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# Google Apps Script training

3 days (21 hours)

## Presentation

Our Google Apps Script training course uses simple functions to automate recurring tasks on your Google services, in particular Google Sheets.

Our comprehensive technical program will teach you all the [features of](#) this Google service. Our course will start with a presentation of the development environment, and we'll guide you through the creation and launch of your first script.

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

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

## Objectives

- Mastering development on Google Apps Script
- Apply Apps Script functions to various 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 managers
- Editors

- JavaScript developers

## Prerequisites

- Mastery of basic Excel, LibreOffice Calc or Google Sheets functions
- Basic programming skills

## Software requirements

Have a **Google** account.

# GOOGLE APPS SCRIPT TRAINING PROGRAM

## INTRODUCTION TO GOOGLE APPS SCRIPT

- What is Google Apps Script and why use it?
- Use cases
- Development environment configuration
- Access to the script editor
- Interface presentation

## SYNTAX AND STRUCTURE

- JavaScript basics
- Basic script syntax and structure
- Writing and executing your first script
- Understanding the authorization system and permissions management
- Basic debugging
- Best practices
- Common mistakes
- Use the macro recorder to automate tasks
- The classes
  - SpreadsheetApp
  - Spreadsheet
  - Sheet
  - Range

## CONTAINERIZED SCRIPTS

- Scripts linked to documents (containerized)
- Managing scripts for Google Sheets, Docs and Forms
- Data manipulation in linked documents

- Add customized menus
- Adding dialog boxes
- Interaction with sheet events
  - onOpen
  - onEdit

## USE OF GOOGLE SERVICES

- Advanced data manipulation with Google Sheets
- Service integration
  - Google Drive
  - Google Calendar
  - Gmail
- Using external APIs
- Practical examples of service integration

## ADVANCED AUTOMATION

- JavaScript arrays
  - Read the arrays
  - Writing arrays
  - Optimizing scripts with arrays
  - Search function
  - Filtering
  - Sorting
  - Handling arrays
- Automate repetitive tasks with triggers
- Creating custom functions for Google Sheets
- Using libraries and sharing scripts
- Publishing scripts as Web Apps
- Manage script versions and updates
- Automate data cleansing

## CREATION OF USER FORMS

- HTML and CSS basics for building forms
- Creating and managing user forms in Google Sheets
- Event management
- Share data between forms and spreadsheets

## Companies concerned

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

## Positioning on entry to training

Positioning on entry to training complies with Qualiopi quality criteria. As soon as

Upon final registration, the learner receives a self-assessment questionnaire which enables 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 training 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 course: 60% Practical, 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.

## Sanction

A certificate will be issued to each trainee who completes the course.