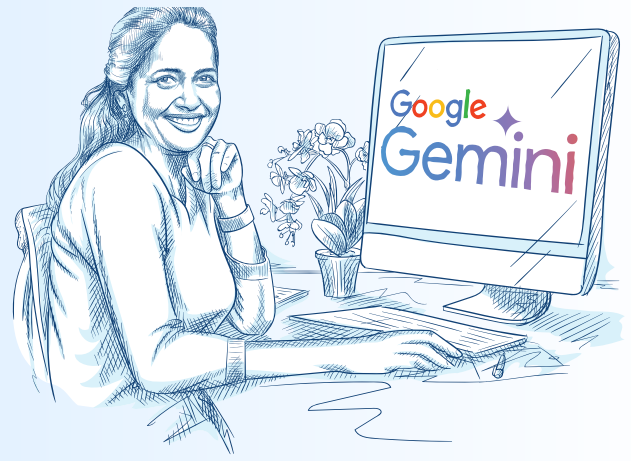


# Gemini for Google Workspace Introduction


Ever spent hours creating slides that could have been done in minutes? This Gemini course transforms Google Workspace users into AI collaboration champions.

Whether you're drafting endless emails or wrestling with spreadsheet formulas, you'll learn to harness AI assistance that works across your favourite Google tools, without accidentally summoning skynet in the process.




## What You'll Get With This Course

 **Live Instructor-Led Training**  
Highly experienced and approachable trainers

 **Comprehensive Materials**  
PDF manual and training files included!

 **eCertificate of Completion**  
Proudly recognise your achievement

 **Lifetime Support**  
Expert help, always within reach

Skill Level: **Beginner**

Duration: **½ Day**

Time: **9:00am – 12:00pm**

## Course Content

### Getting Started with Gemini

- Overview of Gemini
- Writing Basic Prompts in Gemini
- Refining Responses with Feedback
- How Gemini Integrates with Google Workspace

### Gemini in Gmail

- Drafting Emails with AI Assistance
- Using Gemini's "Help Me Write"
- Creating and Refining Responses
- Adding Meeting Times

### Gemini in Google Docs

- Exporting from Gemini to Docs
- Editing and Refining Text
- Generating Text with Gemini
- Summarising Documents

### Gemini in Google Sheets

- Creating Tables for Structured Data
- Generating Formulas
- Troubleshooting Formulas
- Insights with Data Analysis

### Gemini in Google Slides

- Creating Presentation Outlines
- Summarising and Refining Content
- Generating and Replacing Images