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Sign up

Power Platform training for the trades

3 days (21 hours)

Presentation

Our Power Platform training course enables developers and operational staff to increase their skills in no-code programming using Microsoft automation software such as Power Automate, Power Apps and Power BI. Thanks to this software, you'll be able to automate tasks and processes that depend on Office 365 but also on SaaS, on-premise and legacy software without writing a line of code. This training, reserved for your functional teams, will give you the initial skills you need to start developing
no-code developments on the Power Platform. You'll discover the working environment, learn Microsoft vocabulary, understand the components needed to build an application or solution, interact with pre-built examples and compose the first building blocks of your own solution. To take part in this training course, you'll need a professional subscription to the Office 365 suite. This offers you the basic versions of Power Automate, Power Apps and Power BI by default.

Objectives

- Familiarize yourself with the working environment
- Understand how to compose a solution with the various components offered by Microsoft and third-party suppliers
- Learn how to import, process and store data using Power PLC
- Design and implement a user path in Power Apps
- Feed data to Power Apps screens and devices
- Design and implement graphs with Power BI
- Querying data with Power BI to feed your graphs

Target audience

- Operational staff with extensive experience of Microsoft Excel
- Developers wishing to familiarize themselves with the basic concepts of no-code on the Power Platform

PREREQUISITES

Access to the various Power Platform tools.

Program of our Power Platform for Business training course

Day 1: Power Automate

Presentation of the different applications

We'll start this course with an introduction to the main Microsoft Power Platform applications. We'll distinguish between the tools and describe what each one does. We'll also present concrete use cases to help you project your own use cases.

- Power Automaton
  - We'll take you on a tour of the Power Platform interface and introduce you to the main functionalities, so that you can imagine the impact of Power Automate on your day-to-day work.
- Power Apps
  - We'll also take you on a tour of Power Apps, introducing you to the main bricks and functionalities that will enable you to discover the visual components you'll be able to integrate into your applications. We'll also explain the link between Power Automate and Power Apps.
- Power BI
  - We'll show you examples of Power BI graphics and visualizations that we think are relevant. We'll then take you on a guided tour of the features available on the platform, enabling you to imagine your own BI solutions.

Power Automate

- Overview of Power Automate
  - Power Automate is the main tool at the heart of the Power Platform. Among the software available within Microsoft's automation ecosystem, Power Automate manages the data used by other media.
  - We devote an entire day to immersing ourselves in Power Automate, because without a minimum
    mastery of this software, Power BI and Power Apps solutions will be difficult to develop.
  - We'll use a pre-built example to teach you the key concepts.
    concepts. We will then ask you to work on your own Power Automate environment to reproduce the example, and even, if you feel so inclined, to add extra bricks.

- Getting data
  - We'll show you how to import data from different sources (Excel, database table, etc.) and we'll work specifically on importing data from an Excel file. This will enable you to exploit the data directly in an automated workflow.
- Data cleansing
  - In some cases, you may be importing non-standardized data. Before you start processing the data, it's vital to ensure its quality and consistency. This will ensure that all your data is taken into account during processing operations.
  - Using an example, we'll show you how to process your data to make it and prepare it for optimal use later on. You will have the opportunity to apply the cleaning techniques in your own working environment to reproduce the example or go even further.
- Filtering data
  - It's also important to separate useful data from less necessary ones. We'll show you the different ways you can filter your data and ensure that only useful data is taken into account.
  - Reproduce the filters on your own environment to obtain the same data to make sure you've mastered this function.
- Data processing
  - We'll also go over examples of data processing so that you can understand the most common ways of processing data.
  - You'll have the opportunity to ask questions and explore processing tasks in with other course participants.
- Preparing and exporting data
  - We'll support you in extracting data from calculation tasks and preparing it for output in an Excel file. In particular, we'll evaluate the 'Select' task, which allows you to format your data.
  - You will then have the opportunity to reproduce these actions and render the results in an Excel file
    Excel file, which will then be sent to your e-mail address.

Day 2: Power Apps

Presentation of a user path

We'll show you a series of screens from an already-built application. This will enable you to familiarize yourself with the user experience concepts needed to define the potential paths of a Power App. We'll discuss concrete cases of application creation, and compare Power Apps with Power Automate to give you the opportunity to choose the medium best suited to your future automation and application projects.

Exploring UI bricks

- Display
  - We'll introduce you to the interface components offered by Microsoft through Power Apps. Together, we'll explore the different ways in which information can be displayed, so that you can familiarize yourself with the information architecture and user experience you'll be able to provide to the users of your future Power Apps.

- Data entry
  - While you have the option of viewing information in a Power App, you'll also have the opportunity to harvest structured data directly within an application. You'll discover how to provide forms and/or different ways of capturing information.

Modifying an application screen

You'll be able to modify the example and components to better understand how they allow you to access and manipulate your data within the example application.

Create an application screen

You will set up a form or other data capture medium of your choice in your own environment. In a group discussion, you will suggest potential uses for this data, so that you can project yourselves into concrete cases.

- Defining information display
  - Before moving on to setting up the display screen, you're going to weight and draw a screen.
- Selecting the interface
  - To carry out these exercises, you will choose the display screen most similar to the one you have mocked up. You will also choose a data capture screen, which you will set up and integrate into the example application's path.
- Querying data
  - You'll set up the display of data on the screen you've chosen so that you're comfortable with simple data retrieval on a Power Apps screen.

Day 3: Power BI

Understanding data and metrics

Before we delve into how to use Power BI, let's take a look at indicator design. First and foremost, it's important that the indicator(s) you select are useful and actionable. We'll show you examples of key indicators and distinguish between their quality. You will then come up with your own indicators and be challenged by the other participants on your choice. You will then integrate their feedback and iterate on your indicator.

Designing your BI graph

We'll use a few examples to show you the different graphical representations available in Power BI. We'll discuss their use and applications in different contexts. You will then select the graph that best represents your indicator. You'll also think about the data you'll need to feed your chart. Finally, you'll put together an Excel table with a sufficient number of rows to experiment with Power BI.

Querying data

We'll help you discover the calls and queries that will enable you to

on the example BI visualization. You'll have the opportunity to explore the various functions offered by Microsoft to feed your graph. In particular, you'll explore the simple expressions of the query language offered by Power BI. You'll formulate an initial query to familiarize yourself with Power BI's native syntax.

Exploring the design of a BI visualization

We'll explain how your query feeds the BI visualization through the example. We'll modify some of the example's parameters to give you a clearer idea of the impact of your settings on the final output.

Designing your own BI visualization with Excel and Power BI

On your own environment, you'll set up a Power BI chart based on your Excel data, using the basic functionalities presented in the last exercise to obtain a first BI visualization result.

Complementary module: Copilot Studio training (+2 days)

Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced IT technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire enabling us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the forthcoming course, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical training: 60% hands-on, 40% theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Certification

A certificate will be awarded to each trainee who has completed the entire course.

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