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Register

Google Apps Script Training

3 days (21 hours)

Overview

Our Google Apps Script training will teach you how to use simple functions to automate recurring tasks on your Google services, particularly Google Sheets.

Our comprehensive technical program will teach you the full range of [features](#) offered by this Google service. Our course will begin with an introduction to the development environment, and we will guide you through the creation and launch of your first script.

You will then learn how to code on the platform, and we will help you understand the syntax [and best and worst practices](#) for development. We will show you how to link and automate all your Google Services, including Drive, Calendar, and Gmail.

Finally, we will teach you how to use JavaScript arrays to create advanced automations and forms.

Objectives

- Master development on Google Apps Script
- Apply Apps Script functions to different Google services
- Automate data management tasks with Google Apps Script

Target audience

- Professionals using Excel, LibreOffice Calc, or Google Sheets
- VBA developers
- Data analysts
- Data engineers
- Automation specialists
- Writers

- JavaScript developers

Prerequisites

- Proficiency in the basic features of Excel, LibreOffice Calc, or Google Sheets
- Basic programming skills

Software requirements

Have a **Google** account.

Google Apps Script: Automation & HTML Interfaces in Google Workspace

[Day 1 - Morning]

Introduction to Google Apps Script in Google Workspace

- Understanding the role of Google Apps Script in Google Workspace
- Main use cases: automation, integration, custom interfaces
- Accessing the script editor from Gmail, Calendar, Drive, Docs, Sheets, Forms
- Overview of the interface and project types (containerized scripts, standalone projects)
- Understanding the authorization and permission system (scopes)
- Hands-on workshop: create and run your first Apps Script script.

[Day 1 - Afternoon]

JavaScript basics & structure of an Apps Script project

- Review of basic JavaScript concepts useful for Apps Script
- Project organization: .gs (server) and .html (interface) files
- Basic syntax, functions, variables, loops, conditions
- Debugging: logs, error handling, common errors
- Best practices: naming, code structure, version management
- Hands-on workshop: refactoring a simple script into clean, reusable code.

Using SpreadsheetApp as a database

- Discover SpreadsheetApp, Spreadsheet, Sheet, Range
- Reading and writing data in Google Sheets
- Manipulating data in arrays (batch reading/writing)

- Filter, sort, and search data to prepare emails or events
- Hands-on workshop: using a spreadsheet as a database for contacts and appointments.

[Day 2 - Morning]

Automating email sending with GmailApp

- Introduction to GmailApp and essential methods
- Send automatic emails (confirmation, notification, follow-up)
- Customize content: subject line, body, recipients, attachments
- Generate emails dynamically from Google Sheets data
- Schedule sending via time-driven triggers
- Traceability: logs, sending logs, error management
- Hands-on workshop: automated email campaign from a contact file.

[Day 2 - Afternoon]

Automate event creation with CalendarApp

- Discover CalendarApp and its main methods
- Create, modify, and delete events using scripts
- Add guests, descriptions, locations, and videoconferencing links
- Generate events from Google Sheets (schedules, appointments)
- Automatically create an event when a form is submitted (FormApp + onFormSubmit)
- Set up reminders and email notifications
- Hands-on workshop: automate meeting scheduling based on registrations.

Use DriveApp, DocumentApp, and FormApp

- DriveApp: browse and organize folders, create/copy files, manage permissions
- DocumentApp: create Google documents, insert text, tables, images
- Generate personalized documents from templates (mail merge from Sheets)
- Export documents to PDF and attach them to automated emails
- FormApp: create forms, add questions, manage responses
- Complete chain
- Hands-on workshop: complete registration confirmation workflow.

[Day 3 - Morning]

HTML interface integrated into Google Workspace

- Basic HTML and CSS concepts for a simple and effective interface
- .html files in Apps Script and use of HtmlService
- Displaying an interface in a sidebar or dialog box in Sheets/Docs/Forms
- Creating HTML forms (fields, buttons, drop-down lists)
- Client/server interaction with google.script.run
- Hands-on workshop: HTML interface for creating emails and events.

[Day 3 - Afternoon]

Web applications & advanced integration

- Publishing a script as a web application (Web App)
- Configuring permissions: internal use (domain) or restricted
- Creating a mini contact management application: list, form, actions (email, event)
- Using SpreadsheetApp as a database for the HTML interface
- Optimize performance: batch reading/writing, array management
- Hands-on workshop: Google Workspace Web App to automate emails and events.

Industrialization & best practices

- Structure scripts for reuse (libraries, utility functions)
- Version management and updating scripts in production
- Securing data access (permissions, sharing, service accounts)
- Checklist for putting an Apps Script automation into production
- Use case ideas: onboarding, follow-ups, project tracking, reservations
- Hands-on workshop: finalizing and reviewing a complete Google Workspace project.

Target companies

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

Positioning at the start of training

The placement test at the start of the training course complies with Qualiopi quality criteria. Once they have finalized their registration, learners receive a self-assessment questionnaire that allows us to gauge their estimated level of proficiency in different types of technologies, as well as their expectations and personal goals for the upcoming training course, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could be problematic for the monitoring and smooth running of the training session.

Teaching methods

Practical training: 60% practical, 40% theory. Training materials distributed in digital format to all participants.

Organization

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

Assessment

At the end of the session, a multiple-choice questionnaire is used to verify that the skills have been correctly acquired.

Certification

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