

# Google Workspace

## 解鎖工作效率新境界： Gemini for GWS 實戰應用

Make Digital  
Transformation  
Possible

2024/08

Ken Jheng



## 在會議中 有任何疑問時

1. 請點擊 Meet 右下角的即時「問與答」功能提出您的問題
2. 大家可以點擊互動按讚，我們將會優先回答按讚數較多的問題

### 活動



分組討論室  
分為數個討論群組



白板  
一同集思廣益並構思點子



問與答  
方便使用者提問



意見調查  
迅速掌握目標對象的看法



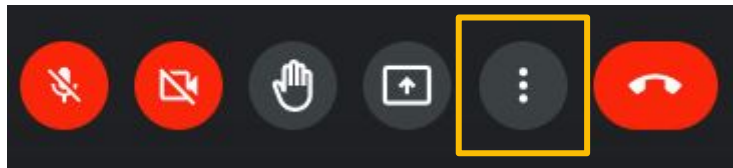
錄製  
錄下會議過程供日後隨選觀看



(1)



# 為了確保 會議品質



-  投放這場會議
-  白板  
開啟 Jam
-  錄製會議
-  變更版面配置
-  全螢幕
-  套用視覺效果
-  字幕  
關閉
-  使用電話收發音訊
-  回報問題
-  檢舉違規情形
-  疑難排解與說明
-  設定

## 變更版面配置

系統會記住你選取的版面配置，以供日後的會議使用

自動

圖塊

聚光燈

側欄

## 並排顯示

無法變更這個版面配置的圖塊數量





## Ken Jheng

Solution Architect  
Cloud Architect

目前在CloudMile擔任解決方案架構師，致力於運用雲端服務與 AI工具，協助企業實現數位轉型，提升營運效率並創造新的商業價值。同時也藉由舉辦教育訓練等活動，分享團隊解決問題提升生產力的經驗，引導多種產業客戶建立安全及高協作的 Google Workspace/GCP 雲端解決方案。

#Google Workspace  
#Google Gemini  
#Gemini for Google Workspace  
#Training Programs

# AGENDA

**01** 前言

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**02** 認識Gemini & Gemini for GWS

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**03** 如何提升Prompt的成效

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**04** Gemini實作應用

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**05** Gemini for GWS應用情境Demo

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**06** Q&A

# 其它課程預告

- 透過 AppScript Generative AI (Gemini API) 整理 Gmail 信件內容

進行方式: 線上

上課時間: 2024-08-09 15:00:00 ~ 17:00:00

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- 無痛連結 Google Workspace, REST APIs (初階)

進行方式: 線上

上課時間: 2024-08-16 15:00:00 ~ 17:00:00

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- 無痛連結 Google Workspace, REST APIs (進階)

進行方式: 線上

上課時間: 2024-08-23 15:00:00 ~ 17:00:00


# 課程內容與進行方式

- 觀念說明 → 操作練習
- 課堂中會有3次休息時間(視情況調整)

 **前言** 生成式AI的應用與其在工作上帶來的效益

 **認識Gemini & Gemini for GWS** 基本介紹

 **提升Prompt成效** 認識prompt、良好的prompt架構與設計概念、優化prompt的技巧

 **Gemini 課程練習** 使用擴充套件、尋找／摘要郵件與雲端硬碟檔案、多檔案比對、資料清理與視覺化

## Gemini for Google Workspace 應用情境介紹

- Google 文件：文檔生成、文件摘要、內文優化、拓展思維
- Google 試算表：模板生成、公式設計、數據摘要
- Gmail：郵件生成、郵件摘要、回覆建議
- Google 簡報：圖片生成、簡報生成、簡報摘要

 **通訊優化與資訊整合** Gemini in Meet, Drive 補充介紹

# 課程內容與進行方式

## Gemini (50mins)

操作介面 (使用個人帳號) :  
[網頁版 Gemini](#)

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開啟擴充功能:  
Google Workspace

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兩種模型方案:  
Gemini (Free)、  
Gemini Advanced (需訂閱)

## Gemini for GWS (40mins)

操作介面 (使用學校/企業帳號) :  
各 Google Workspace 應用程式

---

操作功能:  
Gemini 側邊欄協作

---

使用方案:  
Gemini for GWS education



<https://drive.google.com/drive/folders/1scrAo3YhsjCRI9s3SMvjCyvh2jlj2Wfn>



# 01

## 前言



# 生成式AI無所不在

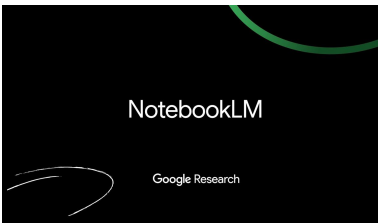
## 娛樂



## 購物



## 學習/工作



# 善用生成式 AI, 跟上全新的工作潮流

**30-35%**  
*Saved time*

文件摘要  
數據統整  
會議記錄  
文本翻譯  
自動化任務



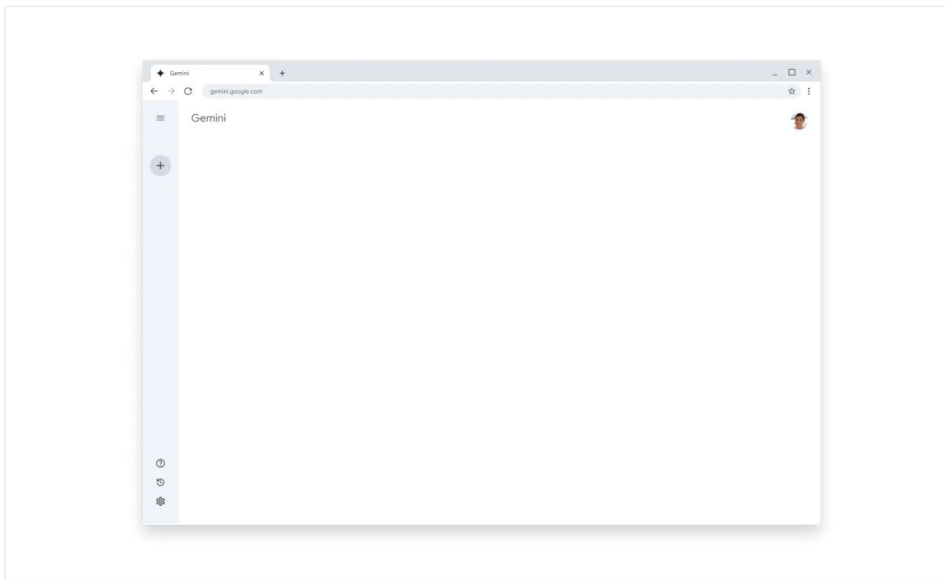
# 02

## 認識 Gemini & Gemini for GWS



# Gemini 是什麼？

- Google最強大的AI模型之一
- 具備強大的邏輯推理能力
- 整合多種能力, 如: 文字生成、程式編碼、圖像創作
- 提供最即時的資訊



# 打造 AI 協作新時代



Google Workspace 一直以來皆致力於實現團隊的**即時協作**，現在更進一步，讓您能與 AI 共同合作，大幅提升工作效率。





Gemini for GWS 是您強大的協作夥伴，可以**扮演您的教練、靈感源泉與生產力推手**，並確保每位用戶和組織都能充分掌控自己的資料。



Gemini 能協助您撰寫專業文案、製作吸睛圖像、整理複雜資料、**建立更深度的合作關係**，並提供更多創新的解決方案。

# Gemini for GWS 功能介紹



Helps you write    
in Gmail and Docs

Gemini 支援您的文  
書作業

文本生成

文本優化

撰寫建議

文本摘要



Helps you visualize  
in Slides 

Gemini 讓您可以  
輕鬆地使用簡單的  
提示為簡報和會議  
創建圖像

圖片生成

簡報生成

簡報摘要

內容問答



Helps you organize  
in Sheets 

Gemini 幫助您以  
前所未有的速度  
整理、分類和分析  
數據

表格生成

公式生成

欄位摘要

數據摘要



Helps you connect  
in Meet 

Gemini 讓您在視訊  
通話中展現最佳的  
視覺與聲音效果,  
助您完成會議紀錄

背景生成

音訊優化

會議筆記

即時翻譯



# 如何透過 Gemini 與 GWS 互動？

## Gemini

使用媒介

網頁、API

存取方式

網站內建之GWS擴充套件

定位

平易近人的 AI 助理，  
適合一般使用者使用

功能

回答問題、翻譯、  
寫作、管理日常任務

應用

日常生活、學習、娛樂

## Gemini for GWS

Google Workspace

內嵌於各生產力工具中

專為職場設計的 AI 好幫手，能  
處理更複雜的工作任務

問答、寫作、管理任務、  
分析數據、製作簡報、彙整資訊

工作場域、會議、專案管理

# 網頁 Gemini 擴充功能 解鎖工作效率新境界



## Gemini

- 個人帳號即可使用
- 整合性的生態系統
- 可於多處存取並與其協作
- 精準的理解與回覆能力
- 多模態處理模型
- 安全且注重使用者隱私

參考資料：[Gemini 應用程式隱私權聲明](#)

## Gemini

## Gemini Advanced

### 基本介紹

Google免費AI模型

Google付費AI模型，  
專為處理高複雜度任務設計

### 用途

一般知識問答、翻譯、  
內容生成、簡單任務處理

處理複雜任務、邏輯推理、  
編碼、創造力協作

### 特色

較小模型，處理速度較快

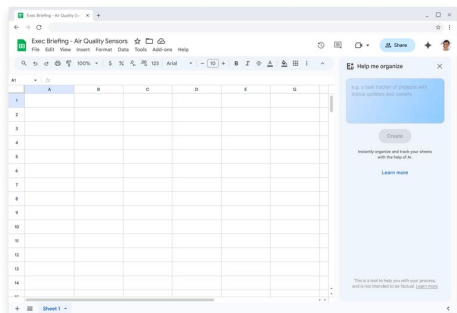
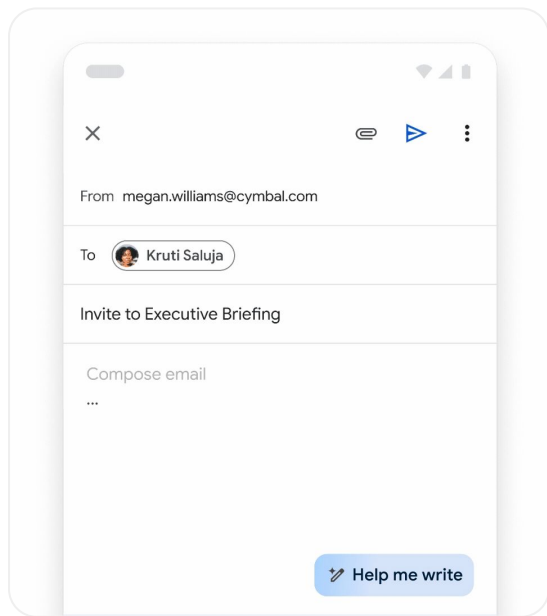
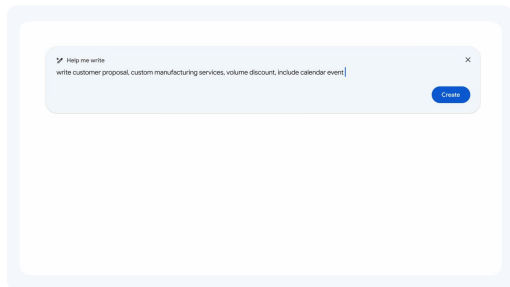
**較大模型，可上傳檔案、**  
處理更複雜的任務，但速度較慢

