Gemini AI and NotebookLM: How to Make the Most of AI

Course code: GWGAIN

Google's artificial intelligence tools — Gemini AI and NotebookLM — bring new possibilities for making work, thinking, and content creation more efficient.

Who is the course for

- Users of Google Workspace for Education, Business, and Nonprofit who want to better understand the possibilities of AI.
- Teachers, managers, analysts, and administrative staff.
- Anyone who wants to move from simply using Gmail to a structured, secure, and collaborative Workspace environment.

What we teach you

This course will guide you from the basics all the way to the practical use of these tools in your Google Workspace environment. It will show you how to create effective prompts, how AI learns from your data, and how to collaborate with it safely.

- Understand the principles of generative AI in the Google environment.
- Learn to use Gemini and NotebookLM effectively in everyday work.
- Be able to write prompts that deliver accurate and practical results.
- Gain an overview of safe AI use in accordance with the EU AI Act.
- The ability to use Gemini AI and NotebookLM for creating texts, summaries, and analyses.
- Knowledge of proper prompt writing and effective task assignment for AI.
- Understanding the basics of safe and responsible AI use according to the principles of the EU AI Act.
- An overview of why Workspace is safer and more suitable for working with AI than a personal Gmail account.

Course outline

1. Introduction to Generative AI

- What generative artificial intelligence is and how it works within the Google ecosystem.
- Examples of use in companies, schools, and nonprofit organizations.
- The difference between Gemini in Gmail, Docs, Sheets, and a standard conversation with Gemini.

2. NotebookLM – a new approach to working with information

- How to create interactive briefings from documents and notes.
- Summarizing, comparing, and analyzing documents.
- Use cases: creating materials, overviews, and research summaries.

3. Prompt engineering in practice

- How to formulate prompts that deliver useful results.
- Real-life scenarios — writing an email, preparing text, a spreadsheet, or a presentation.
- Creating a prompt library for your team.

4. Security, responsible use, and the EU AI Act

- What the EU AI Act means for everyday users — a brief overview of principles (transparency, traceability, safety).
- How Google implements these principles in Gemini and Workspace.
- The difference between personal Gmail and corporate Workspace in terms of data management, privacy protection, and regulatory compliance.

5. Practical section: Gemini in action

- Examples of using Gemini in Docs, Sheets, Slides, and Gmail.
- Combining it with NotebookLM for creating summaries and research.
- Automating routine tasks with AI.

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