



GOOGLE CLOUD TRAINING

Google Workspace Appscript Language Course

Learn to automate tasks in Google Workspace using Appscript. Build custom solutions and enhance productivity.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock the immense potential of Google Workspace by mastering Google Apps Script, the powerful JavaScript-based scripting language that allows you to automate tasks, create custom functions, and integrate various Google services seamlessly. This intermediate-level course, offered by Computer Pride in collaboration with Google Cloud, is designed to empower professionals across various fields to enhance their productivity and build bespoke solutions within their Google Workspace environment. You'll gain practical skills to automate repetitive processes, manipulate data across Google Sheets, Docs, Forms, and Gmail, and even create simple web applications.

This 2-hour intensive course focuses on hands-on application, enabling you to move beyond basic functionality and truly customize your workflow. By understanding how to write, debug, and deploy Apps Script projects, you'll transform the way you interact with Google Workspace, turning manual tasks into efficient, automated routines. The benefits extend to significant time savings, reduced errors, and the ability to innovate solutions tailored precisely to your team's or organization's unique needs, positioning you as a valuable asset capable of driving digital transformation.

Duration	2 hours
Level	Intermediate
Vendor	Google Cloud

COURSE CURRICULUM

01 Module 1: Introduction to Google Apps Script Fundamentals

- What is Google Apps Script and its role in Google Workspace
- Setting up and navigating the Apps Script IDE
- Understanding basic JavaScript concepts for Apps Script
- Variables, data types, and functions in Apps Script
- Executing your first script and debugging basics

02 Module 2: Scripting Google Sheets for Enhanced Productivity

- Accessing and manipulating Google Sheet data (read/write)
- Working with cells, ranges, rows, and columns
- Creating custom functions in Google Sheets (UDFs)
- Automating data entry, formatting, and calculations
- Implementing event-driven scripts (e.g., onEdit, onChange)

03 Module 3: Automating Google Docs & Forms Interactions

- Programmatically creating and modifying Google Docs
- Extracting information from Google Forms submissions
- Automating responses and data transfer from Forms to Sheets/Docs
- Creating custom menus and sidebars for user interaction
- Introduction to simple UI elements for scripts

04 Module 4: Advanced Concepts & Basic Integrations

- Understanding and implementing time-driven triggers
- Sending automated emails with GmailApp service
- Brief overview of interacting with Google Calendar and Drive
- Best practices for script organization and efficiency
- Deploying simple Apps Script projects as add-ons or web apps (overview)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Google Workspace Automation Specialist**
- > **Data Management & Scripting Analyst**
- > **Business Process Improvement Consultant (Google Ecosystem)**

FREQUENTLY ASKED QUESTIONS

Q: What kind of practical projects will I be able to build after completing this 2-hour intermediate Google Apps Script course?

Upon completing this course, you'll be equipped to build practical solutions such as automated email notifications based on Google Sheet data, custom data validation rules for Sheets, automated document generation from Form submissions, and personalized bulk email sending from a spreadsheet. You'll also be able to create simple custom menu items in Sheets or Docs to trigger your scripts, significantly streamlining your daily tasks.

Q: Are there any specific prerequisites or prior coding experience required to fully benefit from this intermediate Google Workspace Appscript Language Course?

While this is an intermediate course, a basic understanding of computer operations and familiarity with Google Workspace applications (Sheets, Docs, Forms) is essential. Basic conceptual knowledge of programming or scripting languages, particularly JavaScript, would be beneficial but is not strictly required. The course will provide a quick refresher on core JavaScript concepts relevant to Apps Script, focusing more on practical application within the Google ecosystem.

Q: How does mastering Google Apps Script from this course enhance my role as a non-developer or business user within a Google Workspace-heavy organization?

Mastering Google Apps Script empowers non-developers to become invaluable 'power users' within their organizations. You'll be able to identify bottlenecks in manual workflows and autonomously create solutions, such as automating report generation, streamlining data entry, personalizing mass communications, and creating custom tools that perfectly fit your team's needs. This capability positions you as an innovator, enhancing efficiency, reducing operational costs, and freeing up time for more strategic tasks, without needing to rely on a dedicated IT or development team for every small automation.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke