

Gemini Training: Optimize Google Workspace and Boost Your Productivity with AI

Module 1: Introduction to Google Workspace and Gemini

- **1.1 Overview of Google Workspace**
 - What Is Google Workspace?
 - Benefits of Online Tools
- **1.2 Introduction to Gemini**
 - What Is Gemini and How Does It Work?
 - Gemini Use Cases for Improving Productivity
- **1.3 Exploring Google Drive**
 - Navigating Google Drive
 - Managing Files and Folders

Module 2: Google Docs and Gemini

- **2.1 Creating and Formatting Documents**
 - Google Docs Interface and Formatting Tools
 - Using Templates and Styles
- **2.2 Collaboration and Suggestions with Gemini**
 - Collaborating on a Document
 - Using Gemini to Generate Content and Provide Suggestions

Module 3: Google Sheets and Gemini

- **3.1 Introduction to Spreadsheets**
 - Overview of Google Sheets
 - Basic Features: Data Entry and Simple Formulas
- **3.2 Data Analysis with Gemini**
 - Automatically Generating Charts and Analyses
 - Using Gemini to Create Complex Formulas

Module 4: Google Slides, Additional Tools, and AI

- **4.1 Creating Presentations with Google Slides**
 - Formatting Slides
 - Adding Multimedia Content and Using Gemini-Assisted Design
- **4.2 Additional Tools and Gemini Integration**
 - Using Google Forms to Create Surveys
 - Analyzing Responses with Gemini