

# You Can Automate Too: Google Apps Script & Gen AI

## Zero to Power User Cheat Sheet

### KEY TERMS

- Google Apps Script:** A scripting language for light-weight application development in the Google Workspace platform.
- Google Workspace:** A suite of cloud computing, productivity and collaboration tools developed by Google.
- Script Editor:** The IDE used to write and edit Google Apps Script.
- Triggers:** Functions that run automatically when a specified event occurs.
- APIs:** Interfaces to communicate with other services and applications.
- Add-ons:** Customizations to Google Docs, Sheets, Forms, or Slides that can be published for others to use.

### KEY USE CASES

- Automating repetitive tasks:** Automate sending emails, managing calendars, generating reports, etc.
- Custom functions in Sheets:** Extend the functionality of Google Sheets with custom formulas.
- Building web apps:** Create dynamic web pages using Google Apps Script.
- Integrating with external APIs:** Fetch data from external services and use it within your Google Workspace apps.
- Creating Add-ons:** Develop and deploy custom add-ons for Google Docs, Sheets, and Forms.

### PROMPT FRAMEWORKS

#### Get better output by structuring your prompts:

- RTF** (Role, Task, Format)
- CTF** (Context, Task, Format)
- RASCEF** (Role, Action, Steps, Context, Examples, Format)

### PROMPTING TOOLS

Prompt your Google Apps Script with Gen AI tools:



### FORMAT

- Be concise. Minimise excess prose.
- Use less corporate jargon.
- Output as bullet points in short sentences.
- Output as a table with columns: [x], [y], [z], [a]
- Be extremely detailed.

### EXAMPLES

- Automate Email Sending:**
  - Prompt: "Send a daily email summary of the sales data in this Google Sheet to sales@example.com."
- Custom Function in Sheets:**
  - Prompt: "Create a custom function to calculate the compound interest in Google Sheets."
- Web App:**
  - Prompt: "Build a web app to collect user feedback and store it in a Google Sheet."
- External API Integration:**
  - Prompt: "Fetch the latest stock prices from an external API and update a Google Sheet every hour."
- Add-on Development:**
  - Prompt: "Develop a Google Docs add-on to insert predefined templates into the document."

### MODES

- Automator:** "Automate the generation of weekly reports from a Google Sheet and email them."
- Integrator:** "Integrate Google Sheets with an external CRM system to update contacts automatically."
- Developer:** "Build a Google Forms add-on to validate responses based on custom criteria."
- Analyst:** "Analyze survey responses in Google Sheets and generate visual reports automatically."

### MISC. TIPS

- Start Small:** Begin with simple automation tasks to build your confidence and skills.
- Use Available Resources:** Take advantage of Google's extensive documentation and community forums for troubleshooting and inspiration.
- Practice Regularly:** Consistent practice helps reinforce learning and improve your scripting abilities.
- Leverage Our Courses:** Enroll in our Google Apps Script courses to get hands-on experience and personalized guidance.
- Stay Updated:** Keep an eye on updates and new features in Google Apps Script to continually enhance your workflows.

### SUPPORTED APPS



Google Apps Script supports automation across all Google Workspace apps & external APIs.

### RESOURCES

#### Additional Resources

- [Google Apps Script Documentation](#)
- [Google Apps Script Reference](#)

#### Blogs Resources

- [A Beginner's Guide to Google Apps Script](#)
- [Turn Gen AI Prompts into Google App Script Code](#)
- [Turn Google Forms into Automated Email Machines!](#)
- [Find Important Emails Fast with Automated Keyword Searches](#)
- [stantly Generate Google Slides from Sheets!](#)
- [Automating Meeting Invitations with Google Calendar](#)
- [Automated PDF Generation from Google Docs](#)

Compiled by Team 

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Try out Google Apps Script on your own! With the help of Gen AI tools like ChatGPT or Gemini, automation is for everyone.

Whether you're a beginner or an advanced user, practicing with these examples will help you automate tasks, streamline workflows, and boost your productivity.

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