



Boost Your Google Workspace Skills: Exciting **Google Apps Script** **Exercises!**

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Exercise 1: Create a Custom Menu in Google Sheets

Objective: To create a custom menu in Google Sheets that triggers a simple script.

Code Sample:

```
function onOpen() {  
  var ui = SpreadsheetApp.getUi();  
  ui.createMenu('Custom Menu')  
    .addItem('Show Alert', 'showAlert')  
    .addToUi();  
}
```

```
function showAlert() {  
    SpreadsheetApp.getUi().alert('Hello, Google  
Sheets!');  
}
```

Explanation:

This script creates a custom menu named "Custom Menu" in the Google Sheets UI. When "Show Alert" is clicked, it triggers the showAlert function that displays a simple alert box with a message.

Exercise 2: Read Data from a Range in Google Sheets

Objective: Read data from a specified range in a sheet and log it.

Code Sample:

```
function readRangeData() {  
    var sheet =  
SpreadsheetApp.getActiveSpreadsheet().getActiveSheet();  
    var range = sheet.getRange("A1:B2");  
    var values = range.getValues();  
  
    for (var i = 0; i < values.length; i++) {  
        var row = values[i];  
        Logger.log(row[0] + ", " + row[1]);  
    }  
}
```

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```
}
```

Explanation:

This script reads data from the range A1:B2 of the active sheet. `getValues` returns a two-dimensional array of values, which is then iterated over to log each cell's data.

Exercise 3: Send an Email using GmailApp

Objective: Use Google Apps Script to send an email via Gmail.

Code Sample:

```
function sendEmail() {  
    var recipient = "example@example.com";  
    var subject = "Test Email from Google Apps Script";  
    var body = "This is a test email sent from Google  
Apps Script.";
```

```
    GmailApp.sendEmail(recipient, subject, body);  
}
```

Explanation:

This script sends an email using the Gmail service. Replace recipient with the desired email address. The `GmailApp.sendEmail` method is used to send the email.

Exercise 4: Create a Google Doc

Objective: Programmatically create a Google Doc with some content.

Code Sample:

```
function createDocument() {  
    var doc = DocumentApp.create('New Document');  
    var body = doc.getBody();  
  
    body.appendParagraph('This is a new Google Document  
created by Google Apps Script.');
```

```
    doc.saveAndClose();  
}
```

Explanation:

This script creates a new Google Document titled "New Document" and adds a paragraph of text to it. The `DocumentApp.create` method is used to create the document.

Exercise 5: Modify Cell Values in Google Sheets

Objective: Write a script to modify cell values in a Google Sheet.

Code Sample:

```
function updateCellValues() {
```

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```
var sheet =  
SpreadsheetApp.getActiveSpreadsheet().getActiveSheet();  
  sheet.getRange("A1").setValue("Hello");  
  sheet.getRange("B1").setValue("World");  
}
```

Explanation:

This script updates the values of cells A1 and B1 of the active sheet to "Hello" and "World", respectively. The setValue method is used to set the value of a cell.