

Gemini for Google Workspace

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**

100 - 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 Gemini Notebook and Gemini Notebook for Enterprise to build a scalable knowledge hub and customize your AI learning experience.

Overview	12 modules
Who this course is for	• Customers
Products	• Gemini Enterprise • Google Workspace App Composer • Gemini App

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.
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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.
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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
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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
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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
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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
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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

Gemini Notebook and Gemini Notebook for Enterprise

Objectives

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