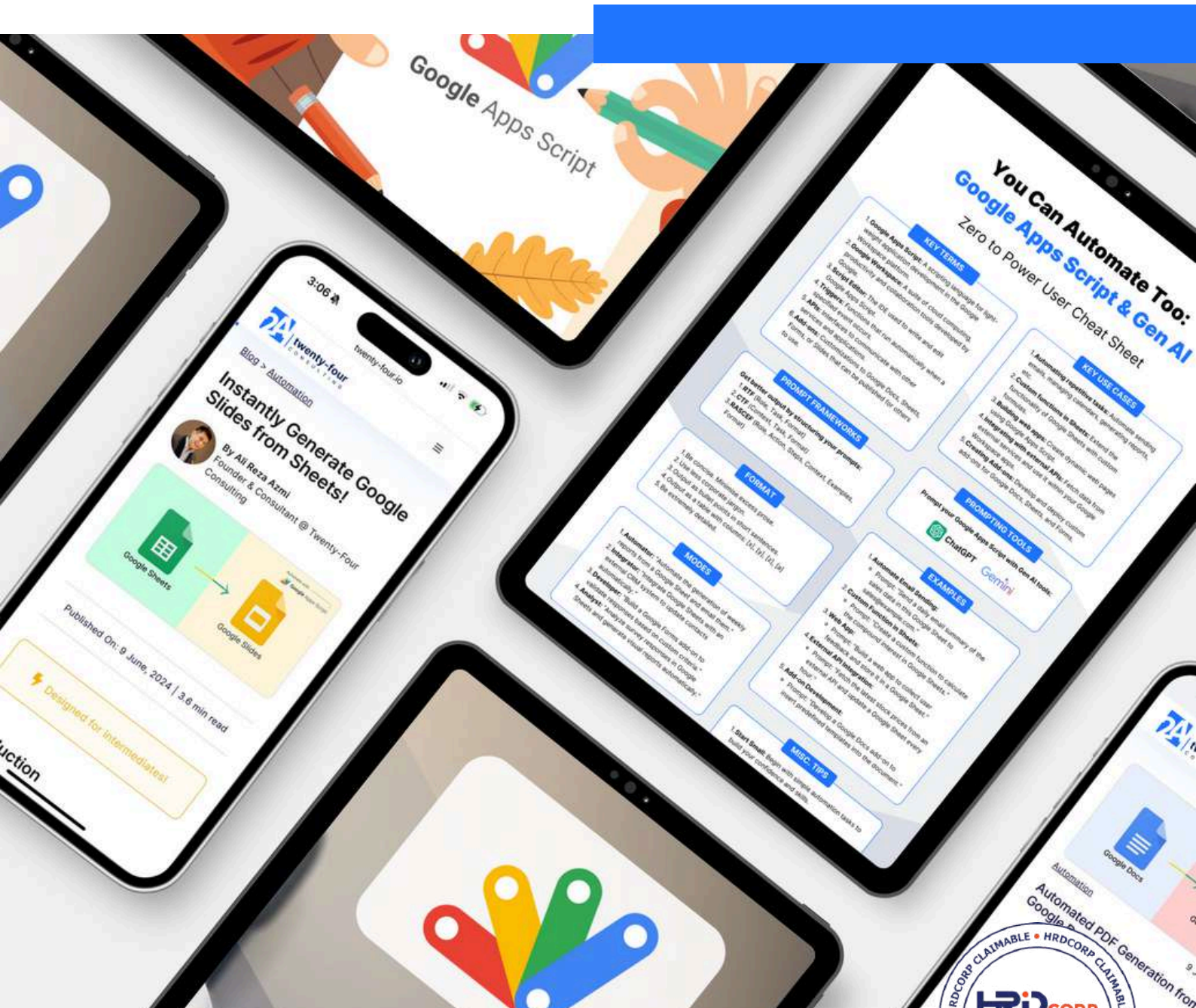


COURSE OUTLINE

Google Apps Script & ChatGPT: Basics to Advanced Automation



Google Apps Script & ChatGPT: Basics to Advanced Automation

Duration: Two days (9:00am to 5:00pm)

Method: Instructor-led

Mode: Physical

Level: Intermediate to Advanced

Instructor: Ali Reza Azmi

Overview

This intensive 2-day masterclass equips participants with advanced skills in Google Apps Script, enabling them to automate complex workflows and integrate multiple Google services.

