Google AI Essentials

New to AI? With Google AI Essentials, you'll discover how you can use AI to assist, empower, and inspire you. Learn how to use generative AI tools to help speed up daily tasks, make more informed decisions, and develop new ideas and content.

Get started

Get more done, faster

Designed by experts at Google, AI Essentials shows you how to integrate AI tools into your daily workflow and increase your productivity.

average hours saved each day reported by employees who use generative AI[1]

spend on administrative tasks for school and my internship in half."

JAIMEER G.
Google AI Essentials graduate

What's in store

Do more than just learn AI fundamentals. With AI Essentials, you'll practice using AI with hands-on activities based on real-world scenarios.
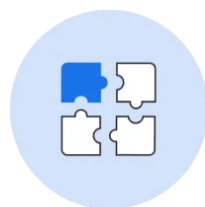
No experience required
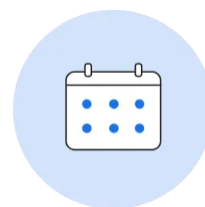
All skill levels welcome

<5 hours to complete

Learn at your own pace

5 modules

Master the fundamentals quickly

Flexible schedule

AI training that fits into your life

COURSE

AI Essentials

Brainstorm

You'll learn how to use AI to help generate ideas and then turn that idea into an outline.

Analyze & Take Action

You'll use AI to help research and organize information so you can make decisions based on a set criteria.

Boost Productivity

You'll learn how to use AI to help draft email responses so you can quickly clear out your inbox.

Module breakdown

MODULE 1   Introduction to AI

MODULE 2   Maximize Productivity With AI Tools
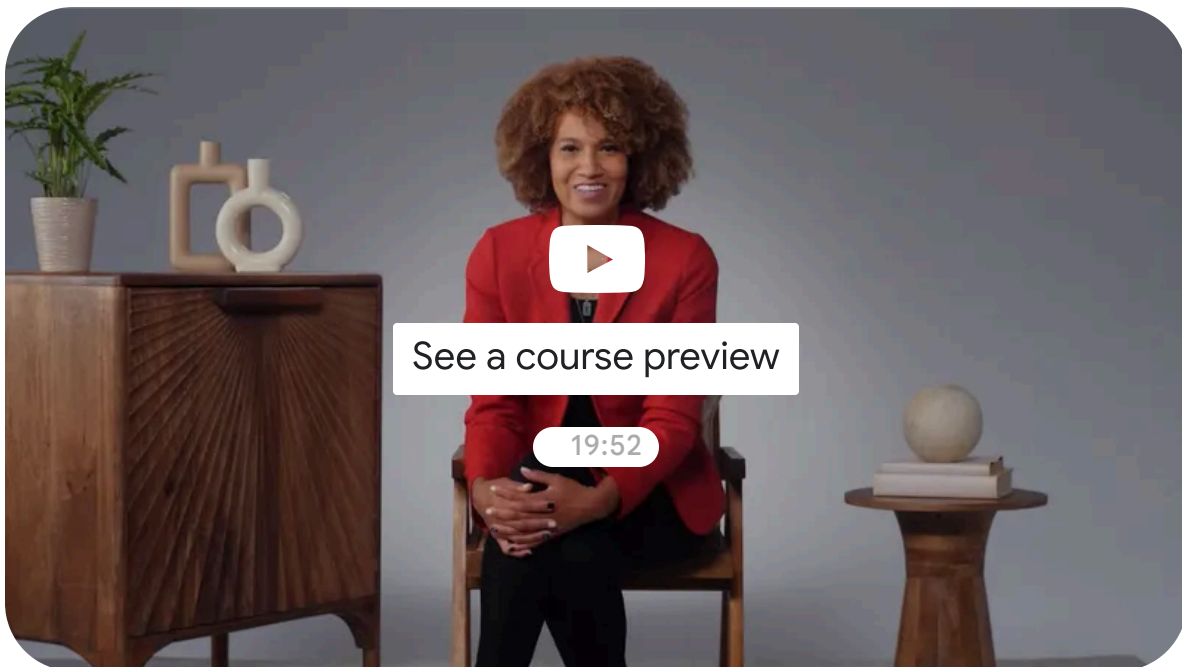
Grow with Google

MODULE 4	Use AI Responsibly
MODULE 5	Stay Ahead of the AI Curve

View full module details ⧉

See a course preview

19:52

Stand out with in-demand AI skills

collaborate with AI, you're giving yourself a competitive edge and setting yourself up for success.

