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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0121-0039
MEMORANDUM
12 January 2021

For: **Regional Directors**
Regional Information Technology Officers

Subject: **WORKSHOPPLUS: POWER PLATFORM AND MICROSOFT
POWER AUTOMATE**

In line with the goal of improving office productivity in terms of collaboration and communication, the Information and Communications Technology Service (ICTS), in partnership with Microsoft, will conduct the following trainings:

DATE	ACTIVITIES	OBJECTIVES
18 January 2021	WorkshopPLUS – Power Platform – PowerApps for Power User 1 Day with Lab	Provide basic understanding and knowledge on the role of the administrator and the process of building Power Apps and its basic tools
19 January 2021	WorkshopPLUS - Microsoft Power Automate: Power User 1 Day with Lab	Provide hands-on activity on commonly-used triggers and actions
20 January 2021	Microsoft Teams for Business Scenario	Introduce simple ways of automating business processes in Microsoft Teams to help improve productivity

Kindly refer to the attached datasheets for the listed activities.

In this regard, Regional Offices (ROs) are requested to nominate one (1) participant/representative to attend all three activities; either a Regional/Division Information Technology (IT) Officer or a Computer Programmer. The nominee is expected to have attended a previous training on Power Apps and/or Flow and preferably has implemented a solution using these in their respective RO or Schools Division Office (SDO).



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Please submit the name and designation of your region's representative via icts.sdd@deped.gov.ph not later than 15 January 2021 (Friday) at 12 noon.

For any concerns or questions, kindly contact Ms. Kriselle Palen, Technical Assistant II of ICTS- Solution Development Division (SDD), through 0916 211 3856 and email at kriselle.palen@deped.gov.ph .

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary



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Power Platform: PowerApps for Power User 1 Day with Lab

WorkshopPLUS

Duration: 1 day

Focus Area: Design, Build and Implementation

Difficulty: Beginner

Overview

In this Workshop, you will discover how to use PowerApps as an enterprise service for Power Users to connect, create, innovate and share business apps with your team on any device in minutes. After completion of the Workshop Power Users will be able to unlock new business agility by using 'No Code' solutions that connect to many forms of data and display in a simple and beautiful application without IT help but in an IT managed environment.

Objectives

After completing this training, students will be able to

- Provide a basic understanding of how to build PowerApps
- Show knowledge of basic tools used to create PowerApps
- Provide a basic understanding of the administrator role
- Build PowerApps using Connections, Screens and Controls
- Provide a basic understanding to formula types in PowerApps
- Provide a basic understanding to data types in PowerApps
- Show how to work with data stored in CDS databases
- Show how to work with profile data in PowerApps
- Show how to work with external data sources
- Using AI in PowerApps with the AI builder
- Understand available AI models

Key Takeaways

Course material

- Introduction to PowerApps
- Starting with Connectors, Screens & Controls
- Building with Controls, Fields and Formulas
- Implementing thru Visual Designs and Intro to Flow
- Implementing through AI Builder

Hands-On Labs

- Most of the concepts covered above will be supported by hands-on labs and demos.

Agenda

Day 1

- Introduction to PowerApps
- Designing with Connectors, Screens & IDE
- Building with Fields and Formulas
- Implementing through Visual Designs

Plan for a full day. Early departure on any day is not recommended.

Recommended Qualifications

This course is targeted at Power Users who are looking to design and implement 'No Code' apps to aid business groups in the enterprise.

There are no additional qualifications that we recommend.

Hardware Requirements

- An Intel Core-i5-based PC
- USB port
- Microsoft/Windows Live ID to connect to the virtual environment.
- 4 GB RAM
- 128 GB HDD
- Windows 7 SP1 or later
- Office 2013 Professional Plus
- Internet access with at least 1 Mbps bandwidth per student

Course Detail

Day	Module	Content
1	Introduction to PowerApps	Provide a basic introduction to PowerApps Introduce Power Users to basic tools used to create PowerApps Provide a basic understanding of the administrator role
	Starting with connectors, screens, and controls	Working with Connections in PowerApps Introduction to Screens and Controls in PowerApps
	Building with Controls, Fields and Formulas	Working with Data types Understanding controls Understanding formulas Understand the PowerApps and Excel formula comparisons
	Implementing through Visual Designs	Control variations and grouping Display user data Add PowerApps to SharePoint via PowerApps Web Part Introduction to flow
	Implementing through AI Builder	Know what AI Builder is Build AI Infuse intelligence into your business applications

Contact your Microsoft Account Representative for further details.

Power Automate: Power User 1 Day with Lab

WorkshopPLUS

Focus Area: Office 365

Duration: 1 days

Difficulty: 100-200

Overview

WorkshopPLUS - Microsoft Power Automate: Power User targets End users and Business developers, that are new Power Automate. It begins with an introduction to Flow Studio, and covers the most commonly used triggers and actions.

