

Google Gemini AI for Work & Productivity

Course Duration

16 Hours

Prerequisites

- Basic computer and internet usage skills
- Familiarity with Google Workspace tools such as Gmail, Docs, Sheets, and Slides
- Basic understanding of spreadsheets and data concepts
- Access to Google Gemini and Google Workspace with Gemini enabled

Course Objective

This course introduces learners to Google Gemini AI and its practical applications for workplace productivity. Participants will learn how to interact effectively with Gemini using prompt engineering, automate everyday tasks, generate and refine content, analyze data, and use Gemini across Google Workspace tools such as Gmail, Docs, Sheets, and Slides. The course also explores advanced capabilities including Gemini Canvas, multimedia generation, NotebookLM for research, and building AI assistants using Google Agent Designer. By the end of the course, learners will be able to leverage Gemini AI to improve efficiency, decision-making, and workflow automation in professional environments.

Module 1: Introduction to AI

- Overview of Artificial Intelligence and Machine Learning
- Understanding Generative AI
- Examples of AI used in everyday tools
- How modern AI assistants work
- Applications of AI in business and productivity

Module 2: Introduction to Generative AI and Gemini

- Overview of Large Language Models
- Introduction to Google Gemini and its capabilities
- Key features of Gemini for workplace productivity
- Understanding multimodal AI capabilities
- Real-world use cases of Gemini in professional environments

Module 3: Getting Started with Gemini

- Accessing Gemini through web and Google Workspace
- Understanding the Gemini interface and conversation workflow
- Writing your first prompts and interacting with AI
- Managing conversation context and refining responses

- Best practices for working with AI assistants

Module 4: Prompt Engineering for Work Productivity

- Principles of effective prompt design
- Writing clear instructions for better results
- Using context and examples in prompts
- Refining prompts to improve output quality
- Prompt templates for common workplace tasks

Module 5: Using Gemini in Office Applications

- Drafting professional emails using Gemini
- Summarizing long email threads
- Generating reports and documents using Gemini
- Editing, rewriting, and improving written content
- Using Gemini to analyze spreadsheet data
- Generating presentation outlines with Gemini

Module 6: Gemini Canvas for AI Collaboration

- Introduction to Gemini Canvas workspace
- Generating and editing long-form content
- Collaborating with AI for document creation
- Iterating and refining ideas with Canvas tools
- Managing AI-assisted content workflows

Module 7: Multimedia Creation with Gemini

- Overview of multimodal generation capabilities
- Generating images using prompts
- Creating music using AI tools integrated with Gemini
- Generating short videos and creative media
- Practical applications for marketing and content creation

Module 8: Research and Knowledge Management with NotebookLM

- Introduction to Google NotebookLM
- Uploading and organizing source documents
- Generating summaries and insights from sources
- Using NotebookLM for research and knowledge synthesis
- Creating structured notes and study materials using AI

Module 9: Building AI Assistants using Google Agent Designer

- Introduction to AI agents and automation concepts
- Overview of Google Agent Designer platform
- Designing task-specific AI assistants
- Configuring prompts, instructions, and workflows

Module 10: Data Analysis and Research with Gemini

- Using Gemini to explore and analyze datasets
- Generating insights and summaries from data
- Using AI for research and information discovery
- Creating reports and analytical summaries
- Improving decision-making with AI assistance

Module 11: Responsible AI Use and Best Practices

- Understanding limitations of generative AI systems
- Verifying AI-generated outputs
- Data privacy and responsible AI usage
- Ethical considerations when using AI tools
- Best practices for integrating AI into daily workflows

Note:

This course includes hands-on exercises also complete a capstone project that applies Gemini tools for real-world productivity tasks. Each session will conclude with an interactive Qubits and Q&A discussion to clarify concepts and address participant questions.