Earn a certificate

After completion, you can add your Google AI Essentials Certificate to your resume and professional profile.

Get hands-on experience

No need to wait. With Google AI Essentials, you'll gain practical knowledge that you can put to use right away.

Hear from our graduates

"The course did a great job explaining AI - from development through application. I appreciated the varying perspectives presented, which were helpful in understanding how to AI responsibly as a tool in my profession, rather than a novelty."

CRIS M.
Google AI Essential graduate

"I really think [the course] was perfect. It wasn't too high level and it gave you that hands-on experience. I feel like my prompts have improved significantly."

MEREDITH A.
Google AI Essential graduate

"I thought I was proficient until I took [AI Essentials], but there was so much I didn't know. I would probably say it saves me more than 20 hours a week. I don't have to hire a personal assistant because AI does that work."
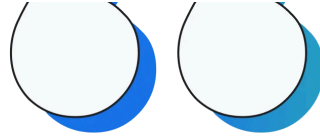
LAKETRA C.
Google AI Essential graduate

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Google AI Essential graduate

Keep learning with these related programs

Prompting Essentials

AI is only effective as the prompts, or instructions, you give it. In just 5 easy

View course

Google Career Certificates

Our flexible online training programs are designed to put you on the fast-track to careers in high-paying fields – and to keep you up-to-date with the latest tools and technologies like generative AI.

View all programs

Frequently asked questions

Collapse all ⇕

What is AI? ⌃

intelligence. But what does that mean exactly? AI refers to computer programs trained to do complex actions that usually require human brain power — and potentially a lot of time and effort — to accomplish. Simply put, AI can help with challenging tasks. When you learn to use AI tools effectively in your job, it can help you speed through some of those not-so-fun, routine tasks you dread to tackle, which can give you the time and space you need to concentrate on big-picture thinking or reach your goals more quickly. For example, you can use AI tools to help summarize notes, analyze dense spreadsheets, and create an engaging presentation. You can even use AI tools to help draft a detailed sales report and highlight key insights that you can share with your coworkers and managers. By learning how to augment your work with AI, you can set yourself up for success in today's dynamic workplace — and you don't even need programming skills to use it.

What is Generative AI?

Generative AI is a specific form of AI that focuses on creating new content like text, images, or other media based on examples it's been trained on. Some AI tools accept text or speech as input, while others also take videos or images. An exciting feature of generative AI tools is that you can give them instructions with natural language, also known as prompts. So, no coding is needed. During Google AI Essentials, you'll practice using a conversational AI tool like Gemini, where you'll experience using natural language to ask Gemini questions or brainstorm with it. In the workplace, you can use generative AI tools to get creative

You can prompt the AI tool to help brainstorm ideas. Then, after reviewing the output, you can refine your ideas with additional prompts. You can even use an AI tool to generate a presentation outline to explain the product further and an image generator to create visuals for your presentation.

Why should I leverage AI tools at work?

AI is quickly transforming today's workplace. It makes sense, then, that developing a strong understanding of how to use the technology could give you a competitive edge in a variety of industries. But beyond helping you cultivate a fruitful career, AI can make your days at work more productive, too. AI can tackle routine tasks on your to-do list, help you enhance the quality of your work, empower you to make informed decisions, and generate new content for you. Stuck for ideas at the beginning of a project? Use AI as a creative collaboration tool. Drowning in a sea of emails? Use AI tools to help draft responses so you can clear out that inbox quickly. Need to make a quick promo video to market a new product? Just prompt an AI tool with your ideas and assets.

