



Productivity with Gemini for Google Workspace Essentials

Course description

Learn how to use Gemini for Google Workspace to improve productivity, enhance collaboration, and streamline daily work activities. Discover how Gemini can help you write emails, create content, generate images for presentations, and build project plans and trackers, enabling you to work smarter and more efficiently across Google Workspace applications.

Through instructor-led demonstrations and practical examples, learners will gain hands-on experience using Gemini to draft and refine emails, generate and improve written content, create images for presentations, and build project plans and trackers. The course also introduces responsible AI usage and best practices for leveraging Gemini effectively in day-to-day work.

- Course level: Introductory
- Duration: 1 day

Activities

This course includes instructor-led training, product demonstrations, guided exercises, practical use cases, interactive discussions, ai productivity workflows, real-world scenarios, and best practice reviews to reinforce learning.

Course objectives

In this course, you will learn to:

- Understand the fundamentals of Generative AI.
- Use Gemini responsibly within Google Workspace.
- Draft and refine emails using Gemini in Gmail.
- Generate and improve written content in Google Docs.
- Proofread content using AI-assisted suggestions.
- Create AI-generated images for presentations.
- Apply styles and enhancements to generated images.
- Build project plans and trackers in Google Sheets.
- Improve workplace productivity using Gemini-powered workflows.

Intended audience

This course is intended for:

- Business Professionals
- Administrative Staff
- Project Coordinators
- Team Leads
- Managers
- Educators
- Students
- Knowledge Workers
- Google Workspace Users
- Anyone seeking productivity improvements with AI

Prerequisites

We recommend that attendees of this course have:

- No prerequisites required.
- Basic familiarity with Google Workspace applications is beneficial.
- Interest in improving productivity through AI-powered tools.

Products covered

- Gemini for Google Workspace

- Gmail
- Google Docs
- Google Slides
- Google Sheets

Course outline

Module 01 - Introduction to Gemini for Google Workspace

- Introduction to Generative AI
- Gemini Features and Capabilities
- Gemini for Workspace Enterprise Add-on
- Responsible AI Usage

Module 02 - Gemini in Gmail

- Creating New Email Drafts
- Refining Email Content
- Email Tone and Style Adjustments

Module 03 - Gemini in Google Docs

- Content Generation
- Content Refinement
- Grammar and Style Improvements
- Proofreading Assistance

Module 04 - Gemini in Google Slides

- AI Image Generation
- Image Styling and Enhancement
- Presentation Content Support

Module 05 - Gemini in Google Sheets

- Project Plan Creation
- Project Tracker Development
- Prompt Editing and Table Generation

Certification details

Participants receive a course completion certificate upon successfully attending the training program.

FAQs

Who should attend this course?

This course is designed for anyone who wants to improve productivity and efficiency using Gemini within Google Workspace.

Is prior AI experience required?

No. The course is designed for beginners and introduces Gemini from the ground up.

Which Google Workspace applications are covered?

The course covers Gmail, Google Docs, Google Slides, and Google Sheets.

Is this a hands-on course?

Yes. The course includes demonstrations and practical examples showing how Gemini can be used in everyday work scenarios.

What will I learn?

You will learn how to draft emails, create content, generate images, build project plans, and improve productivity using Gemini.

Does the course cover responsible AI?

Yes. Responsible AI usage, best practices, and limitations of Generative AI are introduced in the course.

How long is the course?

The course is delivered in a 3-hour instructor-led format.

What business benefits can organizations expect?

Organizations can improve employee productivity, enhance communication, streamline content creation, accelerate project planning, and increase efficiency through AI-powered collaboration tools.