Your grade: 100%
Your latest: 100%•Your highest: 100%•We keep your highest score.

⟩ Introduction

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 co
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 ne
you'll compare your template to an exemplar for self-review.

⟩ Activity details

Activity Overview

In this activity, you'll practice using a simple framework for exploring and assessing new AI tools⤢ to determine whether a particular AI tool can help with the task of adapting
descriptions for different audiences efficiently. After completing this activity, you'll have a useful process to help you explore AI tools and assess their suitability for a wide ran

What you will do:

List the workplace needs for a new AI tool.

Learn about, access, and explore Google AI Studio.

Write your prompt.

Enter your input variable.

Run your prompt.

Save your prompt.

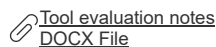Assess the tool's suitability for workplace tasks.

Materials needed

Tool evaluation notes template
To use the template for this course item, click the following link and select Use Template.

Link to template: Tool evaluation notes⤢

OR

If you don't have a Google Account, you can download the template directly from the following attachment.

📎 Tool evaluation notes
DOCX File

Google AI Studio
The tool that you'll use and evaluate in this activity is Google AI Studio. You can apply similar steps when evaluating other AI tools. Later in this activity, you'll get instructions
access Google AI Studio.
Note: To complete this activity, you'll need a Google Account to access Google AI Studio. Google AI Studio is not available in certain countries and languages. For more infor
accessing Google AI Studio, refer to Step 3 of this activity. If you can't access Google AI Studio, 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 a copy editor at an office supply store and need to find a time-saving solution for a routine task. You regularly need to create product descriptions for different audience
consumer audience prefers a more casual tone, while your business audience prefers a more formal tone. New products are always being developed, so you would like a fas
solution for adapting the product descriptions for both audiences. You decide to incorporate AI to help you solve this workplace challenge.
The AI tool you use for this task should have the ability to save and reuse prompts. In order to use the tool for multiple products at once, the tool also needs to be able to inco
variables. Variables will allow you to modify the prompt with specific information.
You'll determine if a specific AI tool can help address your workplace challenge. To do this, you'll identify your workplace needs, explore and evaluate the AI tool, and assess
suitability for your workplace.

⟩ Step 1: List the workplace needs for a new AI tool

In order to evaluate the suitability of an AI tool, it's important to identify your workplace needs first. What do you need the new tool to do? What features and capabilities shou
that you can effectively leverage it while completing workplace tasks? Documenting these needs will help you keep them in mind as you evaluate the suitability of a tool.
Complete the Workplace needs section of the Tool evaluation notes template. Refer back to the Scenario section to identify what these are.

⟩ Step 2: Learn about Google AI Studio

Before using a new AI tool, it's helpful to review documentation to learn about the tool.

Google AI Studio is a browser-based AI tool. Review the Google AI Studio quickstart⤢ guide to learn more about the tool.

Then, in the Tool strengths section of the Tool evaluation notes template, add any strengths of the tool that are relevant to your workplace needs.

⟩ Step 3: Access Google AI Studio

To access Google AI Studio:

Go to Google AI Studio⤢ .

Sign into your personal Google Account.

The first time you access Google AI Studio, review the Terms of Service agreement that pops up in a dialogue box.

If you don't already have a Google Account, refer to the resource about how to Create a Google Account⤢ .

For more details on using Gemini API and Google AI Studio, such as who can use Google AI Studio, refer to the Gemini API Additional Terms of Service⤢ .

Google AI Studio is not available in certain countries and languages. For more details, refer to documentation about Available regions for Google AI Studio and Gemini API⤢

Review the Google Privacy Policy⤢ .

⟩ Step 4: Explore Google AI Studio

Once you are in the tool, the next step is to explore what Google AI Studio can do. One way to do this is to review sample prompts in the Prompt gallery. This will help you be
understand what Google AI Studio is capable of.

