

This activity is optional, but highly recommended to help you practice using AI tools. If you are unable to complete this activity, you will still be able to progress through the course and earn a certificate.

To complete this activity, you'll fill out a template for practice. You don't need to upload or submit the template to progress through the course and earn a certificate. In the next activity, you'll compare your template to an exemplar for self-review.

> Activity details



Activity Overview

In this activity, you'll use Gemini in Workspace apps to complete a variety of workplace tasks more efficiently and effectively with the help of generative AI. After completing this activity, you'll be able to use Gemini in Google Docs to help you draft documents, Gemini in Google Slides to help you generate unique images for presentations, Gemini in Google Sheets to help you create tables, Gemini in Gmail to draft emails, and Gemini in Google Meet to generate custom background images.

What you will do:

- Complete a report in Docs.
- Create images in Slides.
- Create a spreadsheet in Sheets.
- Draft an email invitation in Gmail.

Materials needed

Gemini in Workspace apps

In this activity, you'll use Gemini in Workspace apps. Later in this activity, you'll get instructions about how to access Gemini in Workspace apps.

Note: To complete this activity, you'll need a Google Account to use the templates and access Gemini in Workspace apps. Gemini in Workspace apps is not available in certain countries and languages. For more details, refer to [Where you can use Google Workspace Labs](#). If you don't have a Google account or you can't access the templates or Gemini in Workspace apps, you can skip this optional activity and continue to the next item in the course.

Scenario

Review the following scenario. Then complete all of the steps.

You're the manager of an independent bookstore. You want to increase profits from your fiction book sales. To work towards this goal, you must:

- Finalize a report in Docs that analyzes last year's sales of different book genres. To begin, refine what's already written with additional content. Then, create a summary of the review.
- Develop a presentation in Slides on the topic of increasing sales to share at an upcoming team meeting. Add engaging images to the presentation that help inspire the team.
- Create a spreadsheet to track ideas for fiction promotions in Sheets. To begin, develop a table that will help you organize this information.
- Send an email invitation in Gmail to your customers, inviting them to a fantasy book club.
- Create a customized background in Meet for a virtual meeting with your team that will energize and motivate them.

You will use Gemini in Workspace apps like Docs, Slides, Sheets, Meet, and Gmail to help you complete these tasks.

> Access Gemini in Workspace Apps

Access Gemini in Workspace apps

You will be able to access Gemini in Workspace apps by signing up for Workspace Labs with a personal Google Account. Gemini in Workspace apps is not available in certain countries and languages. For more details, refer to [Where you can use Google Workspace Labs](#). To access Gemini in Workspace apps: Sign in to your personal Google Account.

Sign up for [Workspace Labs](#).

After user sign-up, Workspace Labs is turned on. Users will see an in-product welcome screen when opening Workspace apps, such as Google Docs and Sheets.

Refer to the resource about how to [Create a Google Account](#), if you don't already have one. For more information on Workspace Labs, you can also review the document: [Get started with Google Workspace Labs](#).

Note: Before you use Gemini in Workspace apps, review the following information:

Workspace Labs is a program for testing Google Workspace features before they become broadly available.

For more details on using Gemini, such as who can use Gemini, Gemini's Privacy Notice, and where Gemini is currently available, refer to the [Gemini Apps FAQ](#).

Review the [Google Workspace Labs Privacy Notice and Terms for Personal Accounts](#).

Please don't enter private or confidential information in your Gemini in Workspace apps conversations or any data you wouldn't want Google to use to improve its products, services, and machine learning technologies. Google uses Workspace Labs Data and metrics to provide, improve, and develop products, services, and machine learning technologies across all Google Workspace products.

While Gemini in Workspace apps is improving every day, users may see slightly different experiences in their Workspace instance as feedback and new features are incorporated into the product.

Feedback from a wide range of experts and users helps Gemini in Workspace apps improve every day. You can provide feedback using the thumbs up or thumbs down button or option to further explain in a comment.

> Part 1 - Complete a report in Docs

In Part 1, you'll use Gemini in Docs. Follow the step(s) below to complete Part 1 of this activity.

Step 1: Access the template

To use the template for this course item, make sure you're logged into your Google Account with Workspace Labs access. Then, click the following link and select Use Template.

Link to template: [Fiction sales analysis](#)

This will open the template in Google Docs. For more information on Google Docs, you can reference the Google Docs Help Center. The template is designed to be used in Google Docs. If you don't have a Google Account or can't access the template, you can skip this optional activity.

