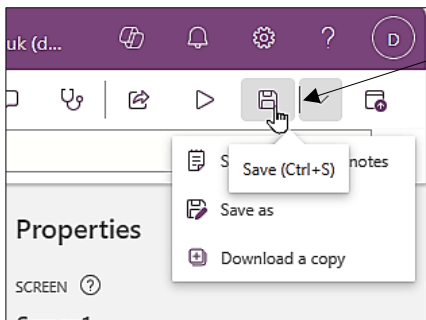
e) Decide whether to create a tablet or phone app (note that you can't change this later).



If you're not sure it's probably better to create a tablet app, since Power Apps will usually do a good job of shrinking a tablet app to display sensibly on a phone. Some people create two different versions of their apps (one for viewing on a tablet and one for viewing on a phone).

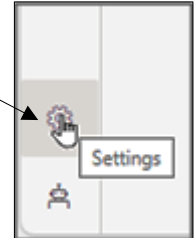
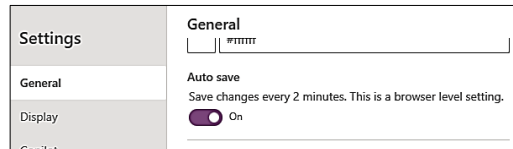
## Saving Apps

Although you can save your app, because you're working in Office 365 you don't have to:



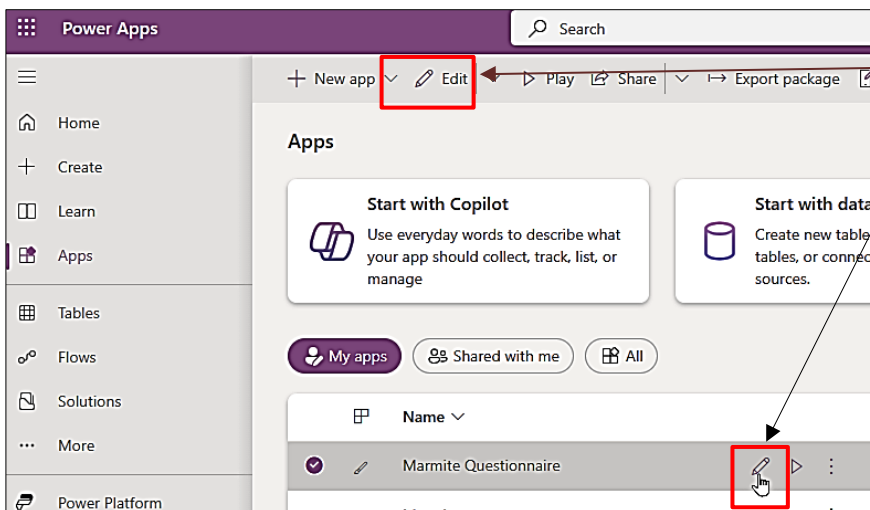
You can if you like click on this icon at the top right corner of your Power Apps window to save your changes ...

... but if you click on this icon at the bottom left of your screen to look at your app settings you'll be able to see that by default your changes will be saved every 2 minutes anyway:



## Opening Apps

Once you've created one or more apps, here's how to open each:

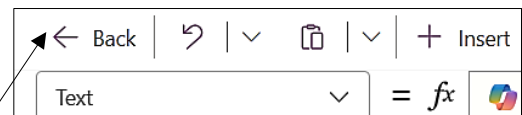
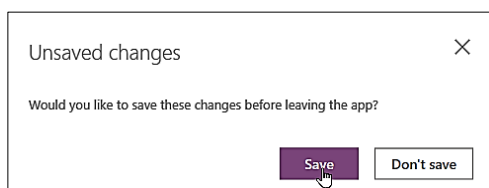


Click on the app you want to edit, then choose one of the two options shown boxed. Note that if you click on the name of the app this won't work (it will play the app, rather than allowing you to edit it).

