KOENIG
step forward

KOENIG SOLUTIONS · COURSE OUTLINE

# Google Workspace / Google Suite with AppScript

Learn to write Google Apps Script to automate and extend Docs, Sheets, Sites, Drive, Gmail and Calendar.

| 3 Days | 10 | 182 |
| --- | --- | --- |
| DURATION | MODULES | TOPICS |

## COURSE OVERVIEW

Create custom functions within G Suite Apps Docs Sheets Slides Gmail Drive and more. Create Google Script to power Google Apps. Use Google Script to add functionality automation and more to Google Docs Sheets plus.

## WHO THIS COURSE IS FOR

- **Anyone who wants to create amazing things using Google Scripts**
- **JavaScript developers who want to empower Google suite of products**
- **Web developers who want to incorporate Google Script functionality**
- **Application developers who want to access the power of Google G Suite**
- **App Script Google Script developers**

## LEARNING OBJECTIVES

- Explain the Apps Script IDE and script structure
- Apply DocumentApp methods to read and update Google Docs
- Develop custom functions and triggers for Google Sheets
- Build sidebar and modal UIs with HTML Service
- Implement DriveApp operations to create, search and manage files
- Configure GmailApp to draft, send and read emails
- Develop CalendarApp scripts to manage events and calendars
- Build web apps that handle form submission with doGet and doPost

COURSE SYLLABUS

# 10 Modules, 182 Topics

01

## Introduction to Using Google Script

TOPICS

- Introduction to using Google Script
- New IDE editor added for Google Apps Script
- Quick Start to Google Apps Script
- Apps Script Power Example
- Source Code
- IDE Integrated Development Environment
- First Script using online IDE and Google Script
- Google Script Classes
- Apps Script Resources
- JavaScript Introduction
- Source Code

02

## Google DocumentApp

TOPICS

- Explore Document - Class DocumentApp
- DocumentApp Class overview
- Get Document Contents
- Document Body Contents
- Source Code 7 Class DocumentApp
- Document Body Updates
- Document Body Children
- Source Code 10
- Document Classes and Methods
- Source Code 11
- Simple Copy Doc Script
- Source Code 12
- DocumentApp Bound Script
- Base Values within Script
- HTML in Google Documents
- Bound Content Interaction
- Ranged elements in Document
- Translate Selected Content
- Source Code 18
- Search Content Replace With
- Find Content Update Attributes
- Content Selection Exercise
- Source Code 21
- DocumentApp Exercise
- Source Code 22
- DocumentApp Create Content
- Insert Image DocumentApp
- DocumentApp Template Exercise
- Source Code 25

03

## Google Spreadsheet App

TOPICS

- StandAlone SpreadSheetApp
- Google SpreadSheetApp Methods CheatSheet
- Creating Content and Styling
- Updated Lessons Set Values and Get Values
- Source Code for Updates
- Spreadsheet data to Doc Table
- Spreadsheet data dynamic
- SpreadSheet Tracker Exercise
- SpreadSheet Sheet Class
- From one sheet to another
- Source Code 33
- Bound Spreadsheet App
- Google Sheets Functions
- Source Code
- UI menu options Spreadsheet
- Spreadsheet UI Sidebar Modal
- Get Selected Content
- Exercise Cell Selection Add to Sheet
- Range to Another Sheet CopyTo
- Selecting Cell Values Loops
- Source Code
- Sidebar content HTML
- Script More UI options
- HTML to backend GS code
- Google Sheet content to Client Side
- Source Code
- Triggers OnEdit OnChange
- Source
- Exercise Google SpreadsheetApp
- Exercise Generate Random Content
- Adding new Column
- Add Formulas Set Colors
- HTML modal to Spreadsheet
- Sheet Data to HTML file
- Source Code
- Get Sheet Data
- Run Script Client Side
- Response with Google Sheet Data
- Source Code HTML index file
- Source Code GS

04

## Google Script Sites

TOPICS

Introduction to Google Sites · New Google Sites · Publish Web App Google Script · Google Site Scripting · Source Code · Google Script Web App html page

05

## Google Drive - DriveApp Class

TOPICS

- Google DriveApp Class
- Select Folder By ID
- Create Folder DriveApp
- DriveApp create File
- SpreadSheet with DriveApp Data
- Source Code
- Create Doc and Move it
- Source Code
- DriveApp Search
- DriveApp Search Files
- Source Code
- DriveApp searchFolders Params
- Add editors and Delete
- Source Code
- Redirect on search string
- Exercise WebApp Redirector
- Source Code

06

## Google Gmail App

TOPICS

- Introduction to Class GmailApp
- Make Draft GmailApp
- View your Draft Email
- Use HTML Template email
- Send out a bunch of Emails
- Source Code
- Chat Threads GmailApp
- Get Gmail Messages
- Source Code

07

## CalendarApp Class

TOPICS

- Calendar App Service
- Add Location Info Calendar App
- Calendar Event with options
- Full Day events Calendar App
- Calendar App Event Series
- Calendar App Date Time
- Easy way to enter Events
- More Calendars
- Calendar Settings
- Get All Calendars
- Calendars By Name
- Source Code
- Calendar Events
- Calendar Events Explored
- Calendar Events into spreadsheet
- Google Calendar Events Invites No
- Source Code
- Send Weekly Calendar Events
- Source Code
- Review Google Script

## 08

## Exercise Google Script Image Uploader Project

**TOPICS**

- Apps Script Image Uploader project intro
- New Updates 2020
- HTML Content Service
- HTML Content Template File
- HTML Content from File
- Create the HTML form
- Send Data to Google Script Backend
- Send Image to Google Script
- Image upload Tweaks
- Spreadsheet App tracking uploads
- Send Email notification
- Final Application Image Uploader
- Project Source Code

## 09

## Form Auto Email Responder

**TOPICS**

- Setup Google Form
- Spreadsheet Bound Script
- Google Script Setup Project triggers
- Setup Email to Send
- MailApp Send Email
- Email HTML template
- HTML Service replace content
- Source Code
- HTML to PDF and Attach it
- Send automatic emails
- Iterate Sheet Data Send Emails
- Review and update code for project
- Project Source Code

## 10

## Using Google Script Form Submission and Handling

**TOPICS**

- Contact Form Setup
- Source code
- Create Spreadsheet and setup
- Sending an Email with Apps Script
- Google Script send email
- Spreadsheet App add content
- Test Sheet Google Script
- Create Web App
- Google Script Trigger Examples
- Get Data Parameters
- JavaScript Fetch
- Outdate HTML in Submit
- Source Code
- Google Script Application
- Source Code Google Script Post
- Send email on submit
- Random ID function and Date Add
- Google Script doPost doGet Source Code
- Email template
- Source Code Google Script
- Create Web App

### Using Google Script Form Submission and Handling (continued)

TOPICS (CONTINUED)

- Source Code
- App Wrap Up and Review
- Final Project Source Code

WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

## Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com