The training is focused on hands-on, with a short introduction to each topic that is followed by instructor led practical exercises.

Objectives

On completion of this Workshop, attendees will have several samples that they can re-use. The mix is 20% PowerPoint presentations and 80% building Flows in Power Automate.

Key Takeaways

Course Material

- Most of the training will be a short one-slide presentation, supported by a follow-along walkthrough where we all build the same.
- The student will end up with many samples that can be reused back in own company.

Agenda

Day 1

- Module 1 – Introduction & Overview
- Module 2 – Triggers & Actions
- Module 3 - Intermediate
- Module 4 – Advanced Topics

Plan for a full day. Early departure is not recommended.

Course Details

Module 1: Introduction & Overview

- Brief Administration Overview
- Fundamentals
- Templates
- Connectors
- Run history

Module 2: Triggers & Actions

- Common triggers
- Flow button
- Outlook
- SharePoint
- Recurrence
- Basic Action
- Conditions
- Apply to each
- Do until
- Scope
- Switch

Module 3: Intermediate

- Standard Action
- Approval
- Lookup in SharePoint and filter
- Create Items in SharePoint
- Send email (and with options and html)
- Variables
- Data Operation
- Compose
- Parse JSON
- Create table
- Best practices for labeling and naming
- Use comments

Module 4: Advanced Topics

- Microsoft Forms and Flow
- Flow and PowerApps together
- Error handling
- Export & import flow-packed

Recommended Qualifications

The training is targeted power users and Business developer, that are new to Microsoft Power Automate. Attendees must have a basic understanding of Office 365 and SharePoint Online.

Hardware Requirements

- An Intel Core-i5-based PC
- USB port
- Microsoft/Windows Live ID to connect to the virtual environment
- 4 GB RAM
- 128 GB HDD
- Windows 7 SP1 or later
- Office 2013 Professional Plus
- Internet access with at least 1 Mbps bandwidth per student.

For more information

Contact your Microsoft Account Representative for further details.



Microsoft Teams for Business Scenarios

Proactive Operations Program

Focus Area: Business/IT Alignment

Duration: 1 Days(Remote or Onsite)

Difficulty: 100

Overview

Microsoft Teams for Business Scenarios is a service that provides your Business Decision Makers and End Users with skills to leverage the rich automation and extensibility capabilities of Microsoft Teams without the need for coding or other developer skills.

This engagement will introduce the attendees to simple ways of automating business processes in Teams to help improve productivity. Activities are designed to showcase integration and automation in a way that is natural and easy to use for typical users.

Objectives

After completing this training, attendees will be able to:

- Use Power Automate with Microsoft Teams
- Build a Bot with Power Virtual Agent
- Build their first app with Power Apps
- Understand First Line Worker scenarios
- Understand ways to improve teamwork and communication

Scope

Microsoft Teams is evolving every day with more and more extensibility features. Our aim is to educate business decision makers and end users on the **“What”** and **“How”** so they can enable change.

This service combines an instructor led workshop with scenario-based demos and hands-on activities to help your end users and business decision makers quickly acquire the knowledge and skills to build their own scenarios in Microsoft Teams.

Agenda

Introduction Microsoft Teams & Business Scenarios

We start the day with an Introduction to Microsoft Teams and the extensibility capabilities from an end user perspective. In the second part of the presentation we will present business scenarios and how these examples will help to optimize your daily work.

Demonstrations and Hands-On Activities

The Microsoft engineer will guide the attendees through the individual scenarios with demos and guided hands-on activities.

This Workshop includes also additional scenarios the attendees can choose from and build them in a secure demo environment.

Target audience

- Customer’s Microsoft Teams Business Decision Makers
- Customer’s Microsoft Teams End users

Hardware Requirements (per Attendee)

- Minimum 1.6 GHz (or higher) (32-bit or 64-bit).
- 4 GB RAM
- 10 GB HDD (Free Diskspace)
- Windows 7 SP1 or later
- Internet access with at least 1 Mbps bandwidth



Microsoft Teams Business Scenarios

Business Scenarios

Focus Area: Business/IT Alignment

Duration: 1 Day (Remote or Onsite)

Difficulty: 100 to 200

Scenarios included in this workshop:

- Automated Welcome Message in Teams
- Get informed about Planner tasks in Microsoft Teams
- Send Mails directly to Teams
- Approval flow for new SharePoint files
- Understand Co-Authoring and Search in Teams
- How to use Meeting effectively
- Create a PowerApps for travel requests
- Integration with Services like Twitter
- Build Approval flow with Power Automate
- Build an IT-Support Chat Bot with Power Virtual Agent
- Introduction to Shifts capabilities
- Open shifts and auto approve them
- Teams Walkie Talkie to stay connected
- Reach the right people with tags faster
- Build an intranet app in Teams

For more information

Contact your Microsoft Account Representative for further details.