



Scan the QR code

Using AI for work automation

4th July 2026

All India Chartered Accountants Society



CA Angad Pal Singh
Bicaps

Generative AI can today help you



Write complex formulae in **Excel**

Get accurate, advanced formulae instantly.



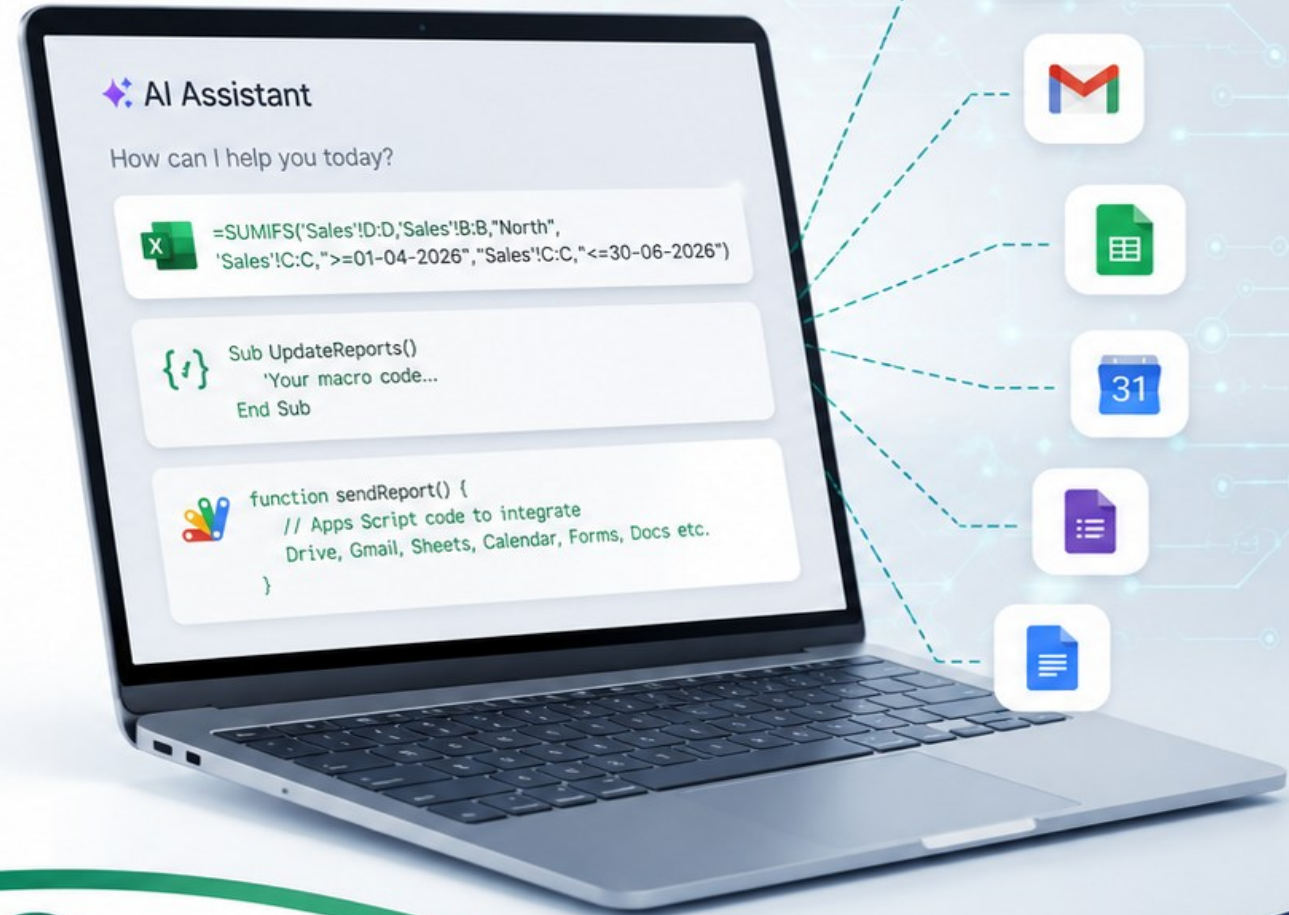
Code **Macros** that perform large repeatable tasks for you

Automate repetitive work and save hours of effort.