### 取得方式

免費使用

需訂閱 Google One Premium Plan，  
每月NT\$650

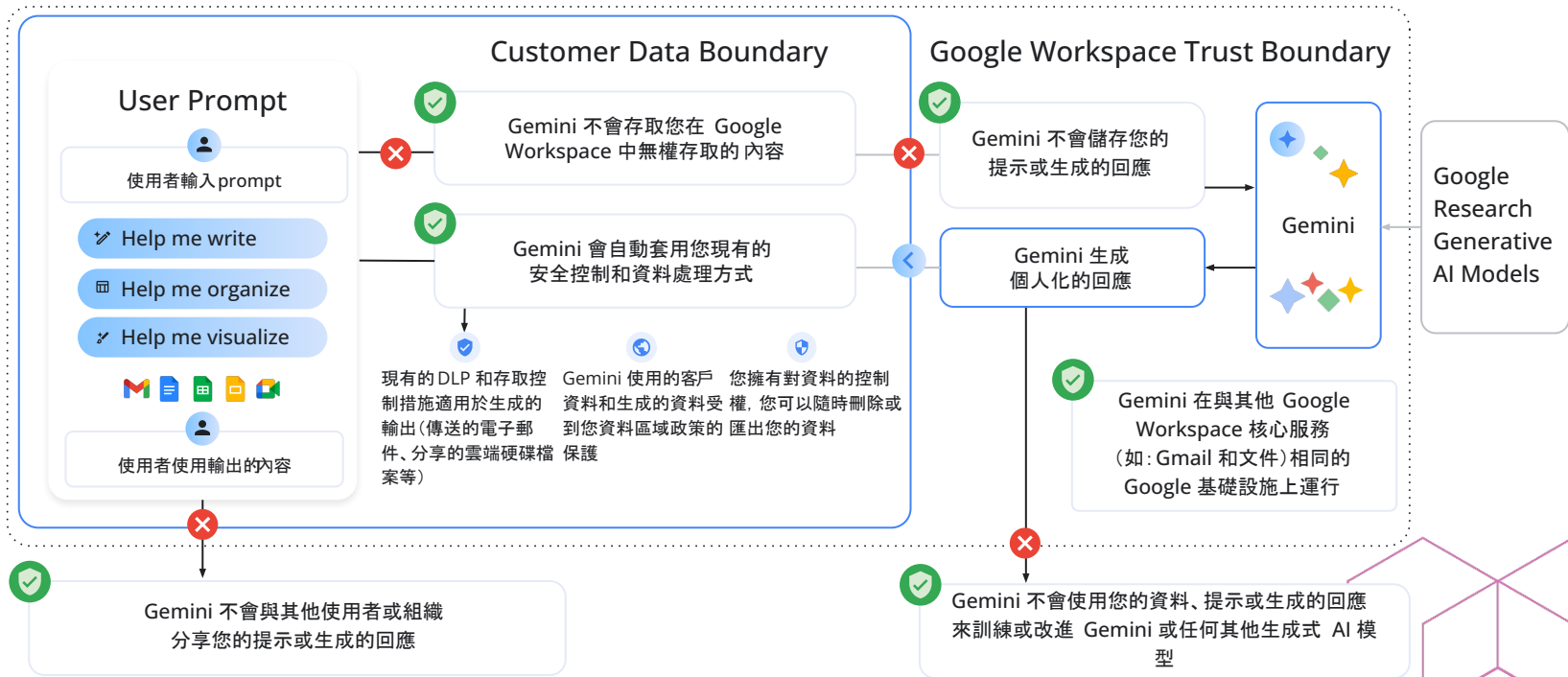
# Gemini for GWS: 專為工作而生



## Gemini for GWS

- 教育、企業版帳號可使用
- 在 GWS 生產力工具中即可與 Gemini 協作
- 無縫整合至日常工作流
- 專注於提升工作效率
- 企業級數據保護

# Gemini for GWS 具有高度安全性與隱私權





# 03

## 如何提升 Prompt 成效



# 什麼是 Prompt？

**Prompt** 是一串特定的資訊或指令，用於引導生成式 AI 產出特定回應。  
可以理解為與生成式 AI 互動時，要提供給其了解工作目的之 **提示詞**。

## 下 Prompt 時的 常見問題

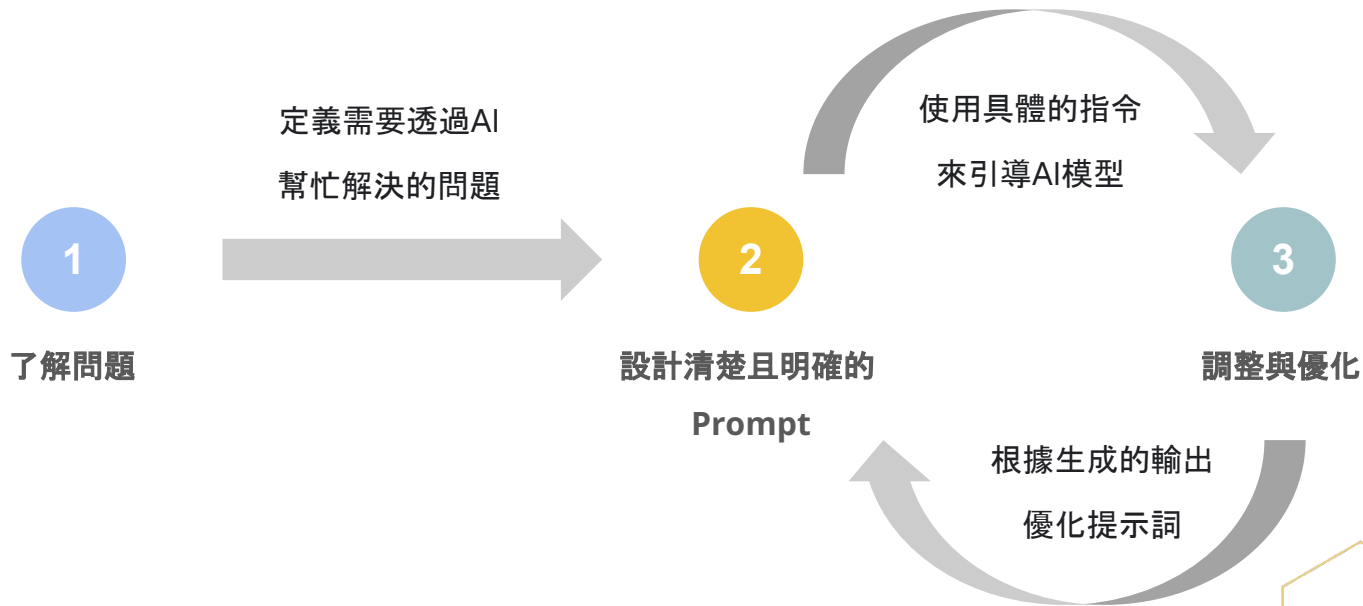


不滿意 Gemini 的輸出

不知道該怎麼下 Prompt

想要讓 Gemini 產出特定格式的內容

# 了解與生成式 AI 的互動模式





# Prompt 長度



# Prompt 的四大要點

## 使用白話描述

就像和另一個人說話一樣，用完整的句子表達完整的意思，**避免使用過多專業術語或簡稱**等較不直觀的描述方法。

## 具體明確並多次嘗試

清楚說明你希望 Gemini 做什麼(例如:總結、撰寫)，並**盡可能提供詳細的背景資訊**。若結果不符合你的期望，請修改提示並再試一次。

## 避免過於複雜的輸入

儘量保持簡短，避免過多冗詞贅字的描述與難以理解的文字。**每一次的 Prompt 最好皆針對相同之目的**，才能確保更準確的輸出。

## 透過對話方式互動

**針對得到的輸出提供反饋**，並不斷修改輸入的提示詞，以獲得更好的結果。

\*避免使用簡稱的範例:

**MRI:** 可能指「磁振造影 (Magnetic Resonance Imaging)」或「醫療記錄協會 (Medical Records Institute)」。

若 Prompt 輸入「我想知道 MRI 的最新發展」，可能得到磁振造影技術的最新進展，而不是醫療記錄協會的最新動態。

# Prompt 結構: PTCF

Persona  
人物設定



Task  
任務



Context  
情境脈絡



Format  
格式

例子:

I am a Google Cloud Account Executive. Draft a cold outreach email to a CISO based on challenges in the recent months in the cybersecurity industry. Use bullet points.

我是 Google Cloud 客戶經理，草擬一封以近期資安產業挑戰為基礎向資訊安全長發出的月報郵件。內容請使用關鍵要點格式。

# 如何有效撰寫 Prompt

情境: 假設今天想請 Gemini 幫忙撰寫一封 email 給客戶, 告知產品發表會延期。



我要寫信給客戶, 可是我不知道怎麼寫比較委婉, 而且我們公司的產品發表會因為不可抗力因素延期了, 但是這個不可抗力因素有點複雜, 牽涉到很多供應鏈的問題, 還有天氣因素, 所以我想請你幫我寫一封信給客戶, 說明這個情況, 並且表達我們的歉意。

#過於複雜

#需求模糊



請幫我寫一封 email 給客戶 ABC 公司的 John Smith。內容為原訂下週三舉辦的產品發表會, 因為颱風延期, 新的日期將會再另行通知。請表達歉意, 並感謝他們的諒解。

#白話描述

#具體明確

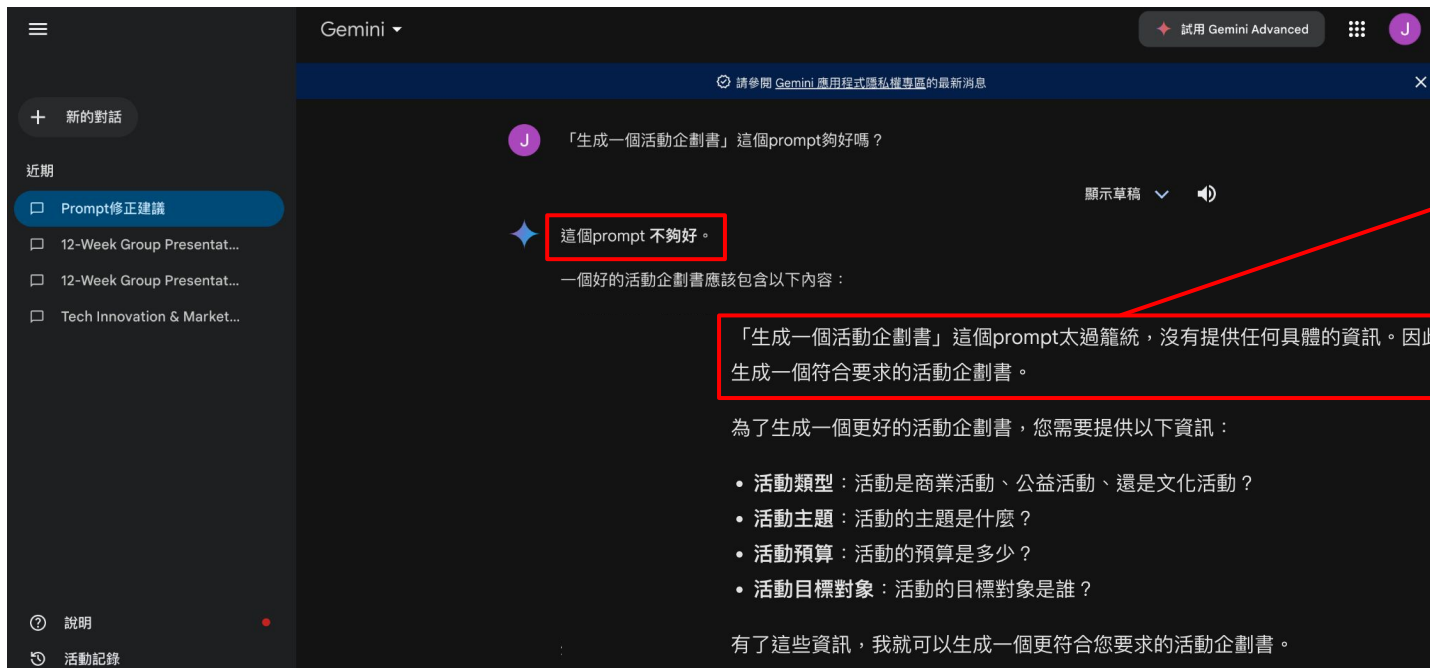


我想寫一封 email 給客戶, 通知他們產品發表會延期。你覺得開頭應該怎麼寫比較好? (取得生成的回覆後) 那接下來應該說明延期原因嗎?

#避免複雜

#對話互動

# 小技巧：讓 Gemini 教你下 prompt



說明原因  
與修正建議

提供範例

請生成一個商業活動的活動企劃書，活動主題為「夏日新品發佈會」，活動預算為新台幣100萬元，活動目標對象為25-35歲的女性。



# 04

## Gemini 實際應用



# 練習進行方式



Gemini

實作：20分鐘

- 基本 Prompt 應用
- Gemini 擴充套件應用



Gemini Advanced

實作：30分鐘

- 進階 Prompt 應用
- 檔案分析與重點擷取
- 資料清理、分析與視覺化
- 延伸應用

# Gemini: 學習利器與職場必備工具



多模態處理



影片摘要



郵件/檔案分析

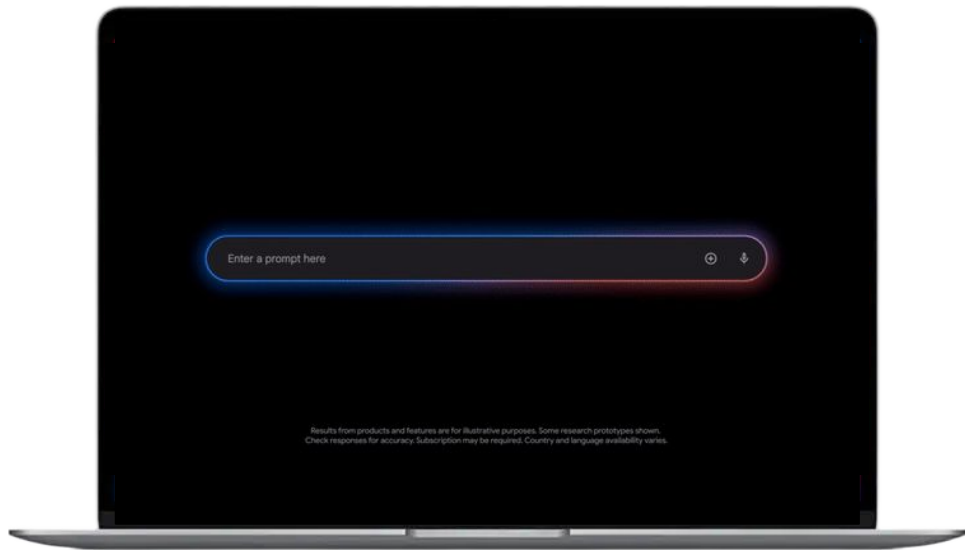




在開始前, 你需要...

1. 開啟 [gemini.google.com](https://gemini.google.com)
2. 登入**個人 Google 帳號**
3. 開啟練習範例檔案: [\[Gemini\] Prompt 範例](#)

# Gemini Advanced: 解放潛能, 效能再升級



## 特點

- Gemini 1.5 Pro 模型
- 可一次處理高達 1500 頁的資訊
- 更強大的邏輯推理能力
- 更完整的協作功能

## 使用規範

- 一次最多上傳 10 個檔案
- 單個檔案的容量上限為 100 MB

# Gemini Advanced: 解放潛能, 效能再升級



大檔案分析



資訊比對



資料處理



輔助程式撰寫



## 在開始前，你需要...

1. 設定個人 Google 帳號的付款方式
2. 升級為 Gemini Advanced (前一個月免費)
3. 開啟練習範例檔案: [\[Gemini\] Prompt 範例](#)



此部分之實作練習需要開啟付費版功能，若未來沒有想付費者需在正式扣款日之前取消訂閱，在此也將帶各位同學開通後即先取消續訂，在試用到期日前都還可以繼續使用 Gemini Advanced 的功能。如有疑慮者也可選擇不啟用，講師將會進行功能的 Demo。

# 付款方式設定

Google 帳戶

在 Google 帳戶中搜尋

首頁

個人資訊

資料和隱私權

安全性

使用者和分享内容

付款和訂閱

關於



Ken Jheng，歡迎使用

管理您的資訊、隱私權和安全性，打造您專屬的 Google 服務。[瞭解詳情](#)

確保您可以順利登入 Google 帳戶



請新增備援電話號碼，確保您隨時都能使用所有 Google 服務，即使忘記密碼也不用擔心

[新增備援電話號碼](#)

Google One

Google One 成員可獲得更大的儲存空間、諮詢專家的機會並享有其他福利



帳戶儲存空間

已使用 0 GB，共 2 TB



Google 專家提供的支援

隱私權與個人化

查看您 Google 帳戶中的資料，並選擇要儲存哪些活動以個人化您的 Google 服務

1. 點擊個人頭像



2. 點擊「管理你的 Google 帳戶」

[隱私權設定](#) [條款](#) [說明](#) [關於](#)

# 付款方式設定

Google 帳戶

首頁  
個人資訊  
資料和隱私權  
安全性  
使用者和分享內容  
**付款和訂閱**  
關於

## 付款和訂閱

您的付款資訊、交易、定期付款項目和預訂記錄

### 付款方式

付款方式會儲存在您的 Google 帳戶，方便您在各項 Google 服務 (例如 YouTube) 中使用



**管理付款方式** 4. 點擊「管理付款方式」

### 付款資訊

付款方式以及您使用 Google Pay 進行的購買交易

[管理體驗](#)

### 購買記錄

您透過 Google 搜尋、Google 地圖和 Google 助理完成的購物交易，包括貨品交付和其他線上訂單



[管理購買項目](#)

