Cloud Sparks Automation with Gemini for Google Workspace Essentials Training

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Duration: **3 Day**

This course introduces the main features of Gemini for Google Workspace, focusing on how generative AI can be used to improve productivity and efficiency. Learners will explore practical applications of Gemini in Gmail, Google Meet, and Google Drive, including writing and refining emails, creating custom meeting backgrounds, and summarizing and searching for information across multiple sources.

Prerequisites

There are no specific prerequisites for this course.

Target audience

This course is designed for anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency

What You Will Learn

By the end of this course, learners will be able to:

- Write and refine emails using Gemini in Gmail
- Create custom meeting backgrounds with Gemini in Google Meet
- Summarize files using Gemini in Google Drive
- Search for content and synthesize relevant information across multiple sources using Gemini in Google Drive