Step 2: Add ideas for promoting historical fiction

Go to your Fiction sales analysis template and notice that part of the report is complete. Now, you need to add more details to the report about how you'll improve sales by promoting historical fiction, your lowest-performing genre.

You will use Gemini in Docs to help you brainstorm promotion ideas and then add these ideas to your template.

In the Promoting historical fiction section of your template, place your cursor at the first bullet in this section.

Click the Help me write icon to launch Gemini in Google Docs. For more details, refer to the [Write with Gemini in Google Docs](#) documentation.

Ask Gemini in Google Docs to generate ideas using the following prompt:

What can our bookstore do to promote more sales of historical fiction?

Then, click Create. Read through the generated ideas and edit the generated response as needed. When you are satisfied with the output, click Insert to add these to your template.

Step 3: Take notes on ideas for promoting mystery

Next, review the Promoting mystery section of your report, which includes a copy of an email in italics. The email was sent from your colleague at the bookstore, and include: promoting the mystery genre. You will use Gemini in Docs to convert the email content into bulleted notes so you can easily share it with others.

Select all the italicized text at the end of the Promoting mystery section of your template. Then click the Help me write icon. A menu appears with options to adjust the tone of text, summarize it, bulletize it, elaborate on it, shorten it, or rephrase it. It also allows you to enter a custom request.

Click Bulletize to take notes from the paragraph.

Review the generated bulleted list. You can click Refine to ask Gemini in Docs to refine the text in additional ways if you'd like. For example, you can click Shorten to make it notes more concise.

Next, click Replace to add it to your template in place of the original paragraph. Edit the notes as needed and make sure you have at least three ideas for improving mystery

Step 4: Generate a summary of the report

Finally, you will create a brief summary of your report to provide your team members with a concise overview. You will use Gemini in Docs to create this summary.

Select all of the text in your document and then click the Help me write icon to bring up the menu with options to refine your document.

Click Summarize and review the generated summary. Click Insert when you are satisfied with the generated summary, and then you can edit it as needed.

You're now ready to continue to Part 2 and leverage Gemini in Slides in your next task, adding images to a presentation.

➤ Part 2 - Create images in Slides

In Part 2, you'll use Gemini in Slides. Follow the step(s) below to complete Part 2 of this activity.

Step 1: Access the template

To use the template for this course item, make sure you're logged into your Google Account with Workspace Labs access. Then, click the following link and select Use Temp

Link to template: [Promoting fiction sales](#)

This will open the template in Google Slides. For more information on Google Slides, you can reference the [Google Slides Help Center](#). The template is designed to be used in Slides. If you don't have a Google Account or can't access the template, you can skip this optional activity.

Step 2: Use Gemini to add an image to each slide

Go to the Promoting fiction sales template and notice that the presentation text is already added. Now, you want to add customized visuals to each slide to make it more engaging. Use Gemini in Slides to generate images for the presentation. For detailed instructions about how to use Gemini in Slides, refer to documentation about how to

[Create images with Gemini in Google Slides](#).

Click the Insert menu, then select Image. From the Image menu, select Create image with Gemini to open a sidebar where you can prompt Gemini in Slides.

For each slide, prompt Gemini to generate a relevant image based on the slide's content.

For example, for the title slide, you could ask Gemini to generate an image with the following prompt:

Tall pile of books on a bookstore counter with a cash register

Or, for the slide with the table of revenue data, you could use a prompt like this one:

Stacks of coins increasing in size

With each prompt, you can choose a style for the image from the Add a style menu. For example, you might select Photography or Sketch.

Then, click Create. You can click View more to review additional options. Click on an image to add it to the presentation.

Continue prompting Gemini in Slides until you've added an image to each slide in the template.

Once you have the images added, you're ready to continue to Part 3 and leverage Gemini in Sheets to create a tracking table.

➤ Part 3 - Create a spreadsheet in Sheets

In Part 3, you'll use Gemini in Sheets. Follow the step(s) below to complete Part 3 of this activity.

Step 1: Access the template

To use the template for this course item, make sure you're logged into your Google Account with Workspace Labs access. Then, click the following link and select Use Temp

Link to template: [Quarterly sales promotions](#)

This will open the template in Google Sheets. At this point, the template will just contain a placeholder for the table you will create. For more information on Google Sheets, you can reference the [Google Sheets Help Center](#).

The template is designed to be used in Google Sheets. If you don't have a Google Account or can't access the template, you can skip this optional activity.

