

Use the Gemini in Drive side panel

In this activity, you apply what you learned about Gemini in Google Drive to help you navigate through your documents and help you work more efficiently.



Task 1 - Ask questions about a file

1. On your computer, go to drive.google.com.
2. At the top right, click **Ask Gemini**.
3. Select a file in your My Drive and drag it into the Gemini in Drive side panel to summarize the file.

Note: Gemini in Drive can also summarize files by using a prompt. In the prompt box, type “summarize this document,” and then include a link to the document.

4. Type a prompt to ask Gemini a question about the file's content.

Directions: You just came back from vacation and need to further familiarize yourself with a file before your next team meeting. Write a prompt to help you do this. Consider asking questions including:

- What are the key selling points highlighted?
- Can you summarize the initiatives mentioned?
- Are there any customer testimonials included?

5. Click **Enter** to submit the prompt.

Note: Gemini might take a few seconds to generate a response.

Check your work: Does your prompt...

- ☐ Specify the file you'd like Gemini to analyze by providing a link to it or mentioning the file name?
- ☐ Contain a clear and concise question?
- ☐ Avoid using jargon that Gemini might not understand?

Task 2 - Ask questions about a broader topic

1. Select multiple files in your My Drive that are about a similar topic.
2. Provide a prompt to ask Gemini about the topic.

Directions: Pose a question to Gemini that spans across these files. Consider asking questions like:

- What are the top-selling products mentioned across these files?
- What are the common customer concerns or suggestions related to sustainability in these feedback files?
- What are the sales trends for different product categories based on these reports?

3. Click **Enter** to submit the prompt.