Gemini for Google Workspace

Duración: 1 Días Código del Curso: GO9086 Método de Impartición: Curso Cerrado (In-Company)

Temario:

Google Workspace with Gemini provides customers with generative AI features in Google Workspace.

In this course, you learn about the main features of Gemini and how they can be used to improve productivity and efficiency in Google Workspace.

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Curso Cerrado (In-Company)

Debido a que nuestra formación es modular, nuestros responsables de formación e instructores pueden trabajar con usted y su equipo para detectar las necesidades formativas y adaptar un temario de forma rápida y rentable. Durante una formación cerrada, usted recibirá una formación de expertos en un curriculum adaptado a sus necesidades.

Dirigido a:

This course is intended for business users, professionals, and teams who want to enhance productivity and collaboration using Google Workspace and Gemini.

Objetivos:

- **After this course participants should be able to:**
- Utilize the Gemini app to brainstorm, conduct deep research, and analyze uploaded content.
- Write, refine and summarize emails using Gemini in Gmail.
- Generate and refine written content using Gemini in Google Docs.
- Generate images and refine presentations with Gemini in Google Slides.
- Generate, analyze, and visualize data in Google Sheets using Gemini's content and formula creation tools.
- Simplify note taking and enhance meeting experience with Gemini in Google Meet.
- Summarize, search for, and synthesize information across multiple sources using Gemini in Google Drive.
- Summarize discussions, extract action items, and answer questions for rapid catch-up in Google Chat.
- Create, refine, and structure professional videos using the generative AI features in Google Vids.
- Explore NotebookLM and NotebookLM Plus to build a scalable knowledge hub and customize your AI learning experience.

Prerequisitos:

Participants should have a basic understanding of Google Workspace applications and general computer skills.

Exámenes y certificación

None

Siguientes cursos recomendados:

No recommendation

Contenido:

Module 1: Introduction to Google Workspace with Gemini

- Define generative AI, and understand its potential, challenges, and limitations.
- Outline the main features in Google Workspace with Gemini.
- Understand how to use Gemini responsibly.

Module 2: Gemini app

- Explore the Gemini app as a standalone AI assistant.
- Learn to interact with Gemini via its web and mobile applications.
- Discover how to upload and analyze files within the Gemini app.
- Explore Gemini's features.
- Learn to create custom Gems for tailored Gemini responses.

Module 3: Gemini in Gmail

- Use Gemini in Gmail to write an email.
- Use Gemini in Gmail to refine an email.
- Use Gemini to summarize an email.
- Use custom Gems in the side panel in Gmail.
- Exercise: Write and refine an email in Gmail using Gemini

Module 4: Gemini in Google Docs

- Use Gemini to generate written content.
- Use Gemini to refine written content.
- Use Gemini to generate a document.
- Use the side panel to enhance a document.
- Exercise: Generate and refine content in Docs using Gemini

Module 5: Gemini in Google Slides

- Use Gemini to generate images in a presentation.
- Use Gemini to refine image results.
- Use the side panel to enhance your presentation.
- Exercise: Generate an image and apply a style in Slides using Gemini

Module 6: Gemini in Google Sheets

- Use Gemini to generate and refine tables.
- Use Gemini to create formulas.
- Perform actions with Gemini.
- Generate data analysis, insights, charts and graphs.
- Use the AI function to generate text content.
- Exercise: Generate and refine a tracker or project plan in Sheets using Gemini

Module 7: Gemini in Google Meet

- Use Gemini to help you take meeting notes.
- Use Ask Gemini to simplify your meeting experience
- Exercise: Create a background, generate translated captions, and take notes in Meet using Gemini

Module 8: Gemini in Google Drive

- Use Gemini to find files and ask questions about one or more files.
- Synthesize relevant information across Google Workspace and Google web searches using Gemini.
- Stay up to date on changes to your files.

Module 9: Gemini in Google Chat

- Use Gemini to summarize a space or conversation.
- Generate a list of action items from a space or conversation using Gemini.
- Answer specific questions about a space or conversation using Gemini.

Module 10: Create engaging video with Google Vids

- Generate custom video clips and images using Veo 3.1.
- Create a video draft structure using the Storyboard feature.
- Produce narration by generating an AI voiceover or recording yourself.
- Refine a video draft by editing the transcript.
- Collaborate on and export Vids-generated videos.

Module 11: NotebookLM and NotebookLM Plus

- Create a robust knowledge hub using NotebookLM, including the Discover Sources feature.
- Customize your AI learning with advanced chat settings and various Audio Overview styles.
- Utilize NotebookLM Plus features to scale your workflow.

Información Adicional:

Official course book provided to participants.

Más información:

Para más información o para reservar tu plaza llámanos al (34) 91 425 06 60

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