Why enroll in the Google AI Essentials online course?

working to make the technology helpful for everyone. In under 5 hours, they'll do more than teach you AI fundamentals — they'll show you how to actually use it. You'll get practical, hands-on experience augmenting your current and future work tasks with AI. Through videos, readings, and interactive exercises, you'll learn how to use generative AI tools, create effective prompts, use AI responsibly, and select the right AI tools for your work needs.

This self-paced course is accessible to everyone and is designed to fit into busy schedules. You don't need any technical experience to begin, and the skills you'll learn can be applied to a variety of roles across industries. After you complete the course, you'll earn a certificate from Google to share with your network and potential employers.

Who is Google AI Essentials for?

This course is designed for anyone who feels swamped — like there's never enough time to tackle the work that actually matters to them and their company. It's created for those who want to supercharge their skillset and save time. With Google AI Essentials, you can develop the essential AI skills you need to be successful in today's workplace, zero experience required.

You'll gain hands-on experience using a variety of AI tools to accomplish different workplace tasks. From conversational AI tools to text-to-image generators, each activity comes with a list of AI tools you can choose from to learn how to get the job done.

How are the AI skills I learn in Google AI Essentials applicable to my work? ⌃

Within each module, there are hands-on activities to practice using AI tools across many different real workplace scenarios. These activities provide an opportunity to learn by doing. Learners will develop practical skills that can be applied immediately to their work or can be showcased to employers. For example, when you discover the art of prompt engineering in module 3, you'll use a conversational AI tool to help develop ideas and generate content to promote a product. You'll incorporate AI into creative tasks such as brainstorming ideas for a presentation.

What modules are included in the Google AI Essentials curriculum? ⌃

Maximize Productivity With AI Tools Discover the Art of Prompting Use AI Responsibly Stay Ahead of the AI Curve

What will I get when I finish Google AI Essentials?

After you complete the course, you'll earn a certificate from Google to share with your network and potential employers.

Why is a certificate from Google important?

Having a certificate from Google is a concrete way to show current and future employers your competency in AI, an increasingly essential skill set.

How can I be sure Google AI Essentials will teach the latest AI skills?

AI training regularly to make sure it stays relevant.

Is Google AI Essentials an online course?

Yes, Google AI Essentials is an online course that you can complete at your own pace.

Is Google AI Essentials free?

Google AI Essentials costs $49 per month after an initial 7-day trial period. When you purchase the course, you'll have access to all course materials, including videos, activities, readings, and graded assessments. When you complete the course, you'll earn a certificate from Google to share with your network and potential employers. If you are interested in financial assistance for Google AI Essentials, you may be eligible for financial aid via [Coursera](#) through the course page. Recipients of financial aid have full access to course content and assignments required to earn a certificate. To apply, go to the course page on Coursera and click the "Financial aid available" link next to the "Enroll" button.

Google AI Essentials is available on Google Career Skills and Coursera.

Who designed Google AI Essentials?

Google AI Essentials was designed and built by subject-matter experts and AI practitioners at Google.

How are Google Career Essentials different from Google Career Certificates?

your career. Whether you're looking to add a skill to your resume, apply a new skill to uplevel your work, or simply learn something new, the course will help you quickly gain valuable competencies. In contrast, Google Career Certificates prepare you for entry-level jobs in specific career fields like Cybersecurity, Data Analytics, Project Management, IT Support and others. They take about three to six months to complete. At the end, you'll unlock job search support including 1-on-1 career coaching, an exclusive job board with 150+ employers, and more.

View less

[1]Visier. Survey Report: Closing the Global Skills Gap (2023)

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Prompting Essentials

AI Essentials

Generative AI for Educators

Grow Your Business with AI

Interview Warmup

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