Generative AI using Gemini for Google Workspace Training

COURSE CONTENT

GET IN TOUCH

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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

Generative AI using Gemini for Google Workspace training by Multisoft Systems is designed to help professionals and organizations harness the power of artificial intelligence to enhance productivity and streamline daily tasks. This comprehensive training program focuses on practical, real-world applications of Gemini, Google's AI-powered assistant, integrated within Google Workspace tools such as Docs, Sheets, Slides, Gmail, and Meet.

Module 1: Understanding Generative AI

- ✓ Learning How Generative AI Works
- ✓ Reviewing Advancements in Generative AI
- ✓ Looking Ahead to the Future of Generative AI
- ✓ Understanding Google Gemini

Module 2: Understanding Gemini and its capabilities

- ✓ Understanding Gemini's role in Google Workspace
- ✓ Identifying the Components of Google Workspace
- ✓ Embracing Responsible AI
- ✓ Interacting with Gemini Workspace Content

Module 3: Understanding the Interface

- ✓ Understanding Google Workspace
- ✓ Using Work Mode
- ✓ Asking questions and submitting prompts
- ✓ Crafting effective prompts for desired outcomes
- ✓ Interacting with Gemini Web Content

Module 4: Understanding the Interface

- ✓ Using Web Mode
- ✓ Asking questions and submitting prompts
- ✓ Crafting effective prompts for desired outcomes
- ✓ Creating Generative AI Images
- ✓ Using Gemini in the Chrome Browser

Module 5: Accessing Gemini

- ✓ Using Chat
- ✓ Using Compose

✓ Showcasing Gemini Features in Docs

Module 6: Writing a Draft

✓ Summarizing a Document
✓ Rewriting Text
✓ Asking a Question about the Document
✓ Creating a Table
✓ Showcasing Gemini Features in Sheets

Module 7: Working with a Sheet Table

✓ Creating a Formula Column
✓ Analyzing Data
✓ Sorting and Filtering Data
✓ Highlighting Portions of Data
✓ Creating Charts
✓ Showcasing Gemini Features in Slides

Module 8: Creating a Presentation from a Prompt

✓ Creating a Presentation from a File
✓ Adding a Slide
✓ Summarizing a Presentation
✓ Organizing a Presentation
✓ Showcasing Gemini Features in Gmail

Module 9: Drafting a Message with Gemini

✓ Using Coaching with Gemini
✓ Summarizing Email Messages
✓ View outline in Word