3. 點擊「付款和訂閱」

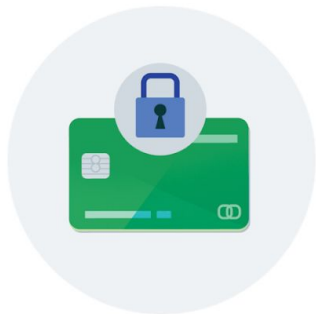
中文

# 付款方式設定



更快、更安全的付款方式

為您的 Google 帳號新增付款方式以開始使用 Google Pay



受到多層安全保護



在應用程式和網路上快速查看




在商店用手機付款

新增付款方式

5. 點擊「新增付款方式」

# 付款方式設定

### 新增信用卡或金融卡

卡號  毫米 / YY 中央VC

Card number is required

持卡人姓名

Cardholder name is required

帳單地址

繼續即表示您同意 Google Payments服務條款。隱私權聲明描述如何處理您的資料。

取消 **儲存**

受到多層安全保護

在應用程式和網路上快速查看

在商店用手機付款

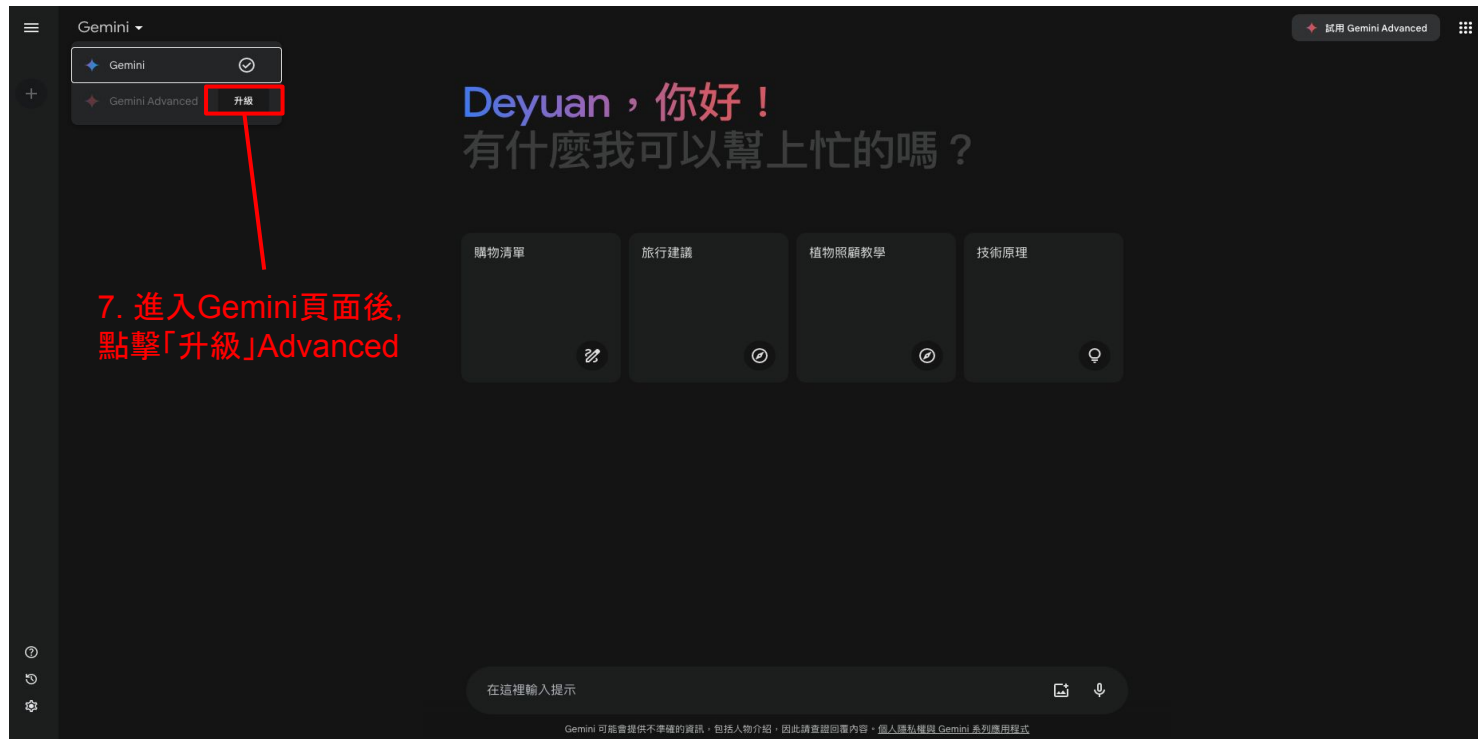
新增付款方式

6. 輸入卡片資料後，點擊「儲存」即完成



# 啟用 Gemini Advanced

進入 Gemini 頁面: <https://gemini.google.com/>



# 啟用 Gemini Advanced



## Gemini Advanced

訂閱 Google One AI 進階版方案，即可享有 Gemini Advanced 等多項服務

前 1 個月費用為 \$650.00 \$0，優惠期結束後，每月 \$650.00

採用最新 AI 創新技術的 Gemini Advanced

- ✓ 使用新一代模型 1.5 Pro
- ✓ 體驗支援 100 萬個詞元的脈絡窗口
- ✓ 享有全新和專屬功能

Google One 訂閱方案額外好處

- ✓ 在 Gmail 和 Google 文件等服務中使用 Gemini
- ✓ 2 TB 儲存空間
- ✓ Google One 進階版會員的其他福利

8. 點擊「開始試用」

開始試用

9. 點擊「同意」

### Google One 服務條款

升級至 Google One 方案即表示您同意 [《Google One 服務條款》](#) 和 [《試用條款及細則》](#)。注意：[《Google 隱私權政策》](#) 說明了這項服務處理資料的方式。

取消

同意

# 取消續訂 Google One AI Premium

進入 Google One 頁面: [https://one.google.com/?g1\\_landing\\_page=2](https://one.google.com/?g1_landing_page=2)

The screenshot shows the Google One settings page. The left sidebar contains navigation options: 首頁, 儲存空間, 福利, and 方案. The main content area is titled "Google One 設定" and lists several settings: 管理電子郵件接收設定, 管理家庭群組設定, 變更付款方式, 變更會員方案, 取消會員資格, and 取消會員資格. The "取消會員資格" option is highlighted with a red box. A red arrow points from the "取消" button to the text "3. 點擊「取消」".

Google One

1. 點擊「設定」

Google One 設定

2. 展開「取消會員資格」

3. 點擊「取消」

提供意見  
隱私權政策  
服務條款

2024/8/2 簽到與滿意度 QR Code  
解鎖工作效率新境界：  
Gemini for GWS 實戰應用





# 05

## Gemini for GWS 實際應用



# 演示總覽

使用者情境、服務應用、協作功能



3

## 使用者情境

學生、老師、企業用戶



6

## Google服務



9

## 功能

內容生成、資訊統整、文檔優化



## David, Emma, Jack

商學院大學生

## 背景

David 是一名就讀於著名大學的工商管理學生。他和同班同學 Emma 和 Jack 在科技創新與行銷課堂上組成了一個小組，小組的目標是完成一份完整的個案報告，並在學期末進行分享。

他們將準備報告的任務拆分為確定個案主題、收集資料、設計訪綱、聯絡企業、進行訪談、分析資料與製作報告。並達成在過程中需要分工合作與做好時間管理的共識，希望可以透過高效的協作順利完成這次的報告。

## 工作需求：

- 專案啟動和團隊建立：制定詳細的項目計劃和時程表，分配工作與建立良好的協作管道。
- 確立主題與資訊收集：討論與確定個案分析的主題，收集相關資料並設計出適合的訪綱與聯絡對象。
- 資料分析與洞察：對所蒐集的資料進行分析，並提取出有價值的內容、得出有效結論。
- 報告撰寫與發表：撰寫清晰、簡潔且引人入勝的報告，並準備講稿利於演練。

## 現有挑戰：

- 時間管理和工作分配：需合理分配有限的時間和資源，並確保按時完成每個任務和里程碑。
- 資訊過載：蒐集的資料來源廣泛，需要有效地篩選和整合資訊，以避免被資訊淹沒。
- 資料統整與分析：需要有一個系統性的整理檔案，利於查找相關資料，並從中提取出關鍵資訊。
- 報告品質和展示效果：需確保報告內容的準確性和邏輯性，同時保持報告的表達清晰易懂。



## 任務一



*Gemini in Google Docs*

- *Help me write* 功能
- 側邊欄: 摘要文件

## 任務二



*Gemini in Google Sheets*

- *Help me organize* 功能
- 結合 *smart menu* 應用

## 任務三



*Gemini in Gmail*

- *Help me write* 功能
- 側邊欄: 信件建議

## 任務四



*Gemini in Google Slides*

- 側邊欄: 圖片生成
- 側邊欄: 投影片生成

## 任務一

首先, David 想先透過調查科技發展的背景, 進而找出有趣且值得討論的主題, 這份文件需要包含基本的技術介紹、發展趨勢與實際應用案例, 並列出與其相關的主題。

實作:(1) 在 Google Docs 裡使用 Gemini 的 Help me write 功能描述目前的 AI 科技現況, 並提供一些個案分析主題的想法 (2) 使用 Side panel 來協助摘要蒐集到的文件



✎ Help me write    📄 Meeting notes    ✉ Email draft    @ More

✎ Help me write

×

A welcome email for the hoverboard design team lead starting today

Create

# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
描述目前的 AI 科技現況，並提供一些個案分析主題的想法



## Prompt

Discuss the development of AI technology and innovative success cases. Give me some case study ideas.



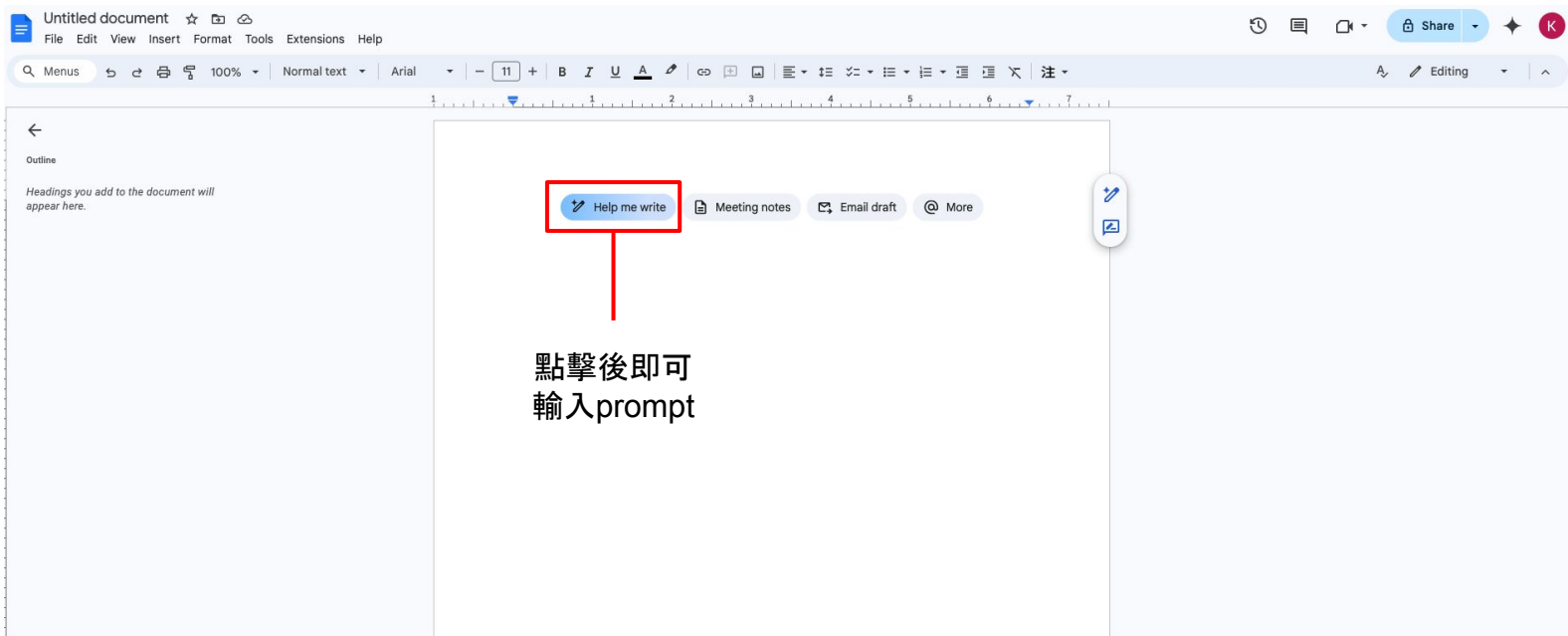
試著加入情境來定義切入點，並詳細描述想要聚焦的範圍  
(如：AI 的什麼部分？全球趨勢或台灣現況？)

## Better Prompt

As an industry expert with deep knowledge of technology, please discuss the development of AI and generative AI technologies in Taiwan, highlighting successful companies that have innovatively applied these technologies to marketing. Based on these cases, please provide topics suitable for further case analysis.

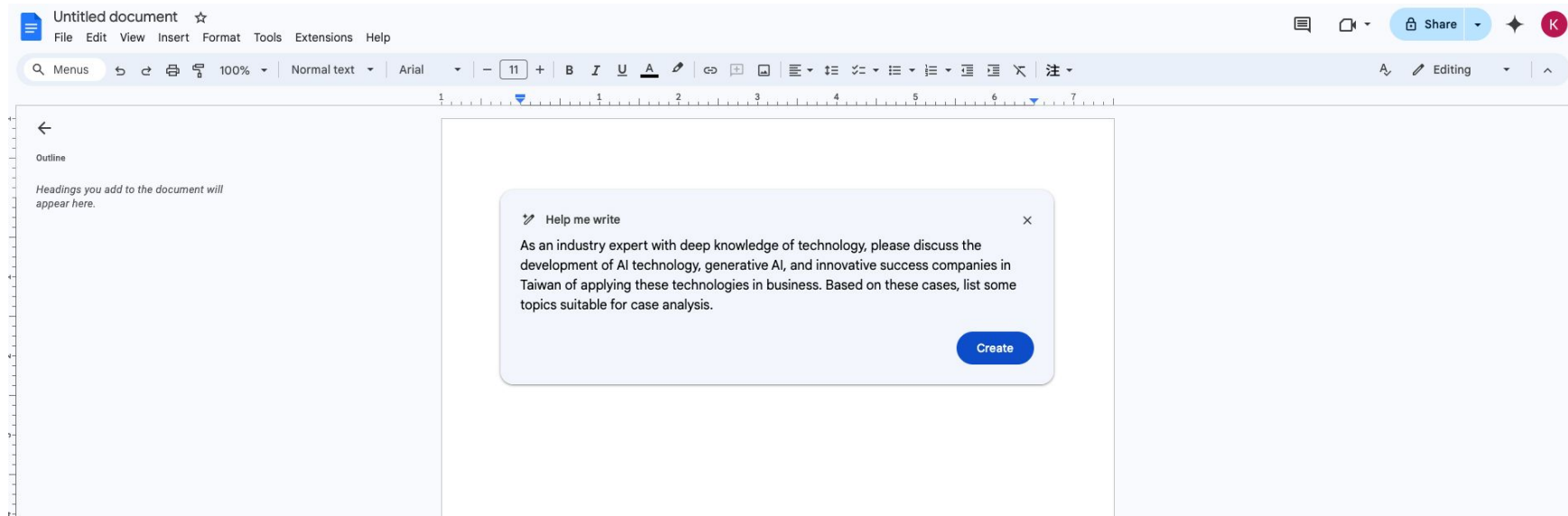
# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
描述目前的AI 科技現況，並提供一些個案分析主題的想法



# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
描述目前的 AI 科技現況，並提供一些個案分析主題的想法



# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
描述目前的AI 科技現況，並提供一些個案分析主題的想法

As an industry expert with deep knowledge of technology, please discuss the dev

**Development of AI Technology, Generative AI, and Innovative Success Companies in Taiwan**

Artificial intelligence (AI) technology has been rapidly developing in recent years, and Taiwan has been a leader in this field. Taiwanese companies have been at the forefront of developing innovative AI applications, particularly in the area of generative AI.



**Generative AI**

Generative AI is a type of AI that can create new data or content from scratch. This technology has the potential to revolutionize many industries, such as healthcare, manufacturing, and entertainment.

**Innovative Success Companies in Taiwan**

Several Taiwanese companies have successfully applied generative AI technology in their businesses. Some of these companies include:

- **Appier:** Appier is a leading provider of AI-powered marketing and advertising solutions. The company's AI platform can generate personalized content and recommendations for customers.
- **Gogoro:** Gogoro is a manufacturer of electric scooters. The company's AI platform can optimize the performance and range of its scooters.

