
Productivity with Gemini for Google Workspace - Essentials

Summary

Course Name	Productivity with Gemini for Google Workspace - Essentials
Duration & Method	3 hours; Instructor-Led Training
Level	Introductory
Audience	Anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency
Prerequisites	None

Course Overview

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:

- Write and refine emails using Gemini in Gmail.
- Develop and refine written content using Gemini in Google Docs.
- Create images with Gemini in Google Slides.
- Create plans and trackers for projects with Gemini in Google Sheets.

Course outline

Instructor Led Training

Intended Audience: Anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency

Course prerequisites: Baseline experience with cloud infrastructure and security, as well as familiarity with the Google Cloud Console is recommended.

Instructor Led Training	<ul style="list-style-type: none">3 hours of ILT content including lectures and demos
--------------------------------	---

Module Title	Objectives
Module 1 Introduction to Gemini for Google Workspace	<ul style="list-style-type: none">Define Generative AI and understand its potential, challenges, and limitations.Outline the main features in the Gemini for Workspace Enterprise add-on.Understand how to use Gemini responsibly.
Module 2 Gemini in Gmail	<ul style="list-style-type: none">Use Gemini to write a new email draft.Use Gemini to refine an email draft.
Module 3 Gemini in Google Docs	<ul style="list-style-type: none">Use Gemini to generate written content.Use Gemini to refine written content.Proofread your document for spelling, grammar, style, and word choice by using Gemini.

Module Title	Objectives
Module 4 Gemini in Google Slides	<ul style="list-style-type: none">• Use Gemini to generate images in a presentation.• Use Gemini to add a style to your image.
Module 5 Gemini in Google Sheets	<ul style="list-style-type: none">• Use Gemini to create project plans and trackers.• Edit prompts to create new versions of tables.