Code **Apps Script** that can integrate all your Google applications

(Drive, Gmail, Sheets, Calendar, Forms, Docs etc.) and do wonderful repeatable tasks for you.



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K4 ✕ ✓ f_x ✕ 60000000 ✕

...

X

Let's edit your workbook

Allow editing ▾

Describe what you'd like to edit

+ ↺

Summarize this workbook

Show interesting trends and insights

Help me learn a new Excel tip

Show more ▾

Focused on Apps Script

What kind of tools can be built using Apps Script?



Use Case – 1

Automated alerts & reminders

via email / WhatsApp from data in Google Sheet



Use Case – 2

Automated creation of documents

based on data in Sheets, Forms



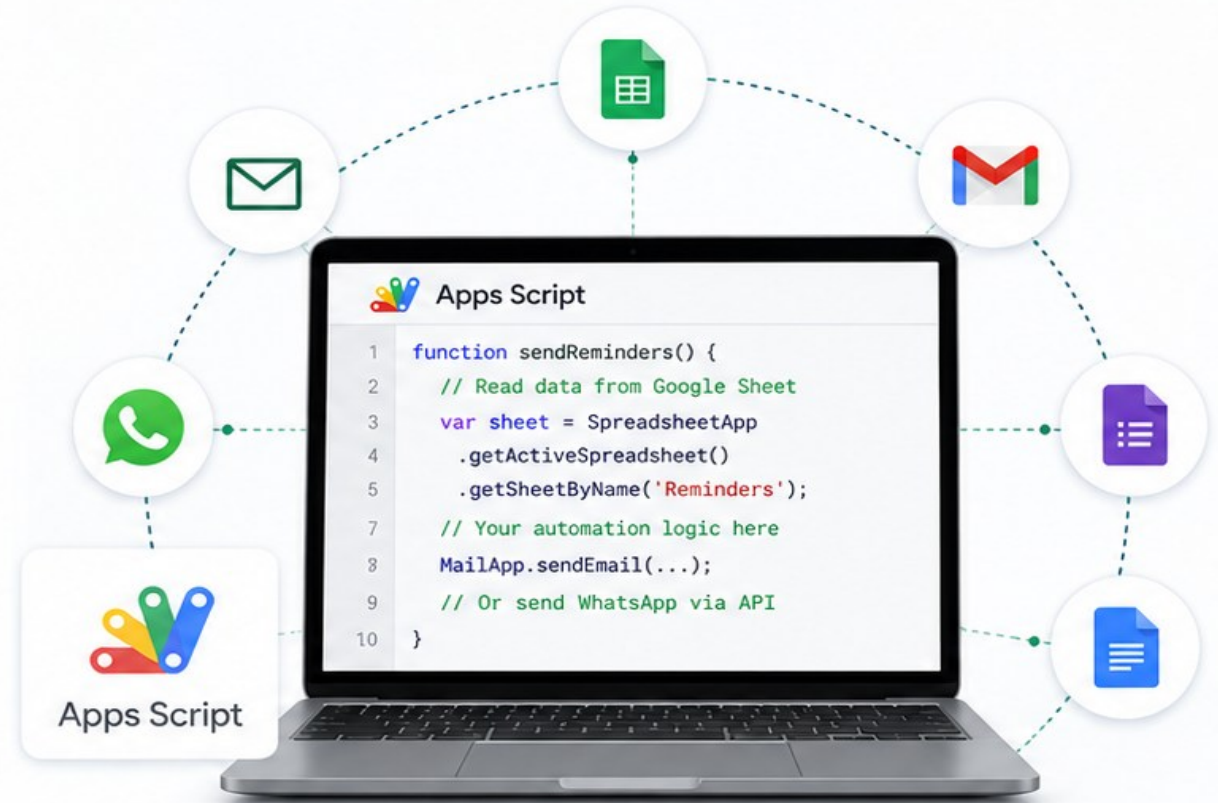
Use Case – 3

Automated emailing and organising of documents within Drive



Use Case – 4

Automated updation of data across Sheets, Docs, Calendar etc.



Use Generative AI for creating code



ChatGPT



Claude



Gemini



Questions

Responses 9

Settings



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Certificate of Participation

(Participation Certificate AICAS)

Your Name

Short-answer text

Your Email ID

Short-answer text

Your Contact No



The ID is the unique string of characters in the URL that identifies your file.

