

Customizing an Office Script



Brent Allen

FREELANCE CONSULTANT

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The Script for This Module



Name is “The Winger Place”

Restaurant puts orders on spreadsheet

Invoice generated using Office Script



This is not a good case for a
real-life Office Script.



Data for the Script

Listing of items
purchased by one
party

4 columns of data

	A	B	C	D
1	Item	Quantity	Price	Total
2	Chicken Wings	2	10.99	21.98
3	Cod and Chips	1	12.99	12.99
4	Kids' Spaghetti	1	5.99	5.99
5	Kids' Hot Dog	1	4.99	4.99
6	Cola	3	1.99	5.97
7	Ice Cream Sundae	2	3.99	7.98
8	Apple Pie	1	4.99	4.99
9	Cherry Cheesecake	1	4.99	4.99



Target State

	A	B	C	D
1	Invoice			7/7/2020
2	<i>The Winger Place</i>			
4	Item	Quantity	Price	Total
5	Chicken Wings	2	\$10.99	\$21.98
6	Cod and Chips	1	\$12.99	\$12.99
7	Kids' Spaghetti	1	\$5.99	\$5.99
8	Kids' Hot Dog	1	\$4.99	\$4.99
9	Cola	3	\$1.99	\$5.97
10	Ice Cream Sundae	2	\$3.99	\$7.98
11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
14		Total		\$69.88
15		Tax		\$10.48
17		Total Before Tip		\$80.36
18		Tip		
20		Grand Total		\$80.36

Start with blank worksheet

Copy data to invoice tab

Add headings and formulas

Fill formatting



Initial Recording

Recorded using the
Office Script recorder

Steps were done
incorrectly

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:	Brent		
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9				
10	Item	Quantity	Price	Total
11	Chicken Wings	2	\$ 10.99	\$ 21.98
12	Cod and Chips	1	\$ 12.99	\$ 12.99
13	Kids' Spaghetti	1	\$ 5.99	\$ 5.99
14	Kids' Hot Dog	1	\$ 4.99	\$ 4.99
15	Cola	3	\$ 1.99	\$ 5.97
16	Ice Cream Sunda	2	\$ 3.99	\$ 7.98
17	Apple Pie	1	\$ 4.99	\$ 4.99
18	Cherry Cheeseca	1	\$ 4.99	\$ 4.99
19				
20	Grand Total			\$ 69.88
21				



Typing Error

	A	B	C	D
1	Invoice			2020/07/07
2	The Winger Plance			
3	Server:	Brent		
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10	Item	Quantity	Price	Total
11	Chicken Wings	2	\$ 10.99	\$ 21.98
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15	Cola	3	\$ 1.99	\$ 5.97
16	Ice Cream Sundae	2	\$ 3.99	\$ 7.98
17	Apple Pie	1	\$ 4.99	\$ 4.99
18	Cherry Cheesecake	1	\$ 4.99	\$ 4.99
19				
20		Grand Total	\$	69.88

Recorded Script

	A	B	C	D
1	Invoice			7/7/2020
2	The Winger Place			
3				
4	Item	Quantity	Price	Total
5	Chicken Wings	2	\$10.99	\$21.98
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10	Ice Cream Sundae	2	\$3.99	\$7.98
11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
13				
14		Total		\$69.88
15		Tax		\$10.48
16				
17		Total Before Tip		\$80.36
18		Tip		
19				
20		Grand Total		\$80.36

Target State

The restaurant name “Winger Place” was misspelled.



Information Added in Error

	A	B	C	D
1	Invoice			2020/07/07
2	The Winger Place			
3	Server:	Brent		
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10	Item	Quantity	Price	Total
11	Chicken Wings	2	\$ 10.99	\$ 21.98
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17	Apple Pie	1	\$ 4.99	\$ 4.99
18	Cherry Cheeseca	1	\$ 4.99	\$ 4.99
19				
20	Grand Total		\$	69.88

Recorded Script

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1	Invoice			7/7/2020
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12	Cherry Cheesecake	1	\$4.99	\$4.99
14	Total			\$69.88
15	Tax			\$10.48
17	Total Before Tip			\$80.36
18	Tip			
20	Grand Total			\$80.36

Target State

The server name was added.



