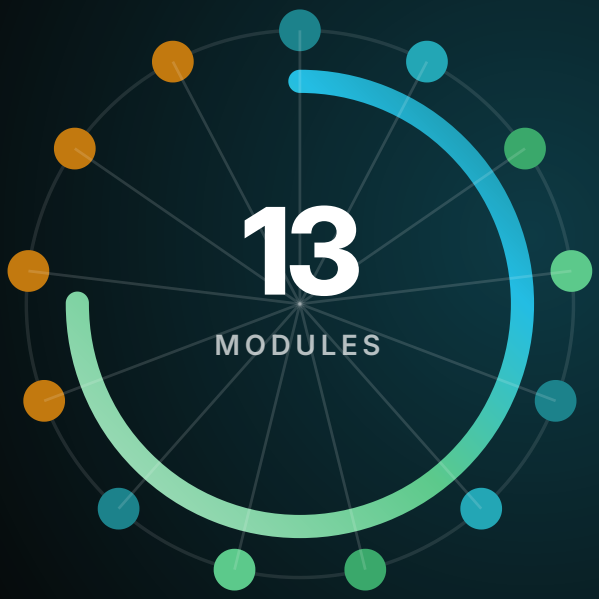
pb powerbunch



SAMPLE

Training Package for the Microsoft Power Platform

Fundamentals and advanced topics in Power Automate, Power Apps, Dataverse, Copilot Studio, Power Pages, and Power BI

9 basic modules | 4 advanced modules | Customer data use case | Knowledge checks

Original pages from the 50-page learning guide: the table of contents, the introduction "About this learning guide," and module 3 "Licensing overview." The other pages have been omitted. Page numbers refer to the complete learning guide.

Version 1.0 · As of November 15, 2026 · Reiner Keller, powerbunch GmbH

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About this learning guide

What this guide is for

This learning guide accompanies the training on the Microsoft Power Platform. It supports both formats: training delivered by an in-house trainer and the self-study course. You can read it before the training to prepare, use it as a reference during the training, and review it afterward.

The training follows a simple principle: roughly one third theory and two thirds practice. This guide covers the theory. The exercise book provides the practice through the use case that runs throughout the training and the transfer exercises. There is a sample solution for every task.

> **REMEMBER**
> You get the most out of the training by applying what you have learned. Read a module, and then try out what you read right away in the exercise book.

Basic and advanced modules

Modules 1 to 9 are the **basic modules**. They are included in every training format and should be completed in the order given because they build on each other. Modules 10 to 13 are **advanced modules** for the extended format, the intensive week, and the self-study course. You can read them in any order.

The times given in minutes are estimates for teaching the content in a training session. Self-study usually takes a little longer because you also need time to try things out.

How a module is structured

- **Learning objectives:** What you can do after the module
- **Sections:** The main content, numbered for reference during the training
- **Boxes:** "Remember" for the essentials, "Caution" for common mistakes and pitfalls, "Tip" for insights from project experience, and "Example" for specific examples
- **Key points at a glance:** A summary for review
- **Further reading from Microsoft:** Links to the official documentation

Status and ongoing changes

Microsoft continuously develops the Power Platform. New features are released in two release waves per year (April to September and October to March), plus monthly updates. Menu names, illustrations, and licenses can therefore change.

This guide reflects the status as of November 15, 2026. Microsoft changes the Power Platform continuously. You can find current plans in the AI at Work Roadmap. According to Microsoft, the previous Release Planner will be discontinued on November 15, 2026. For time-critical features, also check their status in your environment.

> **TIP**
> If a button has a different name than described here, searching the interface or checking the current documentation on Microsoft Learn usually helps.

Interface language and formula syntax

The Power Platform interfaces usually follow the language of the browser or the user account. This guide uses the English labels of the interface, as Microsoft's documentation does.

Formula syntax in Power Apps (Power Fx) depends on the interface language. In an English interface, commas separate function arguments and periods serve as decimal separators. In an interface in a language such as German, semicolons separate function arguments and commas are used as decimal separators. To chain formulas, use a single semicolon in an English interface and a double semicolon in an interface in a language such as German. This guide uses English formula syntax, as in Microsoft's documentation.