Rate this suggestion:  

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

Refine

Insert

輸入/修改prompt

Tone

Summarize

Bulletize

Elaborate

Shorten

Retry

Formal

Casual

Custom (eg. make it a poem)

Refine

擴寫生成的內容

調整與優化  
生成的內容

# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
描述目前的AI 科技現況，並提供一些個案分析主題的想法

## Before

As an industry expert with deep knowledge of technology, please discuss the dev

Several Taiwanese companies have successfully applied generative AI technology in their businesses. Some of these companies include:

- **Appier**: Appier is a leading provider of AI-powered marketing and advertising solutions. The company's AI platform can generate personalized content and recommendations for customers.
- **Gogoro**: Gogoro is a manufacturer of electric scooters. The company's AI platform can optimize the performance and range of its scooters.
- **iKala**: iKala is a provider of AI-powered customer service solutions. The company's AI platform can generate personalized responses to customer inquiries.

**Topics Suitable for Case Analysis**

Based on these cases, some topics suitable for case analysis include:

- The use of generative AI to improve customer engagement
- The use of generative AI to optimize product performance
- The use of generative AI to create new products and services
- The ethical implications of using generative AI
- The future of generative AI

Rate this suggestion:

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

原始輸出結果較為簡短

## After

As an industry expert with deep knowledge of technology, please discuss the dev

**Topics Suitable for Case Analysis**

Based on these cases, some topics suitable for case analysis include:

- The use of generative AI to improve customer engagement: Generative AI can be used to create personalized content and recommendations for customers, which can lead to increased engagement and satisfaction.
- The use of generative AI to optimize product performance: Generative AI can be used to optimize the performance of products, such as electric scooters, by identifying and addressing potential issues.
- The use of generative AI to create new products and services: Generative AI can be used to create new products and services that are tailored to the needs of specific customers.
- The ethical implications of using generative AI: The use of generative AI raises a number of ethical concerns, such as the potential for bias and discrimination.
- The future of generative AI: Generative AI is a rapidly developing technology with the potential to transform many industries. It is important to consider the potential impact of generative AI and to develop strategies to mitigate the risks and maximize the benefits.

**Conclusion**

Taiwan has been a leader in the development of AI technology, and its companies have been

Rate this suggestion:

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

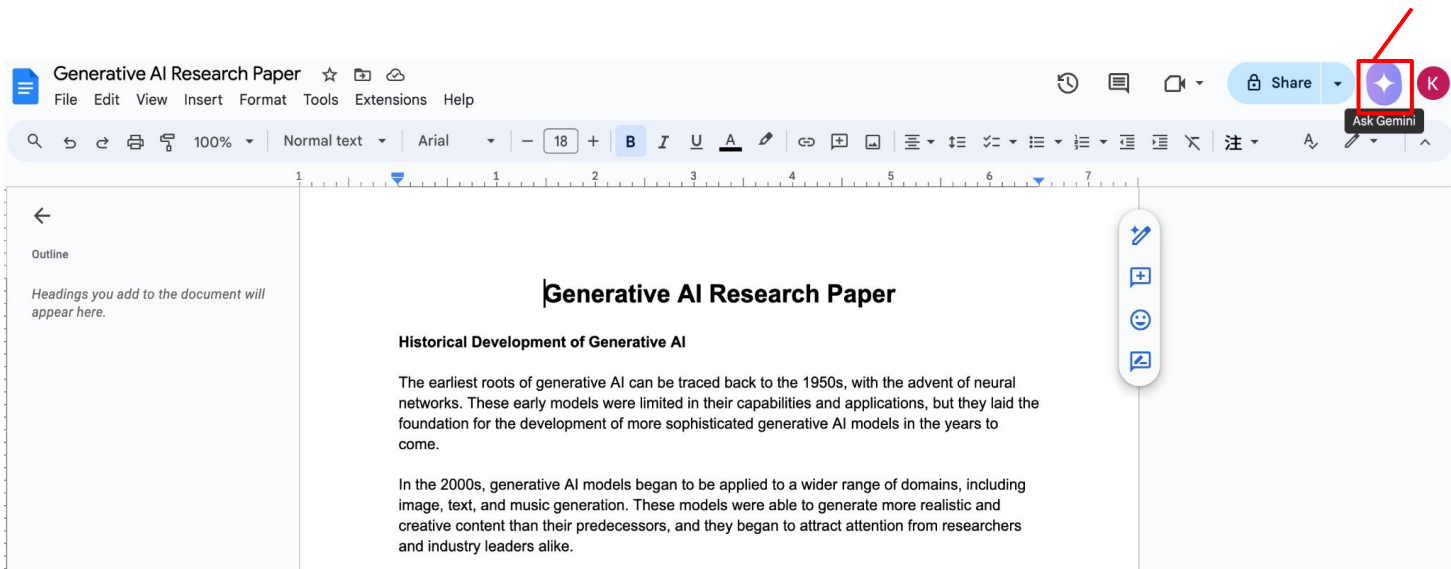
新增各點的  
附加說明以  
及結論段落

可查看先前  
輸出的結果

# 實作時間：任務一 (2)

使用 Side panel 來協助摘要蒐集到的文件

開啟 Gemini 側邊欄



The screenshot shows a Google Docs document titled "Generative AI Research Paper". The interface includes a top menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Extensions", and "Help". A toolbar below the menu contains various editing tools. On the right side of the toolbar, there is a "Share" button and a Gemini icon (a purple star with a white circle) which is highlighted with a red box and a red arrow. Below the Gemini icon is a red circle with a white "K". The document content is displayed in the main area, featuring a heading "Generative AI Research Paper" and two paragraphs of text. On the left side, there is a "Side panel" with an "Outline" section and a note: "Headings you add to the document will appear here." A vertical toolbar on the right side of the document contains icons for editing, adding, and deleting content.



# 實作時間：任務一 (2)

使用 Side panel 來協助摘要蒐集到的文件

## Gemini in Docs 的 側邊欄三大類功能

Refine

Summarize

Write

內容擴寫、針對文件內容問答或其他需求

自動摘要文件內容

調整文件內容/格式

Gemini

Hello, Ken  
How can I help you today?

Summary of this content

- Generative AI, with roots in 1950s neural networks, has seen significant advancements in recent years, particularly with enhanced ...

Rephrase part of this document

Refine this document

Summarize this document in a specific format

More suggestions >

Summarize

Summarize this document in a specific format

Outline the main points of this document

Write

Brainstorm for a new product

Create an outline for a pitch

Write a blog post about an upcoming launch

Create a list of conferences

Enter a prompt here

# 實作時間：任務一 (2)

使用 Side panel 來協助摘要蒐集到的文件

The screenshot shows a document editor interface for a file named "Generative AI Research Paper". The main document content is as follows:

## Generative AI Research Paper

### Historical Development of Generative AI

The earliest roots of generative AI can be traced back to the 1950s, with the advent of neural networks. These early models were limited in their capabilities and applications, but they laid the foundation for the development of more sophisticated generative AI models in the years to come.

In the 2000s, generative AI models began to be applied to a wider range of domains, including image, text, and music generation. These models were able to generate more realistic and creative content than their predecessors, and they began to attract attention from researchers and industry leaders alike.

In recent years, generative AI models have experienced significant advancements in both their capabilities and sophistication. This has been primarily driven by the availability of enhanced computing power and extensive datasets. As a result, generative AI models are now able to generate content that is indistinguishable from human-generated content in many cases.

### Distinguishing Generative AI from Traditional AI

Traditional AI models are typically trained on a specific dataset and are limited to performing a specific task. For example, a traditional AI model that is trained to play chess will only be able to play chess. In contrast, generative AI models can be trained on diverse datasets and are capable of executing various tasks. This versatility and adaptability make generative AI models more advantageous over traditional AI models in many applications.

### Benefits of Generative AI Adoption

Generative AI offers a number of benefits over traditional AI models. These benefits include:

- **The ability to create novel content.** Generative AI models can be used to create new images, text, music, and other types of content. This content can be used for a variety of purposes, such as entertainment, education, and marketing.
- **The ability to automate tasks.** Generative AI models can be used to automate tasks such as report writing, marketing copy generation, and customer service. This can free up human workers to focus on more creative and strategic tasks.

The side panel on the right, titled "More suggestions", contains the following options:

- Refine
  - Rephrase part of this document
  - Refine this document
- Summarize
  - Summarize this document in a specific format
  - Outline the main points of this document
- Write
  - Brainstorm for a new product
  - Create an outline for a pitch
  - Write a blog post

Two options are highlighted with red boxes: "Outline the main points of this document" and "Outline the main points for this document in a few sentences".

除了可以取得 side panel 自動摘要的內容, 也可以指定特定摘要格式

# 實作時間

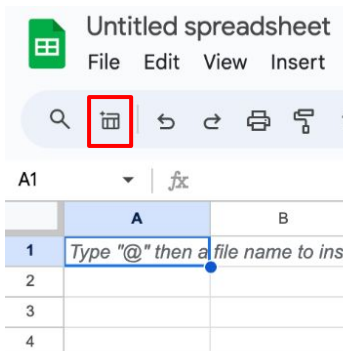
情境一：商學院大學生



## 任務二

在與組員討論過後，David 的小組決定建立一個進度表來追蹤工作的進度，以及更清楚地掌握各自的負責事項。這個表需要包含工作內容、預計完成時間、負責人、進度記錄、備註與對應的文件或檔案。

實作：(1) 在 Google Sheets 裡使用 Gemini 的 Help me organize 功能建立一個專案追蹤表 (2) 訪談對象的聯絡狀況表



# 實作時間：任務二 (1)

在 Google Sheets 裡使用 Gemini 的 Help me organize 功能  
建立一個專案追蹤表



## Prompt

Create a work plan for prepare group presentation in 12 weeks.



試著加入報告的詳細背景，以及想要擁有的表格結構  
(如：準備報告需要完成哪些工作？表格要記錄些什麼？)

## Better Prompt

Create a work plan for technological innovation and marketing course presentation. The general work includes determining the case topic, collecting data, designing interview outlines, contacting companies, analyzing data and producing reports. It needs to be completed within 12 weeks, and the table must include the work content, estimated completion time, person in charge, progress records, notes and corresponding documents or files.

# 實作時間：任務二 (1)

在 Google Sheets 裡使用 Gemini 的 Help me organize 功能  
建立一個專案追蹤表

描述想要的表格樣貌，  
自動生成模板與範例資料

The screenshot displays a Google Sheets spreadsheet with a project tracking table. The table has columns for Week, Work Content, Estimated Completion Time, Person in Charge, Progress Records, Notes, and Corresponding Documents or Files. The sidebar on the right shows the 'Help me organize' interface with a 'Create a custom template' button and a 'Create' button.

Week	Work Content	Estimated Completion Time	Person in Charge	Progress Records	Notes	Corresponding Documents or Files
1	Determining case topics	1 week	Professor Smith	N/A	A list of potential case topics was generated.	Case topic list.docx
2	Collecting relevant data	2 weeks	Professor Smith and Teaching Assistants	N/A	Data was collected from a variety of sources, including industry reports, news articles, and academic journals.	Data collection plan.docx
3	Designing interview outlines	1 week	Professor Smith and Teaching Assistants	N/A	Interview outlines were developed for each case topic.	Interview outline template.docx
4	Contacting companies	1 week	Teaching Assistants	N/A	Companies were contacted to schedule interviews.	List of contacted companies.xlsx
5	Conducting interviews	2 weeks	Professor Smith and Teaching Assistants	N/A	Interviews were conducted with representatives from each company.	Interview transcripts.docx
6	Analyzing data	3 weeks	Professor Smith and Teaching Assistants	50%	Data is being analyzed to identify key trends and insights.	Data analysis plan.docx
7	Writing case studies	2 weeks	Professor Smith and Teaching Assistants	25%	Case studies are being written based on the data analysis.	Case study template.docx
8	Reviewing case studies	1 week	Professor Smith	25%	Case studies are being reviewed for accuracy and completeness.	Case study review checklist.docx
9	Revising case studies	1 week	Professor Smith and Teaching Assistants	75%	Case studies are being revised based on the feedback from the review.	Case study revision log.docx
10	Formatting case studies	1 week	Teaching Assistants	50%	Case studies are being formatted according to the course guidelines.	Case study formatting guidelines.docx
11	Printing case studies	1 week	Teaching Assistants	25%	Case studies are being printed and bound.	Case study printing instructions.docx
12	Distributing case studies	1 week	Teaching Assistants	100%	Case studies are being distributed to students.	Case study distribution list.xlsx

可以看到整體表格的預覽，並  
選擇是否直接插入至試算表  
中

# 實作時間：任務二 (2)

使用 Gemini 的 Help me organize 功能建立訪談對象的聯絡狀況表



## Prompt

Generate a table to record the reply from interviewees of our case study interview invitation.



也可以先透過簡短的prompt插入生成的表格，再進一步根據自身的需求進行調整(如：新增欄位、更改資料內容等)

	A	B	C	D	E	F	G	H	I	J	K
1	Date Interview Invitation Sent	Interviewee Name	Interviewee Contact	Interviewee Title	Interviewee Company	Interviewee Current Location	Interviewee Availability	Interviewee Preference	Interviewee Notes	Response Received	Response
2	2023-08-07	Jane Doe	jane.doe@email.com	Senior Data Scientist	Acme Corporation	San Francisco, CA	2023-08-21 - 2023-08-25	In-person, virtual, or phone	Will need to arrange a babysitter if interview is in-person.	2023-08-08	Tentative
3	2023-08-07	John Smith	johnsmith@email.com	Software Engineer	XYZ Technologies	New York, NY	2023-08-14 - 2023-08-18	In-person, virtual, or phone	Works from home on Fridays so would prefer an in-person interview on that day.	2023-08-10	Declined
4	2023-08-07	Mary Johnson	mary.johnson@email.com	Product Manager	ABC Company	Los Angeles, CA	2023-08-28 - 2023-09-01	In-person or virtual	Would prefer an in-person interview, but could also do virtual if necessary.	2023-08-15	Accepted
5	2023-08-07	Tom Brown	tom.brown@email.com	Business Analyst	DEF Consulting	Boston, MA	2023-08-16 - 2023-08-20	Virtual or phone	Works from home on Mondays and Tuesdays so would prefer a virtual or phone interview on those days.	2023-08-12	Accepted

# 實作時間：任務二 (2)

使用 Gemini 的 Help me organize 功能建立訪談對象的聯絡狀況表

The screenshot shows a Google Sheet titled "Interviewees's reply" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar. The sheet contains a table with the following columns: Date Interview Invitation Sent, Interviewee Name, Interviewee Contact, Interviewee Title, Interviewee Company, Interviewee Current Location, Interviewee Availability, Interviewee Preference, Interviewee Notes, Response Received, Response, and Contact person. The table has four rows of data. A red box highlights the "Response Received", "Response", and "Contact person" columns for the first row. A dropdown menu is open for the "Contact person" cell, showing a list of people: Ken Jheng (ken.jheng@mile.cloud), Jerry Chen (jerry.chen@mile.cloud), tra001@dev.mile.cloud (tra001@dev.mile.cloud), and David Liang (david.liang@mile.cloud). The "Response Received" cell contains "2023-08-08" and the "Response" cell contains "Tentative".