Incorrect Formatting

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:		Brent	
4				
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11	Chicken Wings	2	\$ 10.99	\$ 21.98
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19				
20	Grand Total			\$ 69.88

Recorded Script

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11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
14	Total			\$69.88
15	Tax			\$10.48
17	Total Before Tip			\$80.36
18	Tip			
20	Grand Total			\$80.36

Target State

Numbers were
incorrectly
formatted.



Pasted to Wrong Location

	A	B	C	D
1	Invoice			2020/07/07
2	The Winger Plance			
3	Server:	Brent		
4				
5				
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9				
10	Item	Quantity	Price	Total
11	Chicken wings	2	\$ 10.99	\$ 21.98
12	Cod and Chips	1	\$ 12.99	\$ 12.99
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14	Kids' Hot Dog	1	\$ 4.99	\$ 4.99
15	Cola	3	\$ 1.99	\$ 5.97
16	Ice Cream Sunda 2		\$ 3.99	\$ 7.98
17	Apple Pie	1	\$ 4.99	\$ 4.99
18	Cherry Cheeseca 1		\$ 4.99	\$ 4.99
19				
20		Grand Total	\$	69.88

Recorded Script

	A	B	C	D
1	Invoice			7/7/2020
2	The Winger Place			
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11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
13				
14		Total		\$69.88
15		Tax		\$10.48
16				
17		Total Before Tip		\$80.36
18		Tip		
19				
20		Grand Total		\$80.36

Target State

The table was
pasted to the
wrong location.



Incorrect Row Height

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:	Brent		
5				
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19				
20		Grand Total	\$	69.88

Recorded Script

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11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
14		Total		\$69.88
15		Tax		\$10.48
17		Total Before Tip		\$80.36
18		Tip		
20		Grand Total		\$80.36

Target State

Small blank rows
were not added.



Incorrect Column Width

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:	Brent		
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10	Item	Quantity	Price	Total
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17	Apple Pie	1	\$ 4.99	\$ 4.99
18	Cherry Cheesecake	1	\$ 4.99	\$ 4.99
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Incomplete Borders

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:	Brent		
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Item	Quantity	Price	Total
Chicken Wings	2	\$ 10.99	\$ 21.98
Cod and Chips	1	\$ 12.99	\$ 12.99
Kids' Spaghetti	1	\$ 5.99	\$ 5.99
Kids' Hot Dog	1	\$ 4.99	\$ 4.99
Cola	3	\$ 1.99	\$ 5.97
Ice Cream Sunda 2		\$ 3.99	\$ 7.98
Apple Pie	1	\$ 4.99	\$ 4.99
Cherry Cheeseca 1		\$ 4.99	\$ 4.99

Grand Total \$ 69.88

Recorded Script

	A	B	C	D
1	Invoice			7/7/2020
2	<i>The Winger Plance</i>			
3				
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Ice Cream Sundae	2	\$3.99	\$7.98
Apple Pie	1	\$4.99	\$4.99
Cherry Cheesecake	1	\$4.99	\$4.99
Total			\$69.88
Tax			\$10.48
Total Before Tip			\$80.36
Tip			
Grand Total			\$80.36

Target State

Borders were not properly applied.



Missing Totals Section

	A	B	C	D
1	Invoice			2020/07/07
2	<i>The Winger Plance</i>			
3	Server:	Brent		
4				
5				
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18	Cherry Cheesecake	1	\$ 4.99	\$ 4.99
19				
20		Grand Total	\$	69.88

Recorded Script

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1	Invoice			7/7/2020
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11	Apple Pie	1	\$4.99	\$4.99
12	Cherry Cheesecake	1	\$4.99	\$4.99
14			Total	\$69.88
15			Tax	\$10.48
17			Total Before Tip	\$80.36
18			Tip	
20			Grand Total	\$80.36

Target State

Missing total lines
for tax and tip.



Demo



Correct or delete errors

Copy code for missed elements

Record new code where copying is not possible



Summary



Investigated code in a recorded script

Corrected code in a recorded script

