

# **Introduction to Office Scripts**

Classroom or online training course 2 day course outline

This course covers the following topics (any items marked with a \* will be covered if time allows):

# **Getting started**

- · Creating a new script
- · The script editor
- · Writing basic instructions
- · Running scripts

# **Basic TypeScript code**

- The concept of functions
- · Adding comments
- · Referencing objects
- · Applying methods
- · Writing to the console

# **Getting help**

- The Action Recorder
- · Using sample scripts
- · Online documentation

## Saving scripts

- Saving to OneDrive
- Sharing scripts in a workbook
- Creating buttons

# Referring to ranges

- · Referring to specific cells
- Finding the edge of a list
- Offsetting a range
- · Referencing rows and columns

#### Worksheets

- · Creating worksheets
- · Referencing sheets
- · Deleting sheets

#### **Variables**

- Var, Let and Const statements
- · Explicit and inferred types
- · Referencing variables
- · Variable scope
- · Casting values

# **Functions**

- · Declaring functions
- Calling functions
- Function parameters
- · Returning values

# **Conditional statements**

- · If statements
- · Testing conditions
- · Switch statements

# Loops

- For loops
- Do and While loops
- For Each loops
- · Break and Continue statements
- Labelled statements

## **Arrays**

- · Declaring arrays
- · Populating arrays
- · For Of loops
- · Collections and arrays

## **Error-handling**

- Exceptions
- Try Catch clauses
- The Finally block

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works here. For more information, see <a href="https://www.wiseowl.co.uk/">https://www.wiseowl.co.uk/</a>.