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date Interview Invitation Sent	Interviewee Name	Interviewee Contact	Interviewee Title	Interviewee Company	Interviewee Current Location	Interviewee Availability	Interviewee Preference	Interviewee Notes	Response Received	Response	Contact person	
2	2023-08-07	Jane Doe	jane.doe@email.com	Senior Data Scientist	Acme Corporation	San Francisco, CA	2023-08-21 - 2023-08-25	In-person, virtual, or phone	Will need to arrange a babysitter if interview is in-person.	2023-08-08	Tentative	Ken Jheng	
3	2023-08-07	John Smith	johnsmith@email.com	Software Engineer	XYZ Technologies	New York, NY	2023-08-14 - 2023-08-18	In-person, virtual, or phone	Works from home on Fridays so would prefer in-person interview on that day.				
4	2023-08-07	Mary Johnson	mary.johnson@email.com	Product Manager	ABC Company	Los Angeles, CA	2023-08-28 - 2023-09-01	In-person or virtual	Would prefer an in-person interview, but could also do virtual if necessary.				

在插入生成的表格後，  
根據個人需求新增新的欄位

# 實作時間

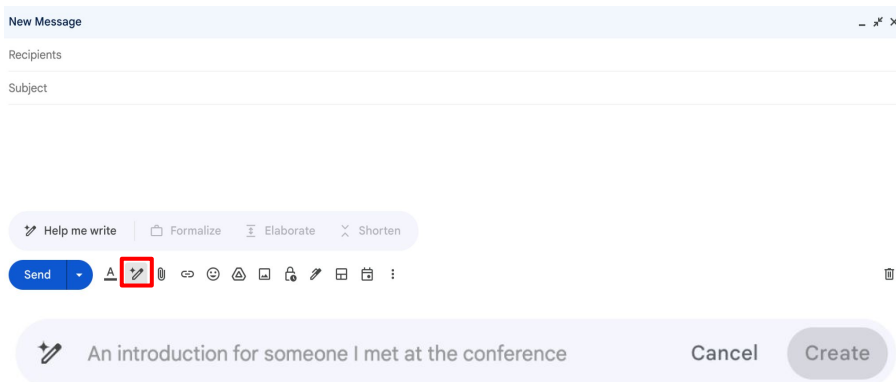
情境一：商學院大學生



## 任務三

在擬定完訪綱之後，David 的小組便要著手聯絡企業的高階管理人員，邀請他們進行個案訪談，並確認他們的意願。因為要進行個案訪談的對象皆為大企業，在信件往來的過程中需要確保資訊完整以及正式地與其洽談。

實作：在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫一個訪談邀請的信件草稿





# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫一個訪談邀請的信件草稿



## Prompt

A interview invitation of technological innovation and marketing case study to enterprise executive.



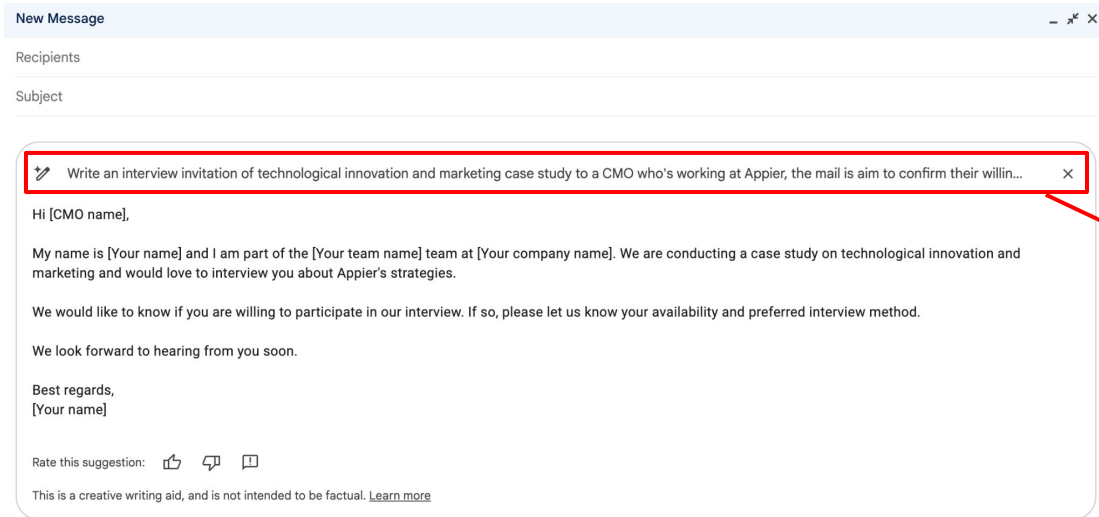
試著描述更詳細的信件目的, 並讓內容更加正式

## Better Prompt

Write an interview invitation of technological innovation and marketing case study to a CMO who's working at Appier, the mail is aim to confirm their willingness to accept our interview or not, and knowing about their available time and preferred interview method. Remember it should have our team introduction at first.

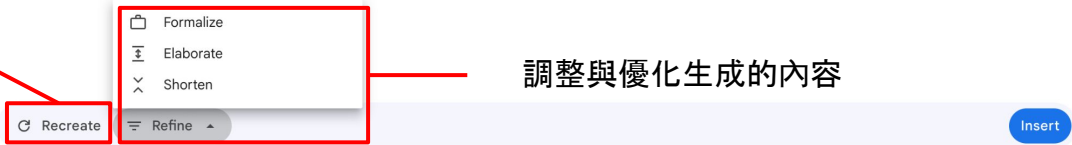
# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫一個訪談邀請的信件草稿



輸入/修改prompt

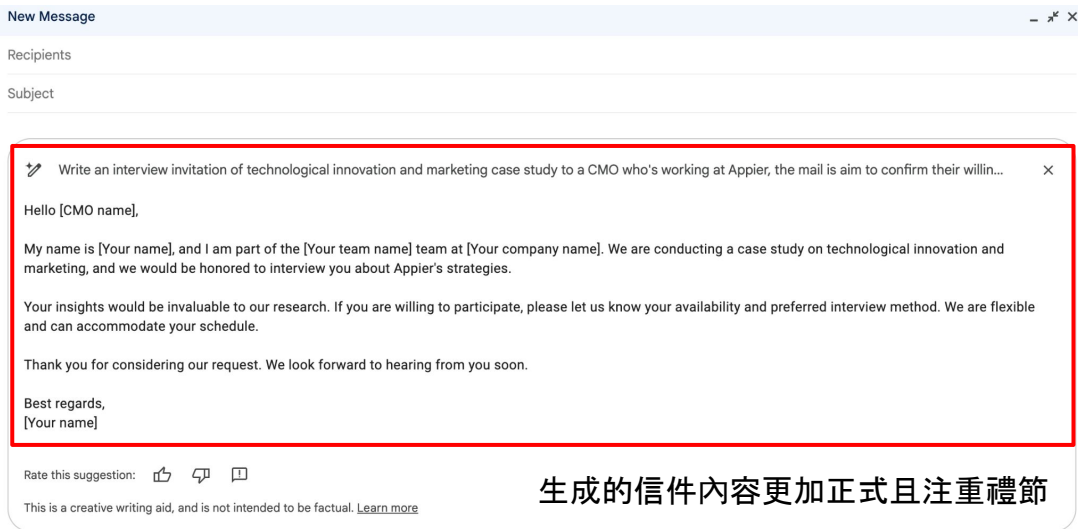
重新生成內容



調整與優化生成的內容

# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫一個訪談邀請的信件草稿



New Message

Recipients

Subject

✍ Write an interview invitation of technological innovation and marketing case study to a CMO who's working at Appier, the mail is aim to confirm their willin... ✕

Hello [CMO name],

My name is [Your name], and I am part of the [Your team name] team at [Your company name]. We are conducting a case study on technological innovation and marketing, and we would be honored to interview you about Appier's strategies.

Your insights would be invaluable to our research. If you are willing to participate, please let us know your availability and preferred interview method. We are flexible and can accommodate your schedule.

Thank you for considering our request. We look forward to hearing from you soon.

Best regards,  
[Your name]

Rate this suggestion: 👍 👎 🗨

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

生成的信件內容更加正式且注重禮節

🔄 Recreate **📄 Formalize** ▼ Insert



在Gmail中使用Refine功能時，不會保留原本生成的內容。

在每一次生成過後，務必仔細評估該次的結果是不是滿足自身需求的，再進行調整或重新生成。

## 任務四

在完成訪談與分析資料後，最後一步就是要以簡報呈現這一次個案分析的專案結果了。David 的小組希望可以在簡報內插入一些圖片來增加簡報的豐富度，但尋找這些圖片太過於耗時了，他們希望可以最小化這些搜尋成本，高效完成這份簡報。

實作：在 Slides 裡使用 side panel 來 (1) 生成插圖 (2) 快速生成簡報



Create



Create a slide  
to pitch an idea



Create a slide  
about new opportunities



Create a slide  
to congratulate our team



Create an image on this slide  
about reaching our goals

# 實作時間：任務四 (1)

在 Slides 裡使用 side panel 生成插圖



## Prompt

Create an image of AI helps people to marketing.



試著描述更詳細的圖片細節

(如：想要以什麼風格呈現、圖片中要包含的元素)

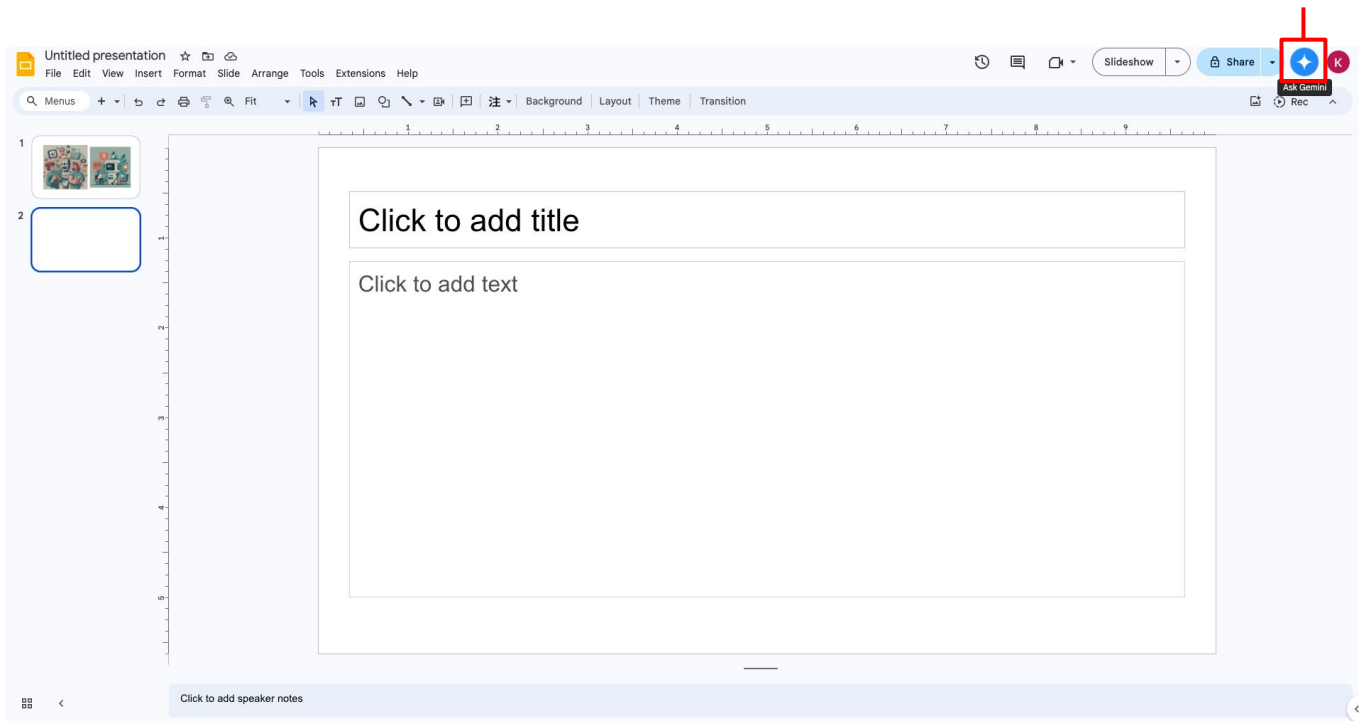
## Better Prompt

Create an image of AI helps people to marketing and everyone loves it in cartoon style. The factors I want in the image: Customer, Marketing staff, AI, and social media

# 實作時間：任務四 (1)

在 Slides 裡使用 side panel 生成插圖

開啟 Gemini 側邊欄



# 實作時間：任務四 (1)

在 Slides 裡使用 side panel 生成插圖

The screenshot shows the Google Slides interface. The main slide has a title box containing "Click to add title" and a text box containing "Click to add text". A side panel on the right is open, displaying "More suggestions". Two suggestions are highlighted with red boxes:

- The first suggestion is "Create an image on this slide about reaching our goals". A red line points from this suggestion to the text "點擊此區塊即可得到基本的prompt模板" (Clicking this block can get you a basic prompt template) on the slide.
- The second suggestion is "Create an image of AI helps people to marketing and everyone loves it in cartoon style. The factors I want in the image: Customer, Marketing staff, AI, and social media". A red line points from this suggestion to the text "輸入具體描述的prompt產生圖片" (Input a specific description prompt to generate an image) on the right.

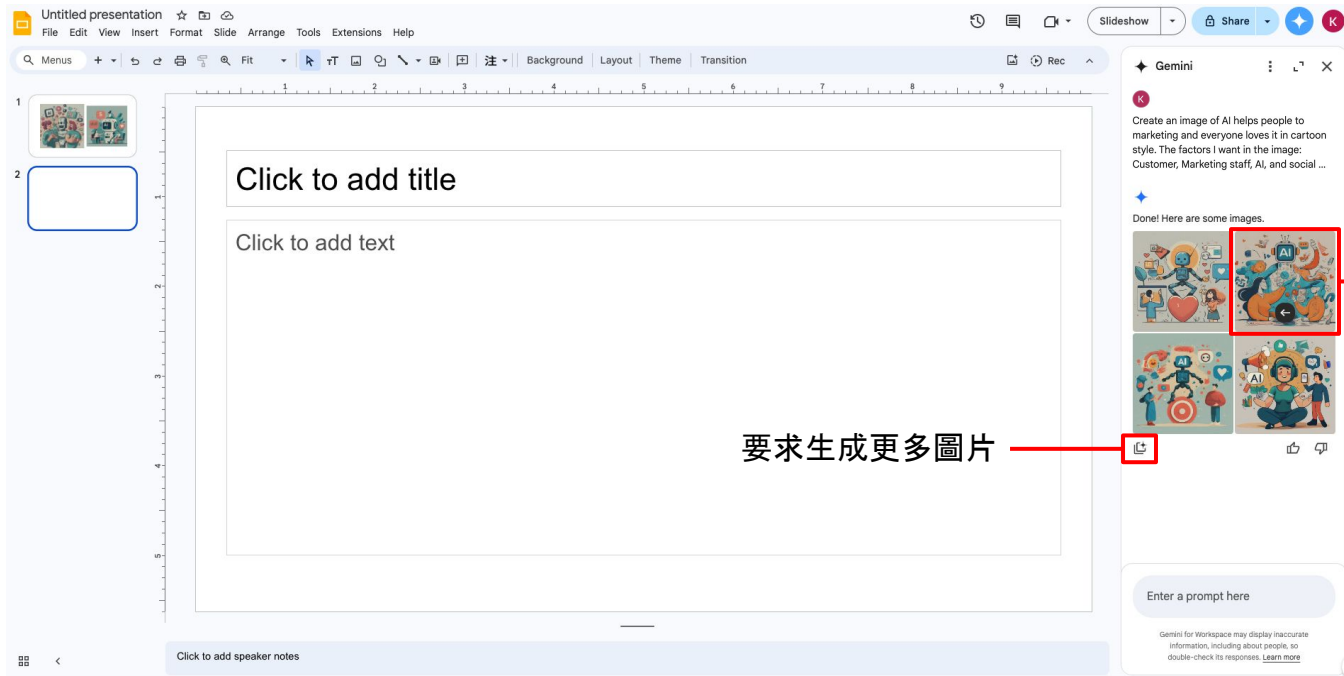
Below the suggestions, there is a disclaimer: "Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)".

