

# Introduction to Office Scripts

2 day training course



## Course contents

This course will cover the following topics. Those marked with (\*) 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



## Pre-requisites for Introduction to Office Scripts course

If you've already written VBA macros in Excel or written programs in languages like JavaScript you'll find this course easier, but neither is a pre-requisite for attendance.

## Prices

| Venue                      | Address  | Price per place         |
|----------------------------|--|-------------------------|
| <a href="#">London</a>     | Landmark, 99 Bishopsgate, London EC2M 3XD        | £1,425 per person + VAT |
| <a href="#">Manchester</a> | Holiday Inn, 25 Aytoun Street, Manchester M1 3AE | £1,050 per person + VAT |
| <a href="#">Online</a>     | Your home or office!                             | £875 per person + VAT   |

## Scheduled Dates

| Dates                    | Venue  | Times       | Price per place | Booking                   |
|--------------------------|--------|-------------|-----------------|---------------------------|
| Mon/Tue 02-03 March 2026 | Online | 09:30-16:30 | £875 + VAT      | <a href="#">Book this</a> |
| Mon/Tue 13-14 April 2026 | Online | 09:30-16:30 | £875 + VAT      | <a href="#">Book this</a> |
| Mon/Tue 11-12 May 2026   | Online | 09:30-16:30 | £875 + VAT      | <a href="#">Book this</a> |
| Mon/Tue 01-02 June 2026  | Online | 09:30-16:30 | £875 + VAT      | <a href="#">Book this</a> |
| Wed/Thu 08-09 July 2026  | Online | 09:30-16:30 | £875 + VAT      | <a href="#">Book this</a> |

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.