I4

Gmail and mail merge

CHAPTER ASSIGNMENT

Name _____ Class _____ No. _____ Date _____

> Write your code in the space, then test it in the Apps Script editor. Mark where it went wrong if it did.

Questions from the Guru Jazzy chapter page, for classroom use.

Practice tasks

1. **Drafts first** (Easy). Change the merge so it creates a Gmail **draft** for each student instead of sending.

2. **Homework reminders** (Medium). Add a checkbox column E "Handed in?". Email only the students whose box isn't ticked, then show a toast saying how many reminders went.

3. **Summary table** (Medium). Send yourself one HTML email with the Name, Email and Mark columns as a table.



4. **Quota guard** (Challenge). Change `sendResults` so it stops with a clear alert, before sending anything, when there are more unsent rows than `getRemainingDailyQuota()`.



Chapter quiz

Q1 What is the difference between MailApp and GmailApp?

A	B	C	D
MailApp is faster	MailApp only sends; GmailApp can also read, search, label and draft	GmailApp only works at school	There is none

Q2 Why does the mail merge write a date into a "Sent" column?

A	B	C	D
For decoration	So that running it again skips people already emailed	Gmail requires it	To count the quota

Q3 In the loop, data[i] is row i + 1 of the sheet. Why?

A	B	C	D
The sheet has a hidden row	Arrays start at 0 and sheet rows start at 1	A bug in Apps Script	Because of the header

Q4 Why give both htmlBody and body?

A	B	C	D
body is required by law	body is the plain-text version for mail apps that can’t show HTML	It sends two emails	htmlBody needs it to work

Q5 A free Gmail account can email roughly how many recipients a day from Apps Script?

A	B	C	D
10	100	10,000	Unlimited

Q6 GmailApp.search('from:office is:unread') returns...

A	B	C	D
Messages	Threads (conversations)	Labels	A number

End of assignment · Check your answers against the chapter at gurujazzy.com/subjects/apps-script/i4-gmail-mail-merge/