Google Workspace with Gemini Training

Duration: **1 Day**

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Google Workspace with Gemini introduces the key generative AI capabilities available across Google Workspace and demonstrates how Gemini can become part of everyday working practices. The course focuses on using AI-supported features to improve productivity and efficiency across commonly used Workspace applications.

Participants explore Gemini capabilities within **Gmail, Google Docs, Google Slides, Google Sheets, Google Meet, Google Drive, and Google Chat**, as well as AI-powered functionality available through **Google Vids and NotebookLM**.

Throughout the course, Gemini is applied to a variety of practical scenarios, including brainstorming, research, content creation and refinement, file analysis, data analysis and visualisation, meeting support, and information summarisation. Hands-on activities help learners understand how these capabilities can be incorporated directly into their day-to-day workflows.

Prerequisites

There are no mandatory prerequisites for attending this course.

However, previous experience using **Google Workspace applications** will be beneficial and will help participants follow the practical activities more easily.

Who Should Attend

This course is intended for users who want to explore generative AI capabilities within Google Workspace and incorporate Gemini into their everyday working processes.

What You Will Learn

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

- Use the Gemini app for brainstorming, research, and analysis of uploaded content,
- Create, refine, and summarise emails with Gemini in Gmail,
- Generate and improve written content within Google Docs,
- Create images and enhance presentations in Google Slides,
- Generate, analyse, and visualise data using Google Sheets,
- Simplify note-taking and enhance meeting activities with Gemini in Google Meet,
- Search, summarise, and synthesise information across Google Drive and Google Chat.

Training Outline

Introduction to Google Workspace with Gemini

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- Define generative AI
- Understand its potential, challenges, and limitations
- Explore the main capabilities available in Google Workspace with Gemini
- Understand how to use Gemini responsibly

Gemini App

- Explore the Gemini app as a standalone AI assistant
- Interact with Gemini through web and mobile applications
- Upload and analyse files within Gemini
- Explore key Gemini features
- Create custom Gems for more tailored responses

Gemini in Gmail

- Write emails using Gemini
- Refine and improve email content
- Summarise emails
- Use custom Gems from the Gmail side panel
- **Exercise:** Create and refine an email in Gmail using Gemini

Gemini in Google Docs

- Generate and refine written content
- Create documents and enhance content through the side panel
- **Exercise:** Generate and improve content in Docs with Gemini

Gemini in Google Slides

- Generate images for presentations
- Refine generated image results
- Enhance presentations using the side panel
- **Exercise:** Generate an image and apply a style in Slides with Gemini

Gemini in Google Sheets

- Generate and refine tables
- Create formulas and perform actions with Gemini
- Produce data analysis and insights
- Generate charts and graphs
- Use the AI function to generate text-based content
- **Exercise:** Create and refine a tracker or project plan in Sheets using Gemini

Gemini in Google Meet

- Use AI-supported meeting notes
- Simplify the meeting experience with Ask Gemini
- **Exercise:** Create a background, generate translated captions, and take meeting notes with Gemini

Gemini in Google Drive

- Find files with Gemini

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- Ask questions about file contents
- Synthesise information from Google Workspace and web searches
- Keep track of changes made to files

Gemini in Google Chat

- Summarise spaces and conversations
- Generate action items from discussions
- Ask and answer questions based on conversation content

Creating Engaging Videos with Google Vids

- Generate custom video clips and images using Veo 3.1
- Build video draft structures with the Storyboard feature
- Produce narration using AI voiceover or self-recording
- Refine video drafts by editing transcripts
- Collaborate on and export videos created with Google Vids

NotebookLM and NotebookLM Plus

- Build a knowledge hub with NotebookLM, including Discover Sources
- Personalise AI-supported learning with advanced chat settings and Audio Overview styles
- Use NotebookLM Plus capabilities to scale workflows