> **EXAMPLE**
>
> English: `Filter(Customers, State.Value = "Bavaria")`
>
> German: `Filter(Customers; State.Value = "Bavaria")`

> **TIP**
>
> Many experienced makers switch their interface to English. Almost all documentation, most forums, and most videos use English terms. This helps you find solutions faster.

The modules at a glance

No.	Module	Level	Estimated time
01	Getting started with the Power Platform	Basic	45 min
02	Environments and administration	Basic	30 min
03	Licensing overview	Basic	30 min
04	Data: SharePoint, Excel, and Dataverse	Basic	60 min
05	Connectors and data security	Basic	30 min
06	Power Automate cloud flows	Basic	60 min
07	Power Apps canvas apps	Basic	60 min
08	AI in the Power Platform	Basic	30 min
09	Keep learning and stay on track	Basic	15 min
10	Power Automate for desktop	Advanced	30 min
11	Model-driven apps and generative pages	Advanced	45 min
12	Power Pages	Advanced	20 min
13	Power BI	Advanced	30 min

MODULE 03 BASIC

Estimated time: 30 minutes

Licensing overview

What is included with Microsoft 365, when a solution needs premium licensing, and which license types are available.

AFTER THIS MODULE, YOU CAN

- distinguish what the Microsoft 365 license covers and what requires a premium license
- recognize which building block makes an app or a flow premium
- outline the license types available for each tool
- know how to test without buying and where to find current prices

3.1 The basic principle: standard and premium

Many companies already have licenses for the Power Platform without knowing it: most Microsoft 365 business licenses include rights for Power Automate and Power Apps. They let you build and use cloud flows and canvas apps as long as these use only **standard connectors**, e.g., SharePoint, Outlook, Teams, Excel Online, Forms, and OneDrive.

As soon as a solution contains a **premium building block**, a premium license is required:

Included in the Microsoft 365 license

- Cloud flows and canvas apps
- Standard connectors, e.g., SharePoint, Outlook, Teams, Excel Online, Forms
- Approvals in Power Automate
- Use in the context of Microsoft 365

Premium license required

- Premium and custom connectors
- Dataverse and model-driven apps
- On-premises data through the data gateway
- Desktop flows started from cloud flows
- AI features also need Copilot Credits

A single premium building block turns the whole solution into a premium solution.

Figure 3.1: What the Microsoft 365 license covers and what is premium

- **Premium connectors**, e.g., SQL Server, HTTP, or Word Online (Business) with the action "Populate a Microsoft Word template"
- **Custom connectors** to your own APIs
- **Dataverse** as a data source and therefore also model-driven apps
- **On-premises data** through the data gateway, e.g., a database in your own data center
- **Desktop flows** that are started from cloud flows

REMEMBER

A single premium building block makes the entire solution premium. For apps, everyone who uses the app needs a premium license, not just the person who built it.

In Power Automate and Power Apps, you can recognize premium connectors by the "Premium" label next to the connector's name.

3.2 License types by tool

Tool	License	Used for
Power Automate	Premium	Per user: premium and custom connectors, plus attended desktop flows, where the user is present at the computer
Power Automate	Process	Per bot or flow instead of per user: unattended desktop flows or an important flow that many people use
Power Automate	Hosted Process	Like Process, with an additional Microsoft-hosted machine for desktop flows
Power Apps	Premium	Per user: any number of apps with premium building blocks
Power Apps	Per app	Since January 2, 2026, available to new customers only through partners in the CSP program
Power Apps	Pay-as-you-go	Billed through an Azure subscription for each person who uses an app during the month
Power BI	Pro and Premium Per User	Publish, share, and collaborate on reports. Power BI Desktop for creating reports is free
Copilot Studio	Copilot Credits	Agent usage, available as a pack of 25,000 credits per month or on a pay-as-you-go basis. Internal agents in Microsoft 365 are included for users with Microsoft 365 Copilot
Power Pages	Capacity per website	Depends on the number of authenticated and anonymous users who use the website per month

> **CAUTION**
> Unused Copilot Credits expire at the end of each month. Estimate usage when planning agents and AI features.

