

# Google Workspace with Gemini

Google Workspace with Gemini provides customers with generative AI features in Google Workspace. In this course, you learn about the main features of Gemini and how they can be used to improve productivity and efficiency in Google Workspace.



## DURATION

1 day



## LEVEL

Introductory



## FORMAT

Instructor-led

## What you'll learn

- Utilize the Gemini app to brainstorm, conduct deep research, and analyze uploaded content.
- Write, refine and summarize emails using Gemini in Gmail.
- Generate and refine written content using Gemini in Google Docs.
- Generate images and refine presentations with Gemini in Google Slides.
- Generate, analyze, and visualize data in Google Sheets using Gemini's content and formula creation tools.
- Simplify note taking and enhance meeting experience with Gemini in Google Meet.
- Summarize, search for, and synthesize information across multiple sources using Gemini in Google Drive.
- Summarize discussions, extract action items, and answer questions for rapid catch-up in Google Chat.
- Create, refine, and structure professional videos using the generative AI features in Google Vids.
- Explore NotebookLM and NotebookLM Plus to build a scalable knowledge hub and customize your AI learning experience.

Overview 12 modules

Who this course is for

- Customers

## Module 01 Introduction to Google Workspace with Gemini

Objectives

- Define generative AI, and understand its potential, challenges, and limitations.
- Outline the main features in Google Workspace with Gemini.
- Understand how to use Gemini responsibly.

---

## Module 02 Gemini app

Objectives

- Explore the Gemini app as a standalone AI assistant.
- Learn to interact with Gemini via its web and mobile applications.
- Discover how to upload and analyze files within the Gemini app.
- Explore Gemini's features.
- Learn to create custom Gems for tailored Gemini responses.

---

## Module 03 Gemini in Gmail

Objectives

- Use Gemini in Gmail to write an email.
- Use Gemini in Gmail to refine an email.
- Use Gemini to summarize an email.
- Use custom Gems in the side panel in Gmail.

Activities

- Exercise: Write and refine an email in Gmail using Gemini

---

## Module 04 Gemini in Google Docs

Objectives

- Use Gemini to generate written content.
- Use Gemini to refine written content.
- Use Gemini to generate a document.
- Use the side panel to enhance a document.

Activities

- Exercise: Generate and refine content in Docs using Gemini

## Module 05 Gemini in Google Slides

- Objectives
- Use Gemini to generate images in a presentation.
  - Use Gemini to refine image results.
  - Use the side panel to enhance your presentation.
- Activities
- Exercise: Generate an image and apply a style in Slides using Gemini
- 

## Module 06 Gemini in Google Sheets

- Objectives
- Use Gemini to generate and refine tables.
  - Use Gemini to create formulas.
  - Perform actions with Gemini.
  - Generate data analysis, insights, charts and graphs.
  - Use the AI function to generate text content.
- Activities
- Exercise: Generate and refine a tracker or project plan in Sheets using Gemini
- 

## Module 07 Gemini in Google Meet

- Objectives
- Use Gemini to help you take meeting notes.
  - Use Ask Gemini to simplify your meeting experience
- Activities
- Exercise: Create a background, generate translated captions, and take notes in Meet using Gemini
- 

## Module 08 Gemini in Google Drive

- Objectives
- Use Gemini to find files and ask questions about one or more files.
  - Synthesize relevant information across Google Workspace and Google web searches using Gemini.
  - Stay up to date on changes to your files.
- 

## Module 09 Gemini in Google Chat

- Objectives
- Use Gemini to summarize a space or conversation.
  - Generate a list of action items from a space or conversation using Gemini.
  - Answer specific questions about a space or conversation using Gemini.

---

## Module 10      Create engaging video with Google Vids

- Objectives
- Generate custom video clips and images using Veo 3.1.
  - Create a video draft structure using the Storyboard feature.
  - Produce narration by generating an AI voiceover or recording yourself.
  - Refine a video draft by editing the transcript.
  - Collaborate on and export Vids-generated videos.

---

## Module 11      NotebookLM and NotebookLM Plus

- Objectives
- Create a robust knowledge hub using NotebookLM, including the Discover Sources feature.
  - Customize your AI learning with advanced chat settings and various Audio Overview styles.
  - Utilize NotebookLM Plus features to scale your workflow.