

COURSE OUTLINE

Automating Your Workflow with Google Apps Script and ChatGPT



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Duration: One day (9:00 AM – 5:00 PM)

Method: Instructor-led

Mode: Physical

Level: Beginner

Instructor: Ali Reza Azmi

Overview

In this 1-day course, participants will gain knowledge of Google Apps Script, learning to automate workflows across Google Sheets, Gmail, Drive, Calendar, and Forms.

Participants will also gain hands-on experience integrating ChatGPT for code generation and troubleshooting. The course includes interactive Q&A sessions, a final project, and practical tips for advanced automation.

Course Objectives

- Deep dive into the basics of Google Apps Script.
- Automate workflows using Google Drive, Calendar, and Forms.
- Develop skills in using ChatGPT for generating and troubleshooting scripts.

Who This Course is For

This course is designed for:

- Anyone who wants to learn how to automate workflows and save time on repetitive tasks.
- Professionals looking to streamline their work using Google Workspace tools.

Prerequisites

- Familiarity with Google Workspace (Google Sheets, Gmail, Drive).
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Module 1 — Advanced Sheets and Gmail Automation

Overview:

- Review and expand on foundational Google Apps Script content.
- Master advanced data manipulation techniques in Google Sheets.
- Automate Gmail workflows with dynamic email generation and responses.
- Integrate ChatGPT to generate scripts for specific tasks.

Practical Activity:

- Automate data validation in Google Sheets.
 - Example Prompt: *"Generate a Google Apps Script to automate data validation in Google Sheets."*
- Create dynamic email templates for Gmail automation.
 - Example Prompt: *"Generate a Google Apps Script to send an email template with customized content."*

Learning Outcome:

Participants will learn to automate complex tasks in Sheets and Gmail, optimizing communication and data workflows for increased efficiency.

Module 2 — Automating Google Drive, Calendar, and Forms

Overview:

- Automate file and folder management in Google Drive.
- Generate and organize PDFs efficiently.
- Manage Google Calendar events and automate scheduling tasks.
- Automate the collection and processing of Google Form responses.

Practical Activity:

- Organize files based on naming conventions in Google Drive.
 - Example Prompt: *"Generate a Google Apps Script to move files to a specific folder based on their names."*
- Create a Calendar event triggered by Form responses.
 - Example Prompt: *"Generate a Google Apps Script to automatically create a Calendar event based on form responses."*

Learning Outcome:

Participants will develop advanced skills in automating file management, event scheduling, and form processing, reducing manual effort and streamlining workflows.

Module 3 — Working with APIs, Troubleshooting, and Final Project

Overview:

- Learn the basics of using external APIs to extend automation capabilities.
- Develop troubleshooting techniques using ChatGPT to debug scripts effectively.
- Apply skills in a final project to automate a complete workflow.

Practical Activity:

- Fetch and display weather data from an external API in Google Sheets.
 - Example Prompt: "Generate a Google Apps Script to fetch weather data from an external API and display it in Google Sheets."
- Debug a complex script using ChatGPT.
 - Example Prompt: "ChatGPT, help me debug this script that connects to an external API."
- Final Project: Automate the creation and sharing of a weekly report.
 - Example Prompt: "Generate a Google Apps Script to automate the creation and sharing of a weekly report via Gmail."

Learning Outcome:

Participants will gain confidence in using APIs, troubleshoot effectively with ChatGPT, and consolidate their learning by completing a comprehensive automation project.

Closing Remarks:

- Final Q&A and open discussion.
- Follow-up email with course summary and additional learning resources.

Handout:

Quick Reference Guide:

- Example ChatGPT prompts for automation.
- Steps to access and use the Apps Script editor.
- Troubleshooting tips.

Additional Resources:

- Contact details for support and questions.



HARMONIZING OUR SKILLS WITH YOUR ASPIRATIONS

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