Step 2: Create a tracking table

Go to the Quarterly sales promotions template and notice that it's a blank spreadsheet. You'd like to organize a list of ideas for quarterly promotions based on genre using a table. You will use Gemini in Sheets to help you develop this table.

In Google Sheets, you'll use the Help me organize feature. The steps in this section contain basic information about how to navigate Gemini in Sheets in order to complete the task. For expanded details, refer to documentation about how to [Organize with Gemini in Google Sheets](#).

Click the Insert menu and select Help me organize to open a sidebar from which you can prompt Gemini in Sheets.

Then, ask Gemini in Sheets to create a tracking table with the following prompt or something similar:

Create a tracker for promotions at a bookstore. Include columns for quarter, genre, and promotion details. Genre options should be fantasy, mystery, romance, and historical

Click Create. After the table generates, review it and then customize or edit any columns, rows, or cells as needed so that it reflects your team's ideas for quarterly promotion

Once you have the table created and customized, you're now ready to continue to Part 4 and leverage Gemini in Gmail to draft an invitation email.

➤ Part 4 - Draft an invitation email in Gmail

In Part 4, you'll use Gemini in Gmail. Follow the step(s) below to complete Part 4 of this activity.

Note: Part 4 doesn't involve completing a template and is not included in the exemplar.

Step 1: Draft a formal invitation

Your bookstore decides to host a fantasy book club as part of its promotional events. You want to send an email invitation to customers but do not have a lot of time. You will use Gmail to help you draft this email.

Open [Gmail](#) and start a new email by clicking Compose.

Launch Gemini by clicking the Help me write icon. For more details, refer to the [Draft emails with Gemini](#) documentation.

Using Help me write, ask Gemini to compose an email by entering the following prompt:

Write an email to our customers to promote our upcoming fantasy book club meeting. Encourage them to dress like a favorite fantasy character at the meeting.

Click Insert to add the generated text to your email. You can edit it as needed and fill in specific details, like the date and time, bookstore name, and address.

Once you have the invitation email drafted, you're now ready to continue to Part 5 and leverage Gemini in Meet to create a custom background.

➤ Part 5 - Create a custom background in Meet

In Part 5, you'll use Gemini in Meet. Follow the step(s) below to complete Part 5 of this activity.

Note: Part 5 doesn't involve completing a template and is not included in the exemplar.

Step 1: Navigate Gemini in Meet

In Google Meet, you'll use the Generate a background feature. The steps in Part 5 contain basic information about how to navigate Gemini in Meet in order to complete the task. For expanded details, refer to documentation about how to [Create background images with Gemini in Google Meet](#).

Step 2: Customize your Meet background

You're holding a virtual meeting with your team at the bookstore to discuss details for the next quarter's promotions. You want a custom background for the meeting that both motivates the team to sell more books. You will use Gemini in Meet to generate this image.

To start a new meeting, open [Google Meet](#). Select New meeting, and then Start an instant meeting.

Click the Turn on camera button if your camera is turned off. Once your camera is turned on, select the Video settings button, and then select the Apply visual effects button.

In the Apply visual effects menu, select Backgrounds. Then, click Generate a background. A field will appear where you can enter text to prompt Gemini.

Enter a prompt in the text field that asks Gemini to generate a custom background image that is relevant to the team meeting.

For instance, you can use one of the following prompts or something similar:

Books with smiling faces on a shelf

A colorful mix of books and coins

You can choose a style for the image and then click Create samples. Select an image to use it as a background, or click Create other samples to generate other images based on the prompt.

Once you have the invitation email drafted, continue on to the Check Your Response section to review the templates you created in Parts 1–3.

> Pro tip: Save the template

Finally, be sure to save a copy of the template you used to complete this activity. You don't have to upload your template to complete this activity. You can use it for further projects or your professional projects. These templates will help you work through your thought processes.

What to Include in Your Response



Be sure to address the following components in your completed activity:

Your Fiction sales analysis template should include the following components:

In the Promoting historical fiction section, include notes on two ideas for promoting historical fiction based on suggestions from Gemini in Docs.

In the Promoting mystery section, include notes on three ideas for promoting mystery based on the paragraph by a colleague.

Your Promoting fiction sales template should include the following components:

On each slide, include a content-relevant image that was generated by Gemini in Slides.

Your Quarterly sales promotions should include the following components:

Include a table that organizes quarterly promotions for four different genres of fiction.