## Closing Apps

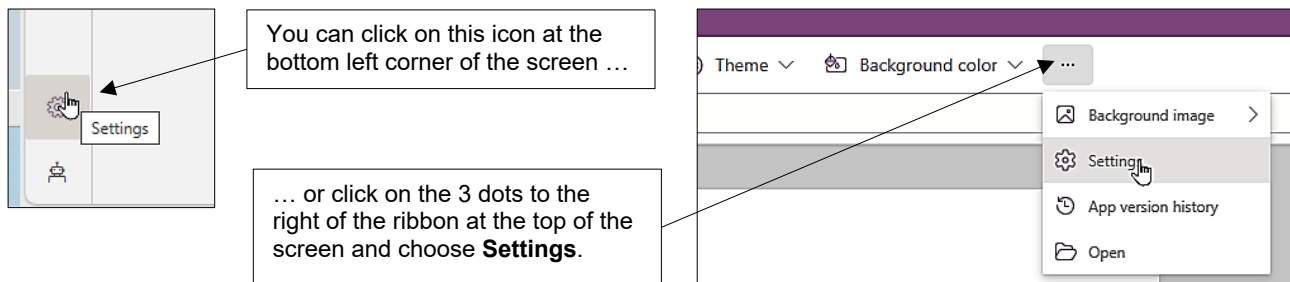
The easiest way to close an app is often to use the **Back** button, since this will normally take you back to the Power Apps home page:

When you try to leave this webpage (whether by using this **Back** button or by closing down the page tab in your browser) you'll be prompted to keep any unsaved changes you've made:



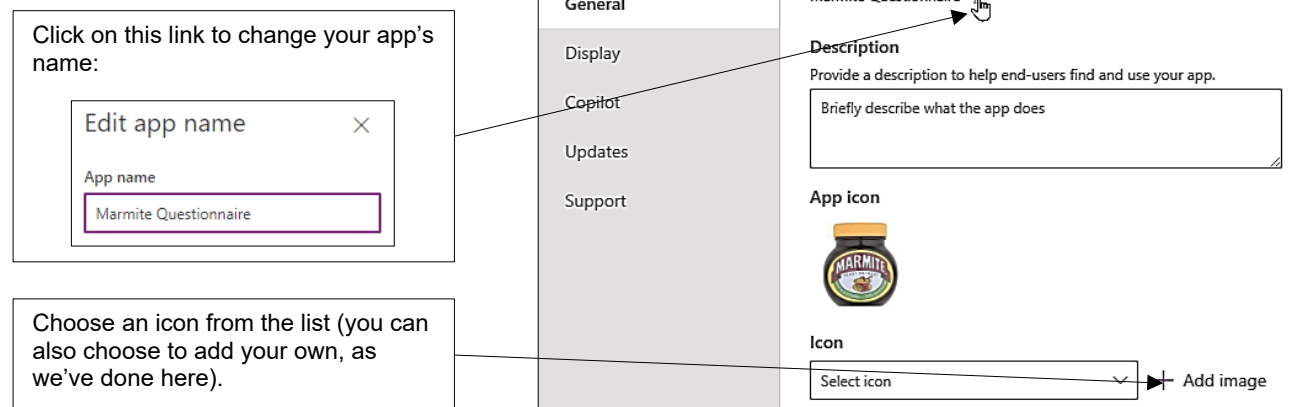
## 2.3 App Settings

When you create an app you can give it a name and an icon and choose whether you want to view it in portrait or landscape mode. Here are 2 ways to access these *settings*:



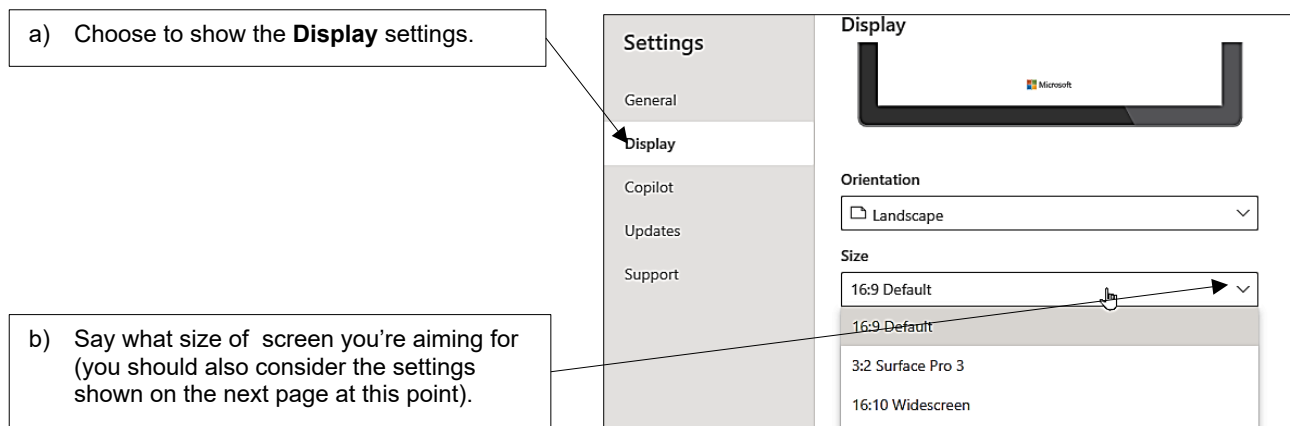
### Changing the Name and Icon

Here's how to change the name of your app, and assign an icon to it:



### Setting Screen Size (Tablet Apps Only)

If you're building a tablet app, you can say how big your target screen is:



## Changing and Locking Orientation

Apps are much easier to design if you can fix their view to either landscape or portrait:

a) Choose to change the display settings for your app.

b) Choose whether to view it in portrait or landscape mode.

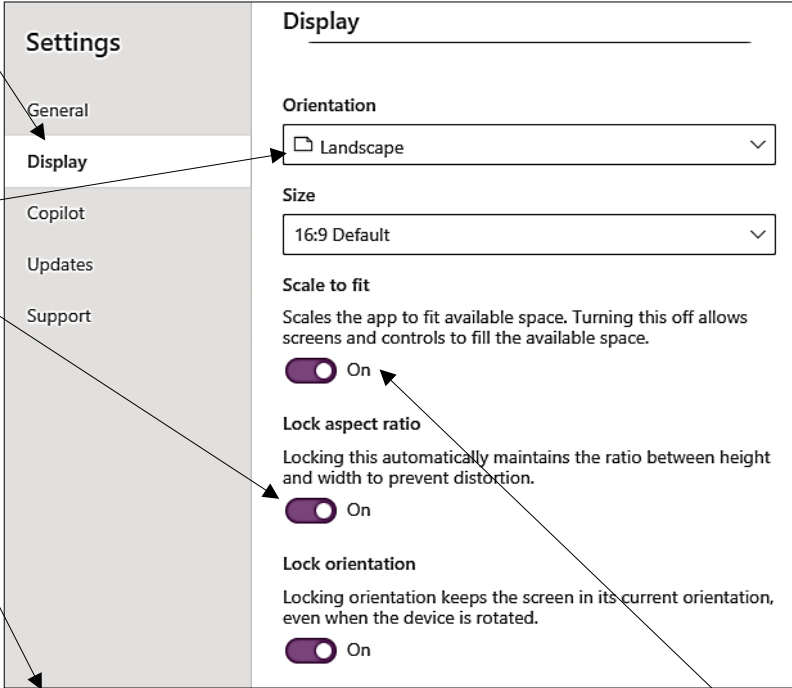
c) Locking your screen aspect ratio makes designing apps easier, but means your apps may look strange on (for example) square screens.

d) Locking the orientation means that when a user rotates their phone, your app won't change. You'll need to confirm it this setting:

**Lock orientation**

Locking the orientation may reduce the accessibility of your app for some users.

Cancel
Continue



e) Suppose you are designing a phone app, and a user runs it on their large laptop screen. What should happen? If you have **Scale to fit** turned **On** (as here), Power Apps will increase the size of all of your controls to fill the screen, which will probably look strange; if you have it turned off, Power Apps will use responsive layout to redraw controls on the screen according to its size. This will give better results, but will mean that you have to consider responsive screen layout throughout your app design.



