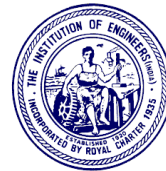# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India

INFORMATION TECHNOLOGY DIVISION

ONLINE PROFESSIONAL DEVELOPMENT PROGRAMME

Document Management & Office Automation

Using Google App Script

(Case study based Hands-on Practical Training using Google Apps)

20 – 24 Nov 2023

Powered by

ESCIUpSkill
A Smart Learning Platform

**18 Hours Online Interactive Sessions | 6 Hours Digital Learning | Cloud based Hands-on Practical
Online Assessment | 24/7 Experts Online Support**

Introduction

Organizations need to deal with volumes of data that are stored and managed in a variety of documents. With the complexity in managing these documents, businesses look forward to adopt solutions for organizing, securing, capturing, digitizing, tagging, approving, and completing data related tasks

Google Apps Script is a rapid application development platform that makes it fast and easy to create business applications that integrate with Google Workspace. Google Apps Script is a JavaScript cloud scripting language that provides easy ways to automate tasks across Google products and third party services and build web applications

Organizations plan to improve efficiency and productivity in order to make better use of their time. Google Apps Script is a coding platform and scripting language in Google Workspace that lets users build simple applications on top of apps like Sheets, Docs and Slides.

Objective

- The proposed online professional development programme focuses on imparting exposure and practical experience to all the participants on how to use Apps Script as the only low-code platform that makes it quick and easy to build business solutions that integrate automate, and extend Google Workspace.
- Solutions address real business problems and showcase how you can automate workflows across Google Workspace. Often, users can implement solutions without needing to edit or update the code

Course Coverage

- Introduction to Google Apps Script
- Understanding Fundamentals of Apps Script
- Enhancing Spreadsheets
- Spreadsheet functions versus Google Apps Script
- Working with the development environment
- The script editor
- Menus and custom buttons in spreadsheets
- Reading and writing data from spreadsheets
- Custom Spreadsheet functions
- Formatting spreadsheets
- Coding Apps script with custom functions
- Data Validation
- Charts-Make a macro in sheets
- Creating and Manipulating Forms

- Managing an E-mail account
- Retrieving Gmail data
- Creating and automating workflow
- Embedding Scripts in Text Documents
- Generating a Google document from
- spreadsheet data using a script
- Inserting images into a document
- Compiling and presenting data from other services
- Spreadsheet services
- Automate Google sheets using Macros
- Triggers in Google Sheets
- Streamline data entry by embedding Google Forms in Google sheets
- Case study

Centre for Promotion of Professional Excellence

Methodology

Methodology of the programme includes

- Learning prerequisites skill through ESCI LMS Platfom
- Online Video Interactive sessions with Cloud based Hand-on Practical,
- Online case studies, Sharing of experiences

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Target Participants

- Officers working in **HR, Admin** or Accountants Deportment, Programmers, Auditors, Managers, Professionals and anyone who are interested to explore and excel with **Google Apps script** can attend the programme
- Data Analysts, Web developers, Application developers
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations.

Programme Dates & Timings

Dates: 20 – 24 Nov 2023 (3 Hours per day)

After registration participant can access **ESCI LMS platform** for digital learning

Online session timings will be from 14:00 – 17:30 hrs with 15 Minutes Tea breaks.

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA
Sr Faculty & Head IT,
Information Technology Division,
Engineering Staff College of India, Hyderabad.

Course Fee

₹ **9,000/-** per Participant. Fee includes 3 Months LMS Platform Access for Digital Learning , 18 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No: 36AAATT3439Q1ZV, HS No.: 999293** (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **"THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA"** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank** A/c No. **912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on ESCI **web portal** http://www.escihyd.org/index.php/it-upcoming-trainings

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : **it@escihyd.org**

A Certificate of participation will be awarded to each participant on conclusion of the programme.