



This course covers the following topics (any items marked with a * will be covered if time allows). Note that this is a [new course](#) (this which means that we don't guarantee to run all scheduled dates).

Triggers <ul style="list-style-type: none">• Sheet triggers• Data triggers• Time-based triggers	Google Forms <ul style="list-style-type: none">• Creating forms manually• Scripting forms• Handling responses	Data validation <ul style="list-style-type: none">• Manually creating on sheets• Scripting new validation• Reading and editing validation
Gmail <ul style="list-style-type: none">• Creating emails• Populating with data• Generating multiple emails	Pivot tables <ul style="list-style-type: none">• Defining pivot tables• Formatting pivot tables• Fields and filters	Charts <ul style="list-style-type: none">• Creating charts• Applying formatting• Exporting to PDF
Google Docs <ul style="list-style-type: none">• Creating documents• Populating with data• Sending as attachments	Google Drive <ul style="list-style-type: none">• Folder structure• Looping through files• Creating new objects	Other topics (*) <ul style="list-style-type: none">• Google Slides• Google Calendar• Google Maps

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 <https://www.wiseowl.co.uk/>.