*For an easy life, turn all of the options on (as shown above). To design a professional app, you should probably turn all 3 options off and build responsive design into every screen of your app (no small undertaking), as described in a separate chapter later in this courseware.*



## 2.4 The Power Apps Screen

Here's how the Power Apps screen looks:

Click on this icon to hide or display the left-hand menu bar.

The toolbar changes according to what you have selected.

Tree view allows you to see each screen and its constituent parts.

The *formula bar* shows the value of current properties.

You can use the slider to zoom in and out of your view.

The **Properties** window allows you to see – and change – the properties of selected items.

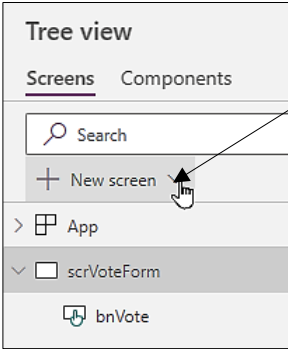
## 2.5 Working with Screens

You need to create a separate *screen* for each page of your app (our Marmite app has two screens).


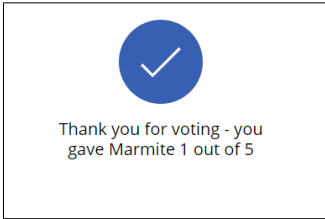
### Adding (and Moving) Screens

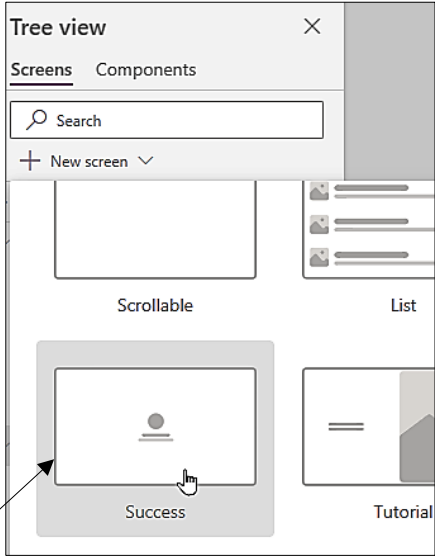
To add a screen:

**a)** Choose to insert a new screen (regardless of what you currently have selected, Power Apps will insert the new screen at the end of the current list of screens).



**b)** Choose what sort of screen you want (for this app we used **Blank** for the first screen and **Success** for the second).

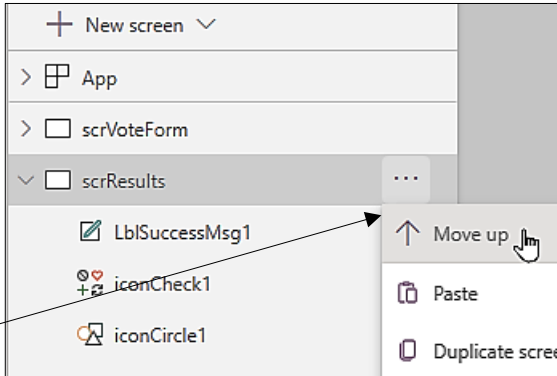





### Moving Screens

Remarkably, you can't drag and drop screens to change their order, so instead use this menu:

Click on these 3 dots to move this screen up (or down) the list.



Blank lined area for writing.



Blank lined area for writing.



Blank lined area for writing.



Blank lined paper for writing.



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Blank lined paper for writing.



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Blank lined paper for writing.





Handwriting practice lines consisting of 20 horizontal dotted lines.



Handwriting practice lines consisting of 20 horizontal dotted lines.






































Blank lined paper for writing.



Handwriting practice lines consisting of 20 horizontal dotted lines.



## What we do!

		Basic training	Advanced training	Systems / consultancy
Office	Microsoft Excel			
	VBA macros			
	Office Scripts			
	Microsoft Access			
Power BI, etc	Power BI and DAX			
	Power Apps			
	Power Automate (both)			
SQL Server	SQL			
	Reporting Services			
	Report Builder			
	Integration Services			
	Analysis Services			
Coding	Visual C#			
	VB programming			
	MySQL			
	Python			



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