Using ChatGPT as a coding assistant, participants will learn to tackle challenges, optimize scripts, and build sophisticated solutions. The program includes interactive Q&A, real-time assistance, and a final project presentation to consolidate learning outcomes.

Course Objectives

- Master advanced automation techniques in Google Apps Script.
- Build complex workflows integrating multiple Google services.
- Confidently use ChatGPT for advanced coding assistance and debugging.
- Develop practical skills through hands-on exercises and real-world projects.

Who This Course is For

This course is designed for:

- Professionals familiar with Google Apps Script looking to deepen their expertise.
- Those who have completed the foundational 1-day course or equivalent.
- Individuals seeking to optimize workflows and solve real-world business challenges.

Prerequisites

- Completion of the 1-Day Course or equivalent advanced knowledge of Google Apps Script.

- Proficiency in Google Workspace tools (Google Sheets, Gmail, Drive, Calendar).
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Day 1: Foundations and Advanced Techniques

Module 1 — Foundations of Advanced Google Apps Script

Overview:

- Introduction to advanced functionalities in Google Apps Script.
- Mastering complex data manipulation in Google Sheets.
- Creating custom functions and interactive prompts.

Practical Activity:

- Automate a complex data processing task in Google Sheets.
 - Example Prompt: "Generate a Google Apps Script to merge and clean data from multiple sheets."

Learning Outcome:

Participants will understand how to script advanced functionalities in Google Sheets, gaining confidence in handling large datasets and automating complex tasks.

Module 2 — Mastering Gmail and Drive Automations

Overview:

- Advanced techniques for automating Gmail workflows.
- Strategies for managing and organizing files in Google Drive.
- Generating and automating email reports and file organization.

Practical Activity:

- Automate email reports and file organization in Drive.
 - Example Prompt: "Generate a Google Apps Script to send weekly email reports and organize related files in Drive."

Learning Outcome:

Participants will gain expertise in automating Gmail and Drive workflows to save time and improve efficiency in managing communications and files.

Module 3 — Advanced Scheduling with Google Calendar

Overview:

- Automating complex event scheduling in Google Calendar.
- Managing recurring events and reminders for streamlined planning.
- Developing dynamic scheduling systems for organizational needs.

Practical Activity:

- Create an automated event scheduling system.
 - Example Prompt: "Generate a Google Apps Script to automate scheduling of recurring team meetings."

Learning Outcome:

Participants will understand how to build sophisticated scheduling systems that reduce manual effort and ensure consistent calendar management.

Day 2: Integrations, Workflow Automation, and Final Project

Module 4 — Integrations and External APIs

Overview:

- Exploring the benefits of integrating multiple Google services.
- Introduction to APIs and how they enhance Google Apps Script workflows.
- Fetching and processing data from external APIs for practical applications.

Practical Activity:

- Build an application with external API data.
 - Example Prompt: "Generate a Google Apps Script to fetch data from an external API and update a Google Sheet."

Learning Outcome:

Participants will gain the skills to integrate Google services with external platforms, opening opportunities for more versatile and comprehensive workflows.

Module 5 — Complex Workflow Automation and Debugging

Overview:

- Combining multiple Google services into seamless workflows.
- Creating end-to-end automation solutions for complex tasks.
- Using ChatGPT for advanced troubleshooting of Google Apps Script code.

Practical Activity:

- Automate a comprehensive workflow combining Google services.
 - Example Prompt: "Generate a Google Apps Script to automate data collection, report generation, and notifications."

Learning Outcome:

Participants will understand how to create efficient, scalable workflows and troubleshoot issues effectively using best practices and ChatGPT.

Module 6 — Final Project and Best Practices

Overview:

- Applying all learned skills to automate a specific business task.
- Exploring best practices for maintaining and updating scripts.
- Strategies for continuous learning and improving automation solutions.

Practical Activity:

- Automate an end-to-end business process using Google Apps Script and ChatGPT.
 - Example Project: "Automate the process of collecting form responses, generating reports, and sending notifications."

Learning Outcome:

Participants will consolidate their skills through hands-on project work and receive feedback to refine their solutions. They will leave equipped with actionable knowledge to implement and maintain automation in their workplace.

Closing Remarks:

- Certification of Completion.

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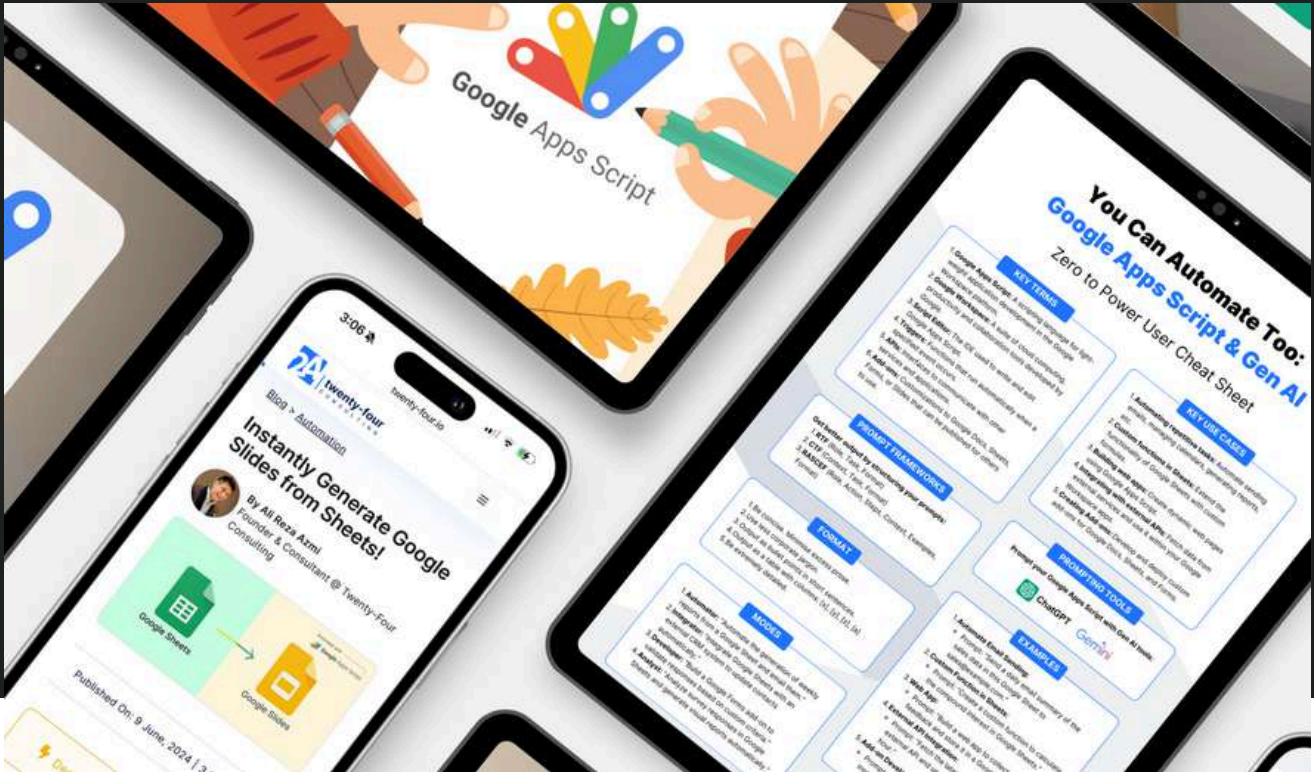
Handout:

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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