Click Prompt gallery, located in the Google AI Studio sidebar menu. From the Prompt gallery, click any one of the example prompts such as Recipe creator. Then click Run
output in Google AI Studio.
Once you've run at least one of the sample prompts and examined its output, add any relevant strengths to the Tool strengths section of your Tool evaluation notes template.

Step 5: Write your prompt

Now you're ready to test out a prompt in Google AI Studio to determine whether this AI tool is effective at tailoring product descriptions to consumer and business audiences.

First, click New tuned model in the sidebar menu and select Create a Structured prompt.

Next, in the text input box labeled Optional tone and style instructions for the model, type the following prompt:

*Our office supply store is adapting product feature information to create product descriptions that either appeal to a consumer or business audience. The consumer audience
more casual tone, and the business audience prefers a more formal tone.*
Write a statement using the following information:

Product:

Product features:

Audience:

Step 6: Enter your input variables

Now you'll add input variables to your prompt so that you can rerun it with information about the product, product features, and audience.

Add two new input columns. To do so, click the Actions dropdown and select the Add input column option. Do this twice to add a total of two new input columns.

Next, create variables in the new input columns by doing the following:

Replace input: with *Product type:*. Then, enter the text *{{Product type}}* in The user's input field

Replace input2: with *Product features:*. Then, enter the text *{{Product features}}* in The user's input field.

Replace input3: with *Audience:*. Then, enter the text *{{Audience}}* in The user's input field

The double curly brace will turn each input into a variable, which will create an input table below the prompt.

Step 7: Run your prompt

Next, test your prompt using the Test your prompt section, where a table with your new input variables appears.

Navigate to the Test your prompt table. Then, copy each Product type, Product features, and Audience into the corresponding columns of the Write a test input fields. Click +
example at the bottom to add additional rows.

Product type:	Product features:	Aud
Paper	Bright white paper, compatible with all printers, strong but flexible	Bus
Folders	Variety of colors, strong construction, ability to hold standard-sized papers	Con
Standing desk	Beautiful natural wood, wide desktop space, automatically lifts and lowers, with customizable settings	Bus
Pens	A rainbow variety of colors, rolling pen tips for easy writing and drawing, cushioning for fingers while holding	Con

After you have entered all of the information, click Run. Review and assess the output for each product. You can click Run again to get new, slightly different output.

You can also adjust the prompt and then run it again. Notice how changing the original text prompt alters the output.

Step 8: Save your prompt

After you've tested your prompt, save it so that you can reuse it or share it with others.

If this is your first time using Google AI Studio, in the sidebar menu, click Allow Drive Access under My Library and sign into your personal Google Account.

Next, click Save at the top of the screen to save your prompt input and output. In the pop-up box, for the Prompt name, enter *Product descriptions*. Optionally, add a descript
Save. You'll see your saved prompt appear in the My library section in the sidebar menu. Your saved prompt can also be accessed from your Google Drive.
After saving your prompt, add any relevant strengths to the Tool strengths section of your Tool evaluation notes template.

Step 9: Assess the tool's suitability for workplace tasks

Reflect on what you've learned about Google AI Studio's strengths and how they relate to your workplace needs. If you need to, refer back to the Scenario section.

In the Assessment of the tool's suitability for workplace tasks section of your Tool evaluation notes template, write a paragraph of 4–5 sentences explaining why Google AI St
not suitable for these workplace needs.

Pro tip: Save the template

Finally, be sure to save a copy of the template you used to complete this activity. You don't need to upload your template to complete this activity. You can use it for further pr
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:

In the Workplace needs section, list the workplace needs for a new AI tool as being able to save and reuse prompts as well as being able to incorporate variables.

In the Tool strengths section, include a list of the relevant strengths of Google AI Studio discovered during the activity.

In the Assessment of the tool's suitability for workplace tasks section, write a 4–5 sentence explanation of why Google AI Studio is or is not suitable for the workplace needs.

1. Did you complete this activity?

◉ Yes

○ No

✓ Correct
Thank you for completing this activity! It's valuable to practice the steps of considering whether an AI tool would be a good fit for your work. Go to the
next course item to compare your work to a completed exemplar.