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
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
Online	Your home or office!	£875 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Mon/Tue 08-09 February 2027	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 01-02 April 2027	Online	09:30-16:30	£875 + VAT	Book this
Tue/Wed 25-26 May 2027	Online	09:30-16:30	£875 + VAT	Book this

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.