 Pattern: [https://docs.google.com/spreadsheets/d/
SHEET_ID/edit](https://docs.google.com/spreadsheets/d/SHEET_ID/edit)

 Pattern: [https://docs.google.com/forms/d/
FORM_ID/viewform](https://docs.google.com/forms/d/FORM_ID/viewform)



Triggers in Apps Script

Triggers allow your scripts to run automatically based on events.



1. Time Based

Runs a script at a specific time or at regular intervals.



Every day
at 9:00 AM

Example Use

- Send daily summary emails
- Fetch data from external sources
- Generate and share reports weekly



2. On Edit

Runs a script when a cell in a Google Sheet is edited.

	A	B	C
1	Task	Owner	Status
2	Prepare Report	Angad	In Progress
3	Client Call	Neha	Pending
4	Follow Up	Rohit	Done
5			

Example Use

- Validate data as it is entered
- Update other cells automatically
- Send alerts when status changes



3. On Form Submit

Runs a script automatically when a form is submitted.

Workshop Registration Form

Name
Angad Pal Singh

Email
angad@example.com

Mobile
9876543210



Form
Submitted

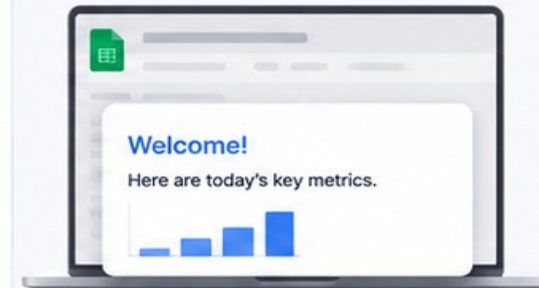
Example Use

- Send confirmation emails
- Add data to multiple sheets
- Create documents or folders for each response



4. On Open

Runs a script when a file (Sheet/Doc/Slide/Form) is opened.



Example Use

- Show custom menus
- Load dashboards or sidebars
- Display important information when the file opens



You can set up and manage triggers from Apps Script Editor → Triggers (clock icon). Choose the event source, type of trigger, and the function to run.



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Use of IMPORTRANGE and QUERY

Powerful functions to pull and analyse data across spreadsheets.



IMPORTRANGE

Imports data from a range in another Google Sheet.

Syntax

```
=IMPORTRANGE("spreadsheet_id", "range_string")
```

Example

Import A1:D100 from another sheet:

```
=IMPORTRANGE("1aBcDeFgHiJkLMnOpQrStUvWxYz", "Sheet1!A1:D100")
```

How it works

- Get the spreadsheet ID from the URL.
- Specify the sheet name and range.
- Authorize access the first time.

Source Spreadsheet				
	A	B	C	D
1				
2				
3				

=IMPORTRANGE(
"ID", "Sheet1!A1:D100")

Destination Spreadsheet				
	A	B	C	D
1				
2				
3				



Benefits

Keep data in one place and create live dashboards by pulling data from multiple files.



QUERY

Runs a SQL-like query on data and returns filtered, sorted, summarised results.

Syntax

```
=QUERY(data, "query", [headers])
```

Example

Get all completed tasks for owner 'Angad' sorted by date:

```
=QUERY(A1:E, "select A, B, C, D where D = 'Angad'  
and E = 'Completed' order by A desc", 1)
```

What you can do

- Filter rows
- Select columns
- Sort data
- Group and summarise
- Perform calculations

Raw Data				
Date	Task	Owner	Status	Priority
01-07-2026	Report	Angad	Completed	High
30-06-2026	Follow Up	Neha	Completed	Medium
29-06-2026	Call Client	Rohit	Pending	High
...	...	...	...	...

QUERY

Query Result			
Date	Task	Owner	Status
01-07-2026	Report	Angad	Completed
28-06-2026	Review	Angad	Completed
...	...	...	...



Benefits

Extract exactly the data you need and keep your reports dynamic and clean.



Pro Tip Combine **IMPORTRANGE** + **QUERY** to build powerful live reports from multiple files.

Example: `=QUERY(IMPORTRANGE("ID", "Sheet1!A1:Z"), "select * where Col5 = 'Yes'", 1)`



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Thank You!

Let's automate smarter, work better
and create more impact together.



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Analyse



Integrate



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