Google

Practical AI for the Workplace

Demo guide

This guide walks you through key AI use cases from the course, with practical examples, structured prompts, and tips for refining AI outputs. Use it to explore, experiment, and apply AI in the workplace.*

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* Check responses for accuracy. Available in select countries and languages.

How to write effective prompts

Writing effective prompts is a skill anyone can learn. Think of a prompt as a conversation starter with AI-powered assistants like Gemini.

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Prompting framework

Prompt frameworks help make AI responses clearer, more relevant, and tailored to your needs. The four main areas to consider are **Prompt**, **Task**, **Context**, and **Format**.

Persona

Tell the AI what role to play and how to respond.

Task

Tell the AI what you want to do or create.

Context

Provide as much background as possible.

Format

Specify the desired structure (e.g. bulleted list).

You don't need to use all four in every prompt, but using a few will help make AI responses more relevant.

Example prompt

Here is an example of a prompt using all four areas that could work well in Gemini:

As an expert travel planner, create an itinerary for a seven-day holiday to Japan. I enjoy scenic walks and local cuisine. Activities should be within a three-hour train ride of Tokyo and suitable for spring weather. Present the output as a table with days separated by row.

Persona | Task | Context | Format

Simplifying content creation

Creating professional content takes time, especially with a busy workload.

Here's how Google's AI assistant, **Gemini**, can help by generating a monthly report template for faster, more consistent reporting.*

Generate a monthly report template with Gemini

01 Go to gemini.google.com and sign in.

02 Type a well-structured prompt using the **prompt framework** (see page 2), including the **Persona, Task, Context, and Format**. Here's an example:

> As a business communications specialist, create a structured template for an end-of-month report. The report is intended to be quickly reviewed by senior management and easy to update. Use sections, headers, and bullet points so it's easy for readers to scan. ↑

03 Select ↑ to run the prompt.

04 **Evaluate** whether the response meets your needs. Ask questions like:

- Does the template include all key sections relevant to my report?
- Is the level of detail appropriate for my audience?
- Is the format structured for easy updates and reuse?

05 Now it's time to **Iterate**. Type adjustments into a new prompt and run it. For example:

> Make the template more concise and data-focused. ↑

06 Keep **Evaluating** and **Iterating** to guide Gemini toward the output you're looking for. AI-generated content is a starting point. Make sure to review and refine this draft to ensure it fully reflects your brand voice, values, and specific requirements.

* Check responses for accuracy. Available in select countries and languages.

Turning research into insights

Digging through lengthy reports and finding actionable insights takes time.

Gemini Notebook—your research and thinking partner—helps summarise and analyse complex documents, so you can identify key insights faster.*

Analyse market reports with Gemini Notebook

01 Go to geminnotebook.google.com and sign in.

02 Select **Upload a source** > **Website.** To add your sources, copy and paste a link then select **Insert**. Here are some examples you can use:

Report 1

Report 2

Report 3

03 Type a well-structured prompt using the **prompt framework** (see page 2), including the **Persona, Task, Context, and Format**. Here's an example:

> As a market analyst, analyse and summarise the reports. I want to identify market growth trends, competitor offerings, and potential gaps in the market that we can target as part of a business expansion plan. Synthesise the findings into three key recommendations within 300 words.

04 Select ↑ to run the prompt. While AI shouldn't replace reading a full document, it can help you get to the key insights faster.

05 **Evaluate** whether the response meets your needs. Ask questions like:

- Are the three key recommendations clear and actionable?
- Is the summary concise and within the 300-word limit?

06 Now it's time to **Iterate**. Type adjustments into a new prompt and run it.

07 Select **Generate** in the **Audio overview** tab on the right and wait a few minutes to hear an engaging audio discussion about your sources.*

* Internet connection required. Check responses for accuracy Available in select countries and languages. Available to users 18+.

Streamlining workflows

No matter the task or project, even small time-savers make a big difference.

In **Google Workspace**, Gemini is built into popular apps like Gmail, Docs, Sheets, and more—helping you streamline daily workflows and keep projects on track.*

Create a project tracker in Google Sheets

01 Go to sheets.google.com, sign in, and open a blank spreadsheet.**

02 Select **Help me create a table** in the side panel, or ✦ in the top-right corner.

03 Type a well-structured prompt using the **prompt framework** (page 2). For example:

> Act as a project manager with expertise in workflow optimisation. Create a structured project task tracker for the operations team. The tracker should include columns for task name, assigned team member, deadline, priority level, and current status.

04 Evaluate and Iterate with additional prompts until you're satisfied.

05 Select **Insert** to add the table to your spreadsheet and edit the fields.

Generate a project summary in Google Docs

01 Go to docs.google.com, sign in, and open a blank document.**

02 Select **Create a document** at the top of the doc, or ✦ in the top-right corner.

03 Type a well-structured prompt using the **prompt framework** (see page 2), including the **Persona, Task, Context, and Format**. Here's an example:

> Act as a lead project coordinator. Write a report to the operations team, summarising the latest progress on all projects. Highlight completed milestones, upcoming deadlines, and any tasks requiring attention. Include example filler copy.

04 Remember, AI-generated content is a starting point. Keep **Evaluating** and **Iterating** until you're happy with the output.

Continue to the next page

* Check responses for accuracy. Available in select countries and languages.
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Streamlining workflows

Continued

Draft an email to stakeholders in Gmail

01 Go to gmail.com, sign in, and select **Compose**.**

02 Select ✨ at the bottom of the email.

03 Type a well-structured prompt using the **prompt framework**.*

> Act as a business communications specialist. Write an email to internal stakeholders sharing the latest project report. The email should include a placeholder section for an executive summary. Use a professional and enthusiastic tone.

04 Once your draft looks good, select **Insert**.

05 Again, AI-generated content is a starting point. Edit the email to include the necessary data, personalise the content, and ensure it meets your needs.

What else can I use Google Workspace with Gemini for?

Google Slides

Generate images, slides, and write and refine copy.**

Google Meet

Take meeting notes. Generate and translate captions.**

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Helpful resources

Explore these resources to sharpen your AI skills and put them into action. Whether you're new to AI or ready to use it at work, these apps, guides, and courses will help you get started.

Gemini app

Chat with Gemini on Android and iOS to supercharge your ideas, write, learn, plan and more.*

Scan me

Google AI Professional Certificate

Build your AI fluency and get more done, faster.*

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Gemini Notebook

Your AI research and thinking partner, grounded in the sources you provide*

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Get started with Gemini Gems

Create customised versions of Gemini for everyday tasks.

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AI tools for business

Explore the benefits of Google Workspace with Gemini.**

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Explore what's possible with AI

Explore the everyday helpfulness of AI.

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The Keyword

Stay up to date with the latest Gemini news.

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*** An enrollment fee may apply, depending on applicable terms and conditions.