



Microsoft Office Scripts

Introduction:

- What are Office Scripts?
- Where can I find Office Scripts?
- What are Office Scripts used for?

The Action Recorder

- How to record an Office Script
- Using an Office Script

Where are Office Scripts Stored

- The default file save location for Office Scripts
- Using SharePoint to share a script with your team

Introducing the Code Editor

- Accessing the Editor
- Using the Editor to amend an existing script

Writing an Office Script

- Create a script from scratch
- Referencing an Excel worksheet
- Referencing cells and ranges
- Using variables to store information
- What is a function?
- Creating a function
- Formatting a range
- Formatting a table
- Creating calculations in Office Scripts

Using Power Automate with Scripts

- Running an Office Script from Power Automate

Q&A

Our 'hands-on' training course offers a practical introduction to Office Scripts in Excel for the web, showing you how to automate repetitive tasks and streamline your workflow. The session also introduces the Code Editor, guiding you through editing and creating scripts from scratch, working with worksheets, ranges, variables, functions formation and calculations.