Create an image of **an arrow** about to hit a **bullseye target** in a **hyperrealistic photography** style

輸入具體描述的  
prompt產生圖片

# 實作時間：任務四 (1)

在 Slides 裡使用 side panel 生成插圖



要求生成更多圖片

鼠標移至圖片上方  
即可點擊並插入



# 實作時間：任務四 (2)

使用 Side panel 快速生成簡報

The screenshot displays the Google Slides interface. The main slide area contains a colorful illustration of two people sitting at a table with a laptop, surrounded by various icons and symbols, with a central robot head labeled 'AI'. The right-hand side panel, titled 'More suggestions', is highlighted with a red box. This panel is divided into 'Create' and 'Write' sections. The 'Create' section includes three options: 'Create a slide to pitch an idea', 'Create a slide to congratulate our team', and 'Create a slide about new opportunities'. The 'Write' section includes 'Brainstorm ideas to make your meetings more en...', 'Create a list of popular products', and 'Make a list of ideas for a new product'. At the bottom of the panel, there is a text input field 'Enter a prompt here' and a disclaimer: 'Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. Learn more'.

生成投影片

# 實作時間：任務四 (2)

使用 Side panel 快速生成簡報

The screenshot displays a presentation software interface. The main slide features a colorful illustration of two people sitting at a table with a laptop, surrounded by various icons and a central robot head with 'AI' on its screen. The side panel on the right, titled 'More suggestions', lists several AI-generated prompts. The prompt 'Create a slide about the trend of generative AI application' is highlighted with a red box and a red arrow pointing to the text '輸入prompt'.

More suggestions

- All Create Write
- Create
  - Create a slide to pitch an idea
  - Create a slide to congratulate our team
  - Create a slide about new opportunities
  - Create an image on this slide about reaching our goals
- Write
  - Brainstorm ideas to make your meetings more en...
  - Create a list of popular products
  - Make a list of ideas for a new product
- Create a slide about the trend of generative AI application

Click to add speaker notes

輸入prompt

# 實作時間：任務四 (2)

使用 Side panel 快速生成簡報

Untitled presentation

File Edit View Insert Format Slide Arrange Tools Extensions Help

Menus Background Layout Theme Transition

## Generative AI Applications on the Rise

- Generative AI is rapidly becoming more accessible and affordable.
- There is a growing trend of integrating AI into existing products and workflows.
- Generative AI is being used to create new products and services that were not possible before.
- The use of AI is raising ethical concerns around bias, privacy, and job displacement.
- Regulations are being developed to address these concerns and ensure responsible AI use.

Enter a prompt here

Close Retry **Insert** Sources

Click to add speaker notes

Gemini

Create a slide about the trend of generative AI application

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

取消/重新生成/插入簡報



### Robert

大學教授

## 背景

Robert 是一位資深的大學教授，在電腦科學領域有超過十年的教學和研究經驗。他熱衷於使用技術來加強學習，並一直在尋找可以協助他提高教學和研究效率的新工具和資源。他預計在下個學期開設一門名為「行動式雲端服務應用設計」的課程。在學期開始之前，他需要設計課綱、細化每週的教學內容、設計考試題目及作業與製作課堂投影片。

他希望這堂課能為學生提供一個既有理論深度又具實踐應用的學習體驗，使他們在學期結束時，能夠掌握雲端設計的核心概念和技術，並具備應用這些知識解決實際問題的能力。

### 工作需求：

- 課綱設計：設計一個全面、平衡理論與實踐的密碼學課綱
- 規劃評分方式與標準：制定公平的評分方式與標準，包含考試、作業和課堂參與
- 教學材料準備：製作課堂投影片、練習題和考題
- 佈達課堂資訊：傳達課程變動、作業和考試安排等重要資訊

### 現有挑戰：

- 撰寫文件過於耗時：撰寫和編輯課程文件耗時，影響其他工作投入
- 題目設計不易：設計全面評估學生理解和應用能力的考試題目和作業具有挑戰性
- 課堂教材需符合教學場景：難以確保課堂教材符合實際教學場景並符合教學目標
- 課堂資訊需完整陳述：難以確保課堂資訊完整且清晰地陳述，讓學生理解和掌握

## 任務一



*Gemini in Google Docs*

- *Help me write* 功能
- 調整輸出與優化內文

## 任務二



*Gemini in Google Sheets*

- *Help me organize* 功能
- 側邊欄: 設計計算公式

## 任務三



*Gemini in Gmail*

- *Help me write* 功能
- 側邊欄: 信件建議

## 任務四



*Gemini in Google Slides*

- 側邊欄: 投影片生成
- 側邊欄: 摘要內容
- 結合 *smart menu* 應用

# 實作時間

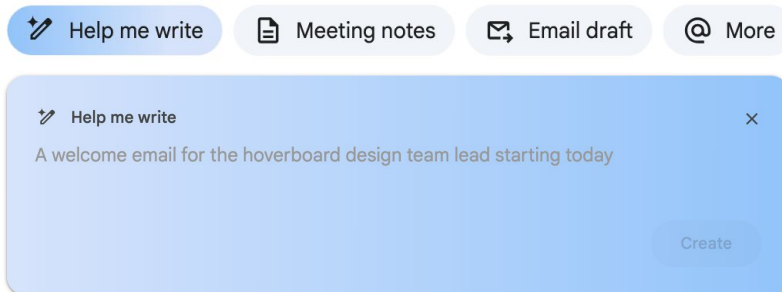
情境二:大學教授



## 任務一

首先, Robert 想先完成課程大綱的說明文件, 以利於提供學校開設課堂前的所需資訊。這份文件需要包含課程時間、地點、介紹與學習目標、課程安排以及評分標準等。

實作: 在 Google Docs 裡使用 Gemini 的 Help me write 功能產生課程大綱的說明文件



# 實作時間：任務一

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
產生課程大綱的說明文件



## Prompt

Create an introduction document for the mobile cloud application service design course in 16 weeks.



試著帶入專業背景與說明內容的呈現格式等

(如:要包含在文件中的內容為何?以表格方式呈現?)

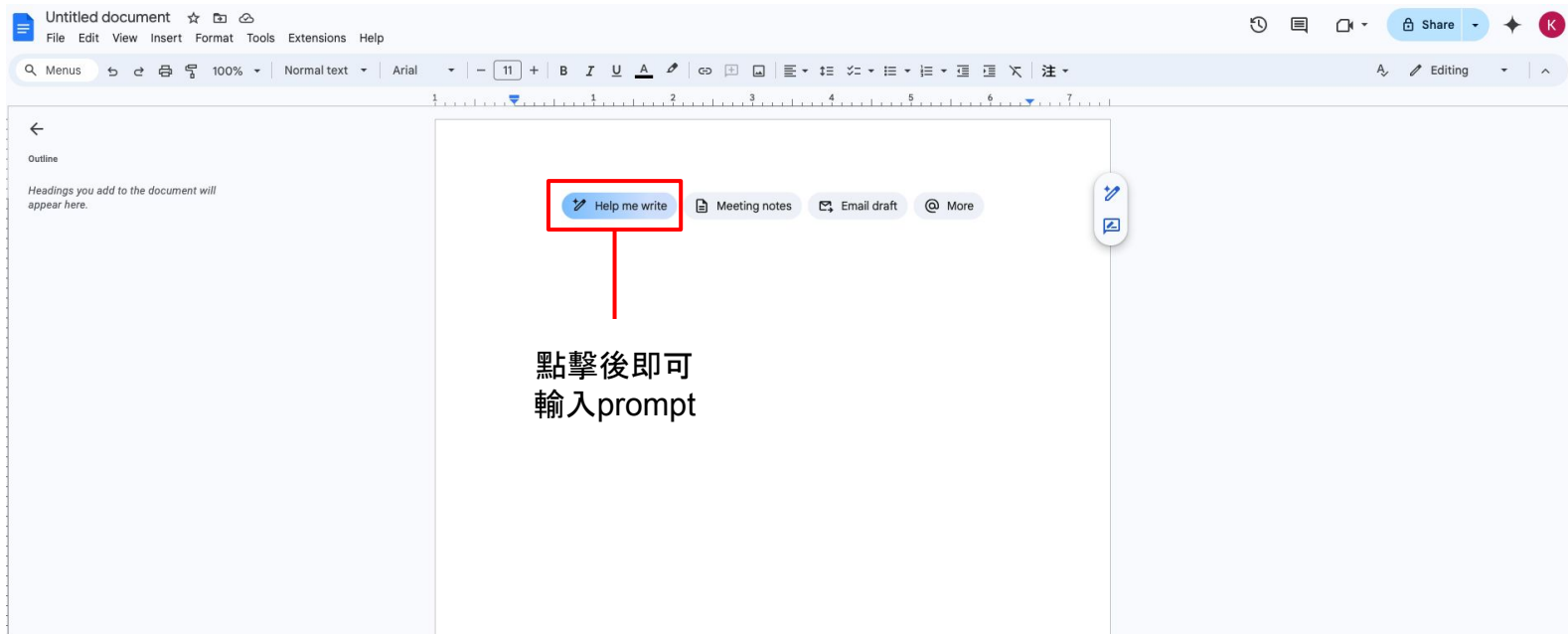
## Better Prompt

As a computer science professor, create an introduction document for a 16-week mobile cloud service application design course, which must include weekly syllabus (table), grading, prerequisites course policies, and additional materials.



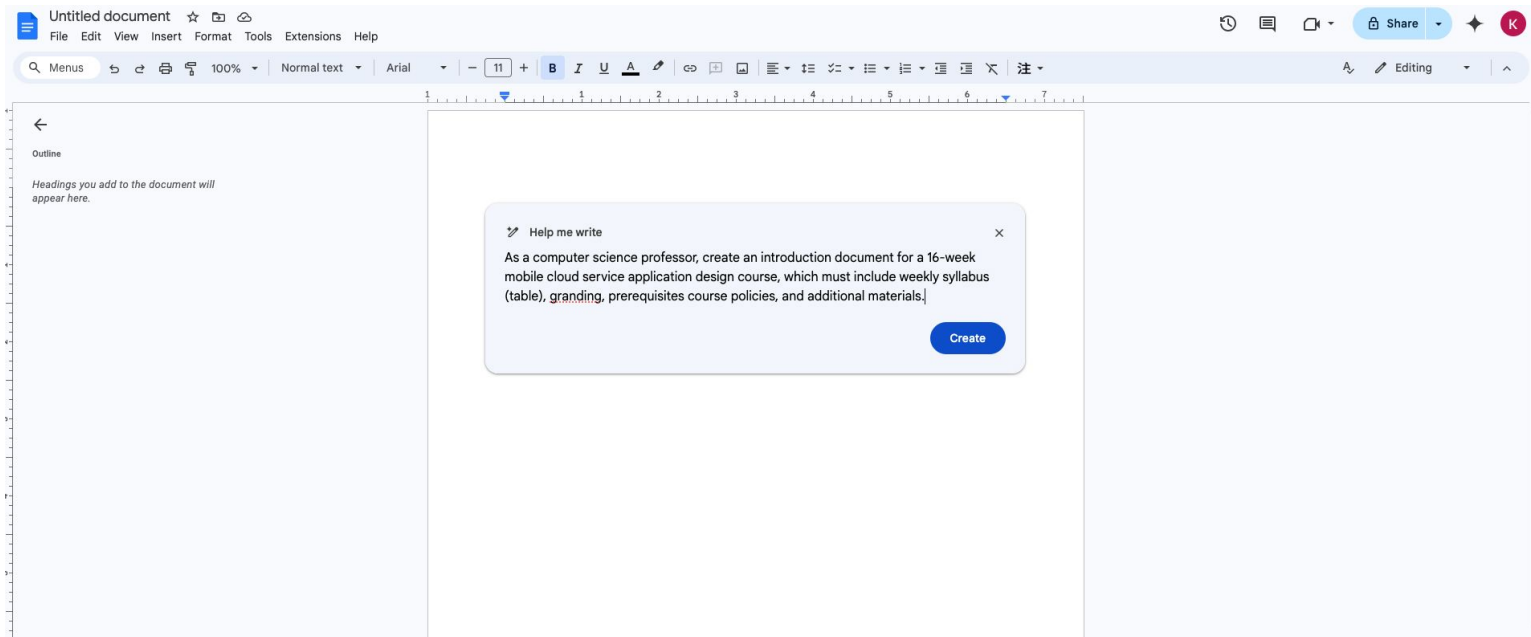
# 實作時間：任務一

在 Google Docs 裡使用 Gemini 的 Help me write 功能產生課程大綱的說明文件



# 實作時間：任務一

在 Google Docs 裡使用 Gemini 的 Help me write 功能產生課程大綱的說明文件



# 實作時間：任務一

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
產生課程大綱的說明文件

輸入/修改  
prompt

As a computer science professor, create an introduction document for a 16-week r

**Mobile Cloud Service Application Design Course Introduction**

Welcome to the Mobile Cloud Service Application Design course. This course will introduce you to the fundamental concepts and techniques for designing and developing mobile cloud service applications. You will learn about the different types of mobile cloud services, the challenges of designing and developing for the mobile cloud, and the best practices for building scalable and reliable mobile cloud applications.

**Weekly Syllabus**

Week	Topic	Readings	Assignments
1	Introduction to Mobile Cloud Services	<a href="#">Textbook Chapter 1</a>	
		<a href="#">Textbook Chapter 2</a>	
		<a href="#">Textbook Chapter 3</a>	
		<a href="#">Textbook Chapter 4</a>	

Custom (eg. make it a poem) → to be factual. [Learn more](#)

Refine Insert

重新  
生成輸出

As a computer science professor, create an introduction document for a 16-week r

**Introduction to Mobile Cloud Service Application Design**

**Course Overview**

This 16-week course provides a comprehensive introduction to the design and development of mobile cloud service applications. Students will learn about the fundamental concepts, technologies, and best practices for building mobile applications that leverage cloud services. Topics covered include mobile application architectures, cloud computing fundamentals, mobile development frameworks, cloud-based data storage and retrieval, mobile security, and mobile application testing.

