

Productivity with Gemini for Google Workspace - Essentials

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.

**DURATION**

2-3 hours

**LEVEL**

100 - Introductory

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

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.
- Describe the potential, challenges, and limitations of Generative AI and apply best practices to use Gemini responsibly.

Overview	5 modules
Who this course is for	Anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency
Products	- Gemini Enterprise - Google Workspace App Composer

Module 01 [Introduction to Gemini for Google Workspace](#)

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| Objectives | <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. |
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Module 02 [Gemini in Gmail](#)

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| Objectives | <ul style="list-style-type: none">Use Gemini to write a new email draft.Use Gemini to refine an email draft. |
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Module 03 [Gemini in Google Docs](#)

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| Objectives | <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. |
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Module 04 [Gemini in Google Slides](#)

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| Objectives | <ul style="list-style-type: none">Use Gemini to generate images in a presentation.Use Gemini to add a style to your image. |
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Module 05

Gemini in Google Sheets

Objectives

- Use Gemini to create project plans and trackers.
- Edit prompts to create new versions of tables.