Training: Google Cloud
Gemini for Google Workspace

Google Cloud

TRAINING GOALS:

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.
- 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.
- Personalize an AI assistant with NotebookLM
- Discover a platform that combines search and AI agents across all enterprise data sources with Agentspace.

Audience

This course is designed for all users of Gemini for Google Workspace who want to learn how to effectively use AI features to boost productivity and collaboration.

Products

- Gemini
- Google Workspace
- NotebookLM
- Agentspace

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70

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CONSPECT:

- Introduction to Gemini for Google Workspace
  - Objectives
    - 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.
- Gemini in Gmail
  - Objectives
    - Use Gemini to write a new email draft.
    - Use Gemini to refine an email draft.
  - Activities
    - Exercise: Write and refine an email in Gmail using Gemini
- Gemini in Google Docs
  - Objectives
    - 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.
  - Activities
    - Exercise: Generate and refine content in Docs using Gemini
- Gemini in Google Slides
  - Objectives
    - Use Gemini to generate images in a presentation.
    - Use Gemini to add a style to your image.
  - Activities
    - Exercise: Generate an image and apply a style in Slides using Gemini
- Gemini in Google Sheets
  - Objectives
    - Use Gemini to create project plans and trackers.
    - Edit prompts to create new versions of tables.
  - Activities
    - Exercise: Generate and refine a tracker or project plan in Sheets using Gemini
- Gemini in Google Meet
  - Objectives
    - Create meeting backgrounds using Gemini.

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        - Use translated captions with Gemini.
        - Take meeting notes with Gemini.
        - Use translated captions with Gemini.
    - Activities
        - Exercise: Create a background, generate translated captions, and take notes in Meet using Gemini
- 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.
- Appendix: NotebookLM and Agentspace
    - Objectives
        - Personalize an AI assistant with NotebookLM.
        - Create audio overviews of collection of documents, slides etc.
        - Discover a platform that combines search and AI agents across all enterprise data sources with Agentspace

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by Google Cloud (course completion).

TRAINER:

Authorized Google Cloud Trainer

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