Gemini for Google Workspace

Duration: 1 Day Course Code: GO9086

Overview:

Discover Gemini for Google Workspace
This training "Gemini for Google Workspace" provides customers with generative AI features in Google Workspace.
Google Workspace is the AI-powered collaboration platform designed to enhance team and individual productivity. It brings Gemini's powerful AI assistance directly into the apps teams use every day, like Gmail, Docs, and Meet.
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.
Updated 12/03/2026

Target Audience:

New and existing Google Workspace administrators

Objectives:

- After this course participants should be able to:
- Write and refine emails using Gemini in Gmail.
- Develop and refine written content using Gemini in Google Docs.
- Create images with Gemini in Google Slides.
- Create plans and trackers for projects with Gemini in Google Sheets.
- Create custom meeting backgrounds with Gemini in Google Meet.
- Summarize files, search for content, and synthesize relevant information across multiple sources using Gemini in Google Drive.
- Personalize an AI assistant with NotebookLM.
- Discover a platform that combines search and AI agents across all enterprise data sources with Agentspace.

Prerequisites:

Testing and Certification

Follow-on-Courses:

No specific recommendation

Content:

Module 1: Introduction to Gemini for Google Workspace

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

Module 2: Use Gemini in GMail

- Use Gemini to write a new email draft.
- Use Gemini to refine an email draft.
- Exercise: Write and refine an email in Gmail using Gemini

Module 3: Gemini in Google Docs

- Use Gemini to generate written content.
- Use Gemini to refine written content.
- Proofread your document for spelling, grammar, style, and word choice by using Gemini.
- Exercise: Generate and refine content in Docs using Gemini

Module 4: Gemini in Google Slides

- Use Gemini to generate images in a presentation.
- Use Gemini to add a style to your image.
- Exercise: Generate an image and apply a style in Slides using Gemini

Module 5: Gemini in Google Sheets

- Use Gemini to create project plans and trackers.
- Edit prompts to create new versions of tables.
- Exercise: Generate and refine a tracker or project plan in Sheets using Gemini

Module 6: Gemini in Google Meet

- Create meeting backgrounds using Gemini.
- Use translated captions with Gemini.
- Take meeting notes with Gemini.
- Exercise: Create a background, generate translated captions, and take notes in Meet using Gemini

Module 7: 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.

Module 8: Appendix: NotebookLM and Agentspace

- Personalize an AI assistant with NotebookLM.
- Create audio overviews of collection of documents, slides etc.

Discover a platform that combines search and AI agents across all enterprise data sources with Agentspace.

Additional Information:

Official course book provided to participants.

Further Information:

For More information, or to book your course, please call us on Head Office Tel.: +974 40316639

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