

# Google Gemini for Everyone

Discover how to use Google Gemini to boost productivity, create multimodal content, and streamline research. Learn prompt engineering techniques, explore Workspace integrations, build custom Gems, and apply responsible AI practices to confidently use Gemini across personal and professional workflows.

## In Collaboration with Google Cloud



### Program Duration

3 Hours

### Learning Format

Online and On-demand

## Course Curriculum

Lesson 01: Course Introduction

Lesson 02: Learning Objectives

Lesson 03: The Gemini Ecosystem

- 3.01 Google's AI Journey: Key Milestones
- 3.02 Gemini Tier Differences
- 3.03 Google's AI Ecosystem Overview
- 3.04 Responsible AI and Privacy Best Practices
- 3.05 Demo: Tour of Gemini Studio and Tools - Part 1
- 3.06 Demo: Tour of Gemini Studio and Tools - Part 2
- 3.07 Demo: Tour of Gemini Studio and Tools - Part 3

Lesson 04: Mastering Prompt Engineering

- 4.01 Mastering Prompt Engineering
- 4.02 The Four Pillars of Effective Prompting
- 4.03 Prompt Engineering Techniques and Gemini Across Workspace Tools
- 4.04 Demo: Creating a Simple Prompt
- 4.05 Demo: Refining Prompts by Applying Context-Task Constraint Framework

Lesson 05: Multimodal Productivity

- 5.01 Understanding and Applying Native Multimodal AI for Productivity
- 5.02 Image, Audio, and Video Creation Tools
- 5.03 Deep Research and Document Analysis
- 5.04 Real-Time Support with Gemini Live
- 5.05 Demo: The Research-to-Podcast Pipeline – Part 1
- 5.06 Demo: The Research-to-Podcast Pipeline – Part 2

## 5.07 Demo: Multimodal Brainstorming

### Lesson 06: Workspace and Advanced Integration

6.01 NotebookLM: The Grounded Expert

6.02 Creating Custom Gems with Workspace Integration and Google AI Labs

6.03 Demo: Workspace Workflow - Using Gemini in Google Docs, Sheets, and Gmail

6.04 Demo: Building a Gem

6.05 Demo: Building an Agentic App with Antigravity

### Lesson 07: Key Takeaways

## 5+ Skills Covered

- Prompt Engineering
- Multimodal Content Creation
- AI Research Workflows
- Workspace AI Integration
- Responsible AI Practices