**Weekly Syllabus**

Week	Topic
1	Introduction to Mobile Cloud Service Applications
2	Mobile Application Architectures
3	Cloud Computing Fundamentals
4	Mobile Development Frameworks

Rate this suggestion:

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

Refine

Insert

< ○ ○ ● >

將內容插  
入至內文

查看調整前的輸出版本

# 實作時間：任務一

在 Google Docs 裡使用 Gemini 的 Help me write 功能產生課程大綱的說明文件

The screenshot shows a Google Docs interface with a document titled "Introduction to Mobile Cloud Service Application Design". The document content includes a "Course Overview" section with a paragraph of text, and a "Weekly Syllabus" table. A context menu is open over the first paragraph of the Course Overview, showing options like Tone, Summarize, Bulletize, Elaborate, Shorten, Rephrase, and a Custom option.

**Introduction to Mobile Cloud Service Application Design**

**Course Overview**

This 16-week course provides a comprehensive introduction to the design and development of mobile cloud service applications. Students will learn about the fundamental concepts, technologies, and best practices for building mobile applications that leverage cloud services. Topics covered include mobile application architectures, cloud computing fundamentals, mobile development frameworks, cloud-based data storage and retrieval, mobile security, and mobile application testing.

**Weekly Syllabus**

Week	Topic
1	Introduction to Mobile Cloud Service Applications
2	Mobile Application Architectures
3	Cloud Computing Fundamentals
4	Mobile Development Frameworks
5	Cloud-based Data Storage and Retrieval
6	Mobile Security
7	Midterm Exam
8	Mobile Application Testing
9	Mobile Cloud Service Application Case Studies
10	Mobile Cloud Service Application Design Project (Part 1)

也可以針對文檔中的  
特定區段進行調整

# 實作時間

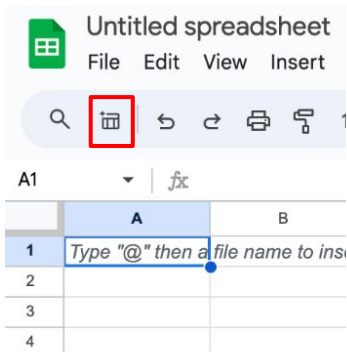
情境二:大學教授



## 任務二

在完成課堂規劃後, Robert 想要設計一個用於評分的試算表, 希望透過設計一些公式自動計算出每個學生的成績, 減少學期結束時需要的結算時間。

實作:(1) 在 Google Sheets 裡使用 Gemini 的 Help me organize 功能建立一個成績記錄表 (2) 使用 Side panel 設計成績計算公式



# 實作時間：任務二 (1)

使用 Gemini 的 *Help me organize* 功能建立一個成績記錄表



## Prompt

Create a grading system for students' final grade of course.

✎ 試著加入詳細的表格需求，讓生成的模板更符合預想的結構。

## Better Prompt

Create a grading system for recording students' participation, assignments, midterm exam, and final project to calculate their final grade and GPA. Use student ID and name to better recognize them.

# 實作時間：任務二 (1)

使用 Gemini 的 Help me organize 功能建立一個成績記錄表

Describe the desired table appearance,  
Automatically generate templates and example data

# 實作時間：任務二 (1)

使用 Gemini 的 Help me organize 功能建立一個成績記錄表

表格預覽

The screenshot shows a Google Sheets interface with a spreadsheet titled 'Untitled spreadsheet'. The spreadsheet contains a table with the following data:

Student ID	Student Name	Participation	Attendance	Assignments	Midterm Exam	Final Project	Final Grade	GPA
123456	John Smith	95%	90%	90%	85%	95%	90%	3.8
654321	Jane Doe	80%	85%	85%	90%	90%	85%	3.4
234567	Tom Jones	75%	75%	75%	80%	85%	80%	3.2
345678	Mary Johnson	90%	95%	95%	95%	95%	95%	3.8
456789	Bob Smith	85%	90%	80%	80%	85%	85%	3.4
567890	Susan Jones	90%	95%	90%	90%	90%	90%	3.6
678901	Bill Johnson	75%	80%	75%	75%	80%	80%	3.2
789012	Alice Smith	95%	100%	95%	100%	100%	98%	4.0
890123	David Smith	85%	85%	80%	85%	85%	85%	3.4
901234	Sarah Jones	90%	95%	90%	95%	90%	90%	3.6

On the right side of the spreadsheet, there is a 'Help me organize' sidebar. It contains a text prompt: 'Create a custom template' followed by 'Create a grading system for recording students' participation, assignments, midterm exam, and final project to calculate their final'. Below this text is a blue 'Create' button, which is highlighted with a red box. A red arrow points from the 'Create' button to the text '點擊後即生成表格' (Click to generate table).



# 實作時間：任務二 (2)

使用 Side panel 設計成績計算公式



## Prompt

Create a formula to determine GPA based on column K value.



試著將想計算的規則描述清楚，  
讓模型有更多線索來協助推斷與提供對應的公式。

## Better Prompt

Create a formula to determine NTU standard 10-level GPA (A+, A, A-... to F) based on column K value.

# 實作時間：任務二 (2)

使用 Side panel 設計成績計算公式

開啟 Gemini 側邊欄

Describe the functionality you want to implement, and get the corresponding spreadsheet formula.

More suggestions

- Create a table to track my budget
- Create a table to track team updates
- Create a table to compare business strategies
- Create a table to manage a call center
- Create a table to organize metrics

Ask

- Teach me how to use formulas for lookups

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

# 實作時間：任務二 (2)

使用 Side panel 設計成績計算公式

Untitled spreadsheet

File Edit View Insert Format Data Tools Extensions Help

Menus 100% \$ % .00 123 Default... - 10 + B I A

L2  $\text{fx} = \text{IFS}(K2 \geq 90, "A+", K2 \geq 85, "A", K2 \geq 80, "A-", K2 \geq 77, "B+", K2 \geq 73, "B", K2 \geq 70, "B-", K2 \geq 67, "C+", K2 \geq 63, "C", K2 < 60, "C-", K2 < 60, "F")$

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student ID	Student Name	Participation	weighted par	Assignment	weighted assign	Midterm	weighted midter	Final Project	weighted project	Final Grade	GPA
2	123456	John Smith	95	9.5	90	18	85	25.5	95	38	91	A+
3	654321	Jane Doe	80	8	85	17	90	27	90	36	88	
4	234567	Tom Jones	75	7.5	75	15	80	24	85	34	80.5	
5	345678	Mary Johnson	90	9	95	19	95	28.5	95	38	94.5	
6	456789	Bob Smith	85	8.5	80	16	80	24	85	34	82.5	
7	567890	Susan Jones	90	9	90	18	90	27	90	36	90	
8	678901	Bill Johnson	75	7.5	75	15	75	22.5	80	32	77	
9	789012	Alice Smith	95	9.5	95	19	100	30	100	40	98.5	
10	890123	David Smith	80	8	80	16	85	25.5	85	34	83.5	
11	901234	Sarah Jones	90	9	90	18	95	28.5	90	36	91.5	

點擊插入圖示, 即可快速引用公式

Gemini

Create a formula to determine 10-level GPA (A+, A, A-... to F) based on column K value and output value in column L for National Taiwan University students

I couldn't create a formula for that request. Try being more specific, breaking your request into smaller steps, or simplifying the data.

Create a formula to determine NTU standard 10-level GPA (A+, A, A-... to F) based on column K value and output value in column L

$\text{=IFS}(K2 \geq 90, "A+", K2 \geq 85, "A", K2 \geq 80, "A-", K2 \geq 77, "B+", K2 \geq 73, "B", K2 \geq 70, "B-", K2 \geq 67, "C+", K2 \geq 63, "C", K2 < 60, "C-", K2 < 60, "F")$

Formula Result: A+

Sources (1)

Create a formula that calculates the total weighted participation score for all students.

Show more suggestions

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

# 實作時間：任務二 (2)

使用 Side panel 設計成績計算公式

The screenshot shows a Gemini chat window with two messages. The first message asks for a formula to determine 10-level GPA based on column K and L for National Taiwan University students. The response is an error message: "I couldn't create a formula for that request. Try being more specific, breaking your request into smaller steps, or simplifying the data." The second message asks for a formula to determine NTU standard 10-level GPA based on column K and L. The response is a complex IFS formula: `=IFS(K2>=90,"A+", K2>=85,"A", K2>=80,"A-", K2>=77,"B+", K2>=73,"B", K2>=70,"B-", K2>=67,"C+", K2>=63,"C", K2>=60,"C-", K2<60,"F")`. Below the formula, it says "Formula Result: A+". At the bottom, there are suggestions for other prompts, including "Create a formula that calculates the total weighted participation score for all students."

**Tips:** 不同的 *prompt* 陳述方式會影響輸出結果

Prompt 的描述方式  
無法讓模型清楚地判斷意圖

微調描述方式，  
成功輸出與需求規則相符的公式

等第成績	等第積分	百分比分數區間 (小數點第一位四 捨五入至整數)	百分比單科成績對照
A+	4.3	90-100	95
A	4.0	85-89	87
A-	3.7	80-84	82
B+	3.3	77-79	78
B	3.0	73-76	75
B- (研究生及格標準)	2.7	70-72	70
C+	2.3	67-69	68
C	2.0	63-66	65
C- (學士班及格標準)	1.7	60-62	60
F	0	59(含)以下	50
X	0	0	0



# 實作時間

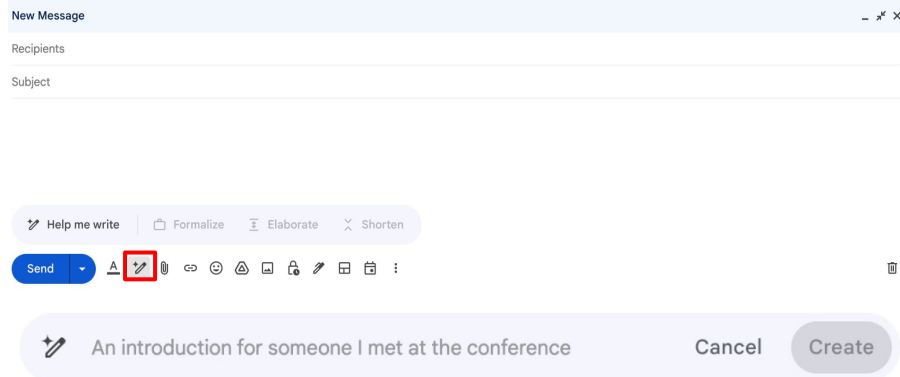
情境二:大學教授



## 任務三

在取得修課的學生名單後, Robert 希望學生們可以在課堂開始之前先進行一些準備, 例如了解一些相關的基本概念, 因此他想要透過郵件通知學生們可以先自行預習的內容, 確保他們有更好的課堂學習成效。

實作: 在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫一個課堂開始前的通知信件



# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫課堂通知信件



## Prompt

Write a mail to let students know what should they do before start the course.



試著加入詳細的資訊與信件目的，讓輸出的結果更明確  
(如：收信的對象、信件要傳達的資訊等)

## Better Prompt

Draft an email for students enrolled in the Mobile Cloud Service App Design course. The email should include: course overview, syllabus, prerequisites (e.g., familiarity with network architect, cloud platforms), and welcome note.

# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫課堂通知信件

輸入/修改 prompt

The screenshot shows the Gmail 'Help me write' interface. At the top, there is a text input field for the prompt, which is highlighted with a red box. Below it, the generated email content is displayed. At the bottom, there is a 'Recreate' button (highlighted with a red box) and a 'Refine' dropdown menu. The dropdown menu is open, showing three options: 'Formalize', 'Elaborate', and 'Shorten', with 'Elaborate' highlighted by a red box. To the right of the email content, there is an 'Insert' button (highlighted with a red box).

New Message

Recipients

Subject

Draft an email for students enrolled in the Mobile Cloud Service App Design course. The email should include: course overview, syllabus, prerequisites (...)

Hello students,

Welcome to the Mobile Cloud Service App Design course! This course is designed to provide you with the knowledge and skills needed to design and develop mobile cloud service applications.

The course will cover a variety of topics, including:

- \* Mobile cloud service architectures
- \* Cloud platforms
- \* Network architecture
- \* Mobile application development
- \* Security and privacy

The syllabus for the course is attached to this email. Please review it carefully and let me know if you have any questions.

Prerequisites for this course include:

- \* Familiarity with network architecture
- \* Experience with...

I am excited to...

Sincerely,

Formalize

Elaborate

Shorten

Recreate

Refine

Insert

若不滿意輸出，  
可點擊重新生成

調整輸出的內容長度或語調

插入生成的內容

# 實作時間：任務三

在 Gmail 裡使用 Gemini 的 Help me write 功能撰寫課堂通知信件

New Message - \* ×

Recipients

Welcome to the Mobile Cloud Design App! — 鍵入Tab即可快速採用建議的信件主旨

Hello students,

Welcome to the Mobile Cloud Service App Design course! This course is designed to provide you with the knowledge and skills needed to design and develop mobile cloud service applications.

The course will cover a variety of topics, including:

- \* Mobile cloud service architectures
- \* Cloud platforms
- \* Network architecture
- \* Mobile application development
- \* Security and privacy

The syllabus for the course is attached to this email. Please review it carefully and let me know if you have any questions.

Prerequisites for this course include:

- \* Familiarity with network architecture
- \* Experience with cloud platforms

I am excited to have you all in this course and look forward to working with you. If you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]

Help me write Formalize Elaborate Shorten

Send 🔍 ✎ 📎 🔄 😊 🗑️ 📧 🔒 🖋️ 📅 📁 ⋮



情境二:大學教授



## 任務四

在完成課綱後, Robert 便要著手製作課程投影片, 為了確保教材可以提升課堂的教學品質, 這份投影片除了需要有清晰的目標和結構以外, 也要強調當中的關鍵重點。

實作: 在 Slides 裡使用 Gemini 的 side panel (1) 生成投影片 (2) 摘要投影片的重點

Create



Create a slide  
to pitch an idea



Create a slide  
to congratulate our team



Create a slide  
about new opportunities

# 實作時間：任務四 (1)

在 Slides 裡使用 Gemini 的 side panel 生成投影片



## Prompt

Create a slide about the trend of cloud applications based on @filename



透過輸入 "@" 可以呼叫 search menu ,  
指定特定檔案作為資料參考來源, 讓模型提取檔案內容。

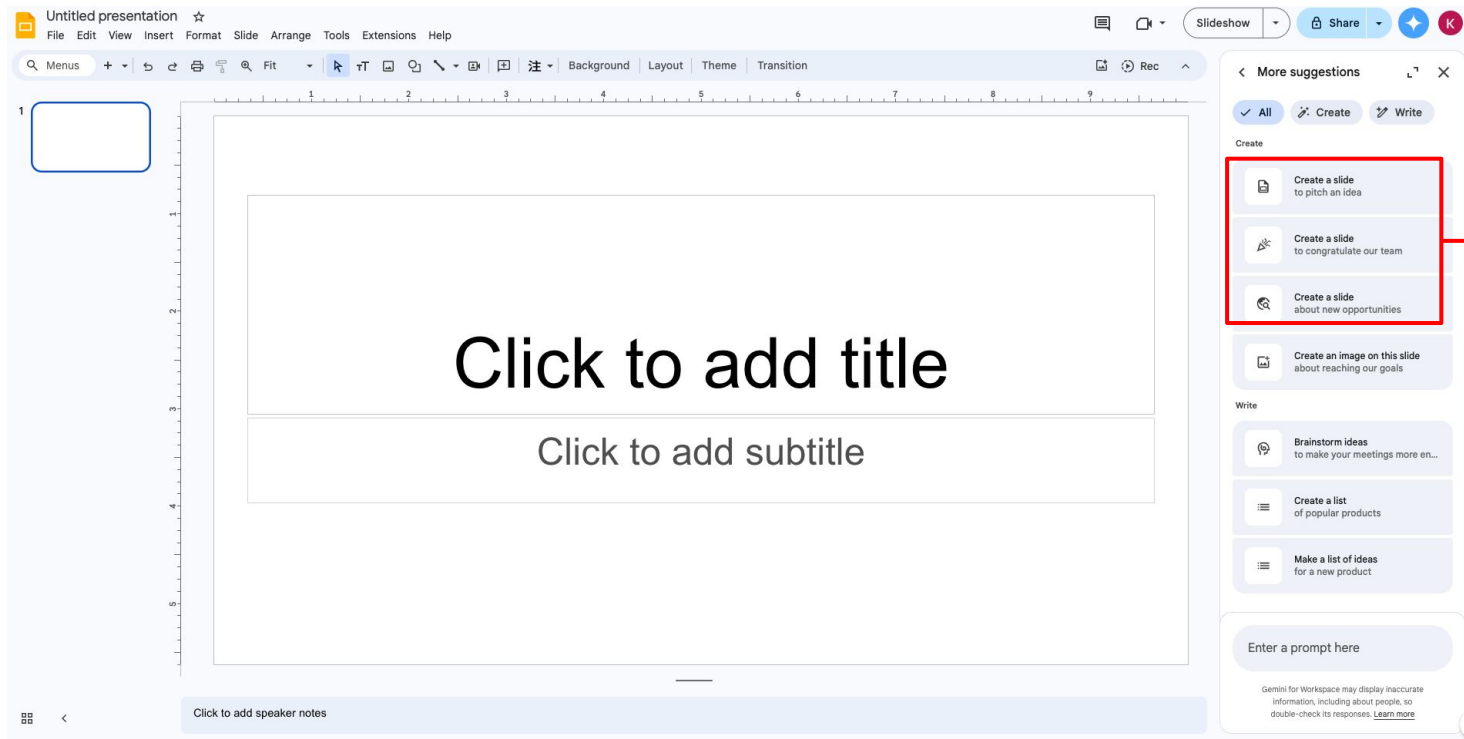
- Introduction to Mobile Cloud ...
- FUTURE TRENDS OF CLOUD ...
- Grading system
- Untitled spreadsheet
- Untitled spreadsheet
- Introduction to Mobile Cloud ...
- Generative AI Applications o...**

No more results

@Search menu

# 實作時間：任務四 (1)

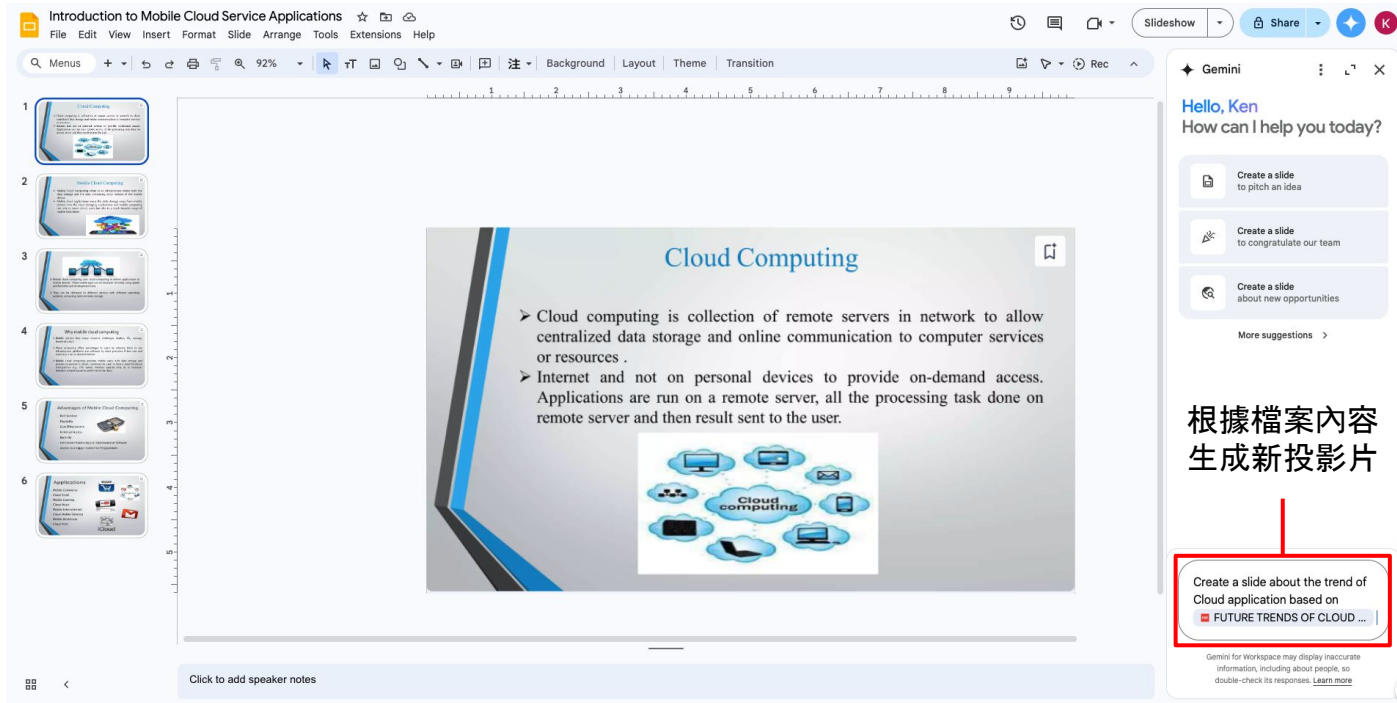
在 Slides 裡使用 Gemini 的 side panel 生成投影片



生成投影片

# 實作時間：任務四 (1)

在 Slides 裡使用 Gemini 的 side panel 生成投影片



The screenshot displays a presentation software interface. The main slide is titled "Cloud Computing" and contains the following text:

- Cloud computing is collection of remote servers in network to allow centralized data storage and online communication to computer services or resources .
- Internet and not on personal devices to provide on-demand access. Applications are run on a remote server, all the processing task done on remote server and then result sent to the user.

Below the text is a diagram with "Cloud computing" in the center, surrounded by icons for a server, laptop, smartphone, and tablet.

The Gemini side panel on the right shows the following content:

Hello, Ken  
How can I help you today?

- Create a slide to pitch an idea
- Create a slide to congratulate our team
- Create a slide about new opportunities

More suggestions >

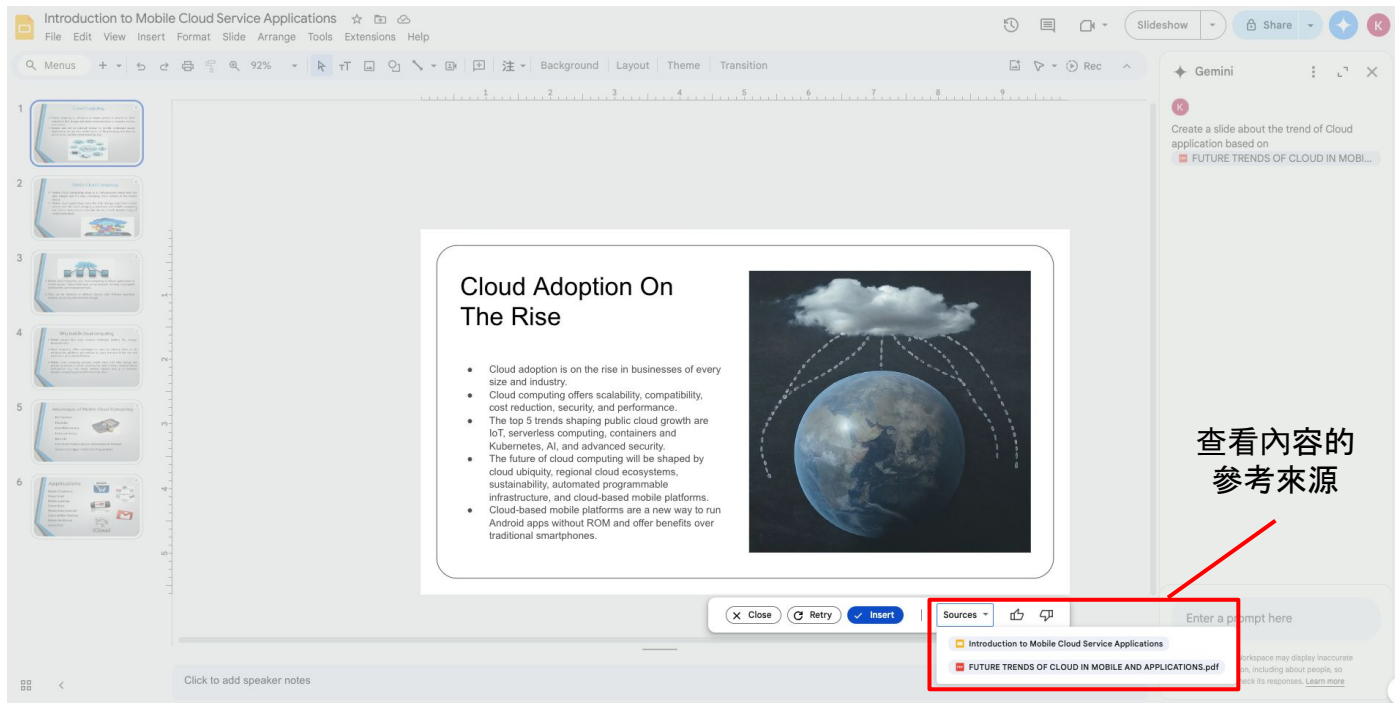
根據檔案內容  
生成新投影片

Create a slide about the trend of Cloud application based on FUTURE TRENDS OF CLOUD ...

Gemini for Workspace may display inaccurate information, including about people, so double-check its response. [Learn more](#)

# 實作時間：任務四 (1)

在 Slides 裡使用 Gemini 的 side panel 生成投影片



The screenshot shows the Google Slides interface with a Gemini AI side panel on the right. The main slide is titled "Cloud Adoption On The Rise" and features a list of bullet points and an image of Earth with a cloud above it. The Gemini panel shows a prompt: "Create a slide about the trend of Cloud application based on" and a generated response: "FUTURE TRENDS OF CLOUD IN MOBI...". Below the Gemini panel, a "Sources" section is visible, listing the source as "Introduction to Mobile Cloud Service Applications" and "FUTURE TRENDS OF CLOUD IN MOBILE AND APPLICATIONS.pdf". A red arrow points from the text "查看內容的參考來源" to the "Sources" section.

Cloud Adoption On The Rise

- Cloud adoption is on the rise in businesses of every size and industry.
- Cloud computing offers scalability, compatibility, cost reduction, security, and performance.
- The top 5 trends shaping public cloud growth are IoT, serverless computing, containers and Kubernetes, AI, and advanced security.
- The future of cloud computing will be shaped by cloud ubiquity, regional cloud ecosystems, sustainability, automated programmable infrastructure, and cloud-based mobile platforms.
- Cloud-based mobile platforms are a new way to run Android apps without ROM and offer benefits over traditional smartphones.

查看內容的參考來源

Sources

- Introduction to Mobile Cloud Service Applications
- FUTURE TRENDS OF CLOUD IN MOBILE AND APPLICATIONS.pdf

# 實作時間：任務四 (1)

在 Slides 裡使用 Gemini 的 side panel 生成投影片

## 參考資料內容

**TRENDS THAT MAKE GROWTH OF CLOUD:**

According to Gartner, five trends are shaping the growth of public cloud: IoT, serverless computing, container and Kubernetes, artificial intelligence, advanced security. These trends were the breadth and depth of cloud to grow.

- 1) IoT:** one of the leading cloud trends is the rise of IoT platforms, IoT platform is a cloud-enabling platform. IoT in the cloud acts as a mediator. It is used for development and deployment of applications. IoT is a self-management technology. It allows smart device management. It collects data with a remote device configuration. It also sends out real-time alerts to troubleshoot. IoT supports different protocols to deliver smart predictions through monitoring. High performance to interact and connect is what makes IoT a cloud computing trend.
- 2) Artificial intelligence:** One of the most popular cloud computing trends to look at Cloud computing increases the impact and scope of AI. AI enables smooth workflows and increased efficiency. AI powers cloud computing by managing data and providing insights. AI with cloud services gets businesses the most out of both services. Investing in AI requires technical skill, computing power, and massive capital. However, via cloud solutions, AI technology is implemented without a huge investment.
- 3) Container and Kubernetes:** The trend of containers will continue to grow as cloud-specific apps are developed. Containers are a faster path to better cloud computing applications. It enables applications to increase developer velocity. Containers bring a greater level of consistency regardless of the infrastructure. It makes Kubernetes a standard for running containerized applications at scale. Container-based, cloud-native apps by Kubernetes offer attributes that build stacks of modern IT infrastructure.
- 4) Serverless Computing:** Serverless was among the top five fastest-growing Platform as a Service (PaaS). Serverless architecture allows companies to develop and run applications without having to manage the physical servers. Cloud service providers will do all the scaling, maintenance, and upgrading. For example, [AWS offers serverless architecture](#). Your application still runs on their servers, but AWS does all the server management. Serverless infrastructures

**Summary of this content**

This technical report explores the future trends of cloud computing in mobile applications, focusing on the benefits of cloud computing and the trends driving its growth.

- Cloud computing adoption is on the rise due to its numerous benefits for businesses, including scalability, cost reduction, and improved security.
- Five key trends are shaping the growth of public cloud: IoT, serverless computing, container and Kubernetes, artificial intelligence, and advanced security. These trends enable increased efficiency, automation, and scalability.
- The future of public cloud is being shaped by five additional trends: cloud ubiquity, regional cloud ecosystems, sustainability and carbon-intelligent cloud, automated programmable infrastructure, and cloud-based mobile platforms. These trends will further expand the capabilities of cloud computing.
- Cloud-based mobile platforms offer a new way to run Android apps without ROM, providing benefits such as improved performance, privacy, and flexibility.

The report concludes that cloud computing is the future of mobile computing.

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses.

## 生成的投影片內容

### Cloud Adoption On The Rise

- Cloud adoption is on the rise in businesses of every size and industry.
- Cloud computing offers scalability, compatibility, cost reduction, security, and performance.
- The top 5 trends shaping public cloud growth are IoT, serverless computing, containers and Kubernetes, AI, and advanced security.
- The future of cloud computing will be shaped by cloud ubiquity, regional cloud ecosystems, sustainability, automated programmable infrastructure, and cloud-based mobile platforms.
- Cloud-based mobile platforms are a new way to run Android apps without ROM and offer benefits over traditional smartphones.

輸出的內容一致性高

確保高品質的輸出

# 實作時間：任務四 (2)

使用 Gemini 的 Side panel 摘要投影片的重點

The screenshot shows a presentation slide titled "Cloud Adoption On The Rise" with a bulleted list of points and an image of Earth with a cloud and dashed lines. A Gemini AI side panel is open on the right, displaying a summary of the slide's content. The summary is enclosed in a red box, and a red arrow points from the text "自動摘要 投影片內容" to it.

**Cloud Adoption On The Rise**

- Cloud adoption is on the rise in businesses of every size and industry.
- Cloud computing offers scalability, compatibility