3.3 Who needs a license for flows?

For apps, it is simple: the person who uses the app needs the appropriate license. For flows, it depends on the flow type:

- **Automated and scheduled flows** run on behalf of the person who owns the flow. This person needs the premium license.
- **Instant flows**, which are started from an app or with a button, for example, use the license of the person who starts them, depending on how they are built.
- If a **Process license** is assigned to a flow, it applies to everyone who triggers the flow.

> **TIP**
> Flow licensing rules include special cases, e.g., flows started from apps. Before putting an important solution into production, have your administrators or a licensing partner review its licensing.

3.4 Capacity, limits, and AI

Dataverse capacity

Dataverse is billed by storage, separately for database, files, and logs. The storage is available to the entire tenant as a shared pool and grows with every premium license. The Power Platform admin center shows how much is used under Licensing.

Request limits

Each license allows a certain number of requests in 24 hours, e.g., actions in flows or data calls in apps. Premium licenses have higher limits than the rights included in Microsoft 365. The limits do not matter for the exercises in the training, but they do for flows with many thousands of actions per day.

AI features

AI features in Power Automate and Power Apps, e.g., extracting data from invoices with AI Builder, consume **Copilot Credits**. Starting November 1, 2026, AI Builder credits previously included in premium licenses are no longer included with new or renewed licenses. Existing AI Builder credits from current contracts, e.g., from add-ons, are used first until the contract ends. More on this in module 8.

3.5 Testing without buying

There are free options for trying things out:

- **Trials of Power Automate Premium and Power Apps Premium**: According to the current documentation, Power Automate runs for 90 days, Power Apps for 30 days with an option to extend. A trial environment is separate from this and limited to 30 days. Check the expiration dates actually shown and whether your administrators allow trials.
- **Copilot Studio trial** to build and test agents
- **Power BI Desktop** remains free to use. Sharing reports requires a license
- **Power Automate for desktop** can be installed on Windows free of charge (module 10)

> **CAUTION**
>
> Some companies require administrator approval before you can start a trial. Check before the training whether you are allowed to start one.

3.6 In practice: check a solution's licensing

Use these four questions during planning to estimate which licenses a solution needs:

1. **Which connectors does the solution use?** Only standard, or also premium and custom connectors?
2. **Where is the data stored?** In SharePoint and Excel (standard) or in Dataverse and on-premises databases (premium)?
3. **Who uses the solution?** For a few users, a premium per-user license is usually appropriate. For many users sharing a single flow, a Process license may be suitable.
4. **Are desktop flows or AI involved?** If a desktop flow only runs locally and is started manually, free use may be sufficient. For starting it from a cloud flow and for unattended runs, check Premium or Process, and for AI, check Copilot Credits.

> **EXAMPLE**
>
> The use case in the exercise book stores customer data in SharePoint and uses Forms, Outlook, and Teams. Up to this point, the Microsoft 365 license is sufficient. As soon as the Word template is populated automatically, the action "Populate a Microsoft Word template" of the premium connector Word Online (Business) is added, and the flow needs a premium license.

> **REMEMBER**
>
> Prices and license terms change regularly. This guide therefore does not mention prices. Current information is available on Microsoft's pricing pages and in the Power Platform Licensing Guide.

KEY POINTS AT A GLANCE

- Microsoft 365 includes Power Automate and Power Apps with standard connectors.
- Premium connectors, custom connectors, Dataverse, on-premises data, desktop flows started from cloud flows, and AI require premium licensing.
- One premium building block makes the whole solution premium, and for apps, this applies to everyone who uses them.
- Power Automate is available per user (Premium) or per bot or flow (Process). Power Apps is primarily available as Premium per user.
- AI features and agents consume Copilot Credits. AI Builder credits are being phased out.

FURTHER READING FROM MICROSOFT

Power Automate licensing FAQ
https://learn.microsoft.com/en-us/power-platform/admin/power-automate-licensing/faqs

End of AI Builder credits
https://learn.microsoft.com/en-us/ai-builder/endofaibcredits