

Automation with Gemini for Google Workspace Essentials

Key information

Course code	Automation with Gemini for Google Workspace Essentials
Course version	1.0
Course title	Automation with Gemini for Google Workspace Essentials
Description	Gemini for Google Workspace 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.
What you'll learn	<ul style="list-style-type: none">• Write and refine emails using Gemini in Gmail.• Create custom meeting backgrounds with Gemini in Google Meet.• Summarize files, search for content, and synthesize relevant information across multiple sources using Gemini in Google Drive.
Duration	3 hours
Level	Introductory
Format	Instructor-led

Content overview

Who this course is for	Anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency
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Total modules	4
Total videos	0
Total Labs	0
Total classroom activities	0
Prerequisites	None
Products	Gemini in Gmail Gemini in Google Meet Gemini in Google Drive
Not covered	Basics of Google Workspace and generative AI

Content breakdown

Module 1 title	Introduction to Gemini for Google Workspace
Module 1 topics and objectives	<ol style="list-style-type: none"> 1. Define Generative AI and understand its potential, challenges, and limitations. 2. Outline the main features in the Gemini for Workspace Enterprise add-on. 3. Understand how to use Gemini responsibly.
Module 1 activities	none
Module 2 title	Gemini in Gmail
Module 2 topics and objectives	<ol style="list-style-type: none"> 1. Use Gemini to write a new email draft. 2. Use Gemini to refine an email draft.
Module 2 activities	none
Module 3 title	Gemini in Google Meet

Module 3 topics and objectives	<ol style="list-style-type: none"> 1. Create meeting backgrounds using Gemini. 2. Use translated captions with Gemini.
Module 3 activities	none
Module 4 title	Gemini in Google Drive
Module 4 topics and objectives	<ol style="list-style-type: none"> 1. Use Gemini to find files and ask questions about one or more files. 2. Synthesize relevant information across Google Workspace and Google web searches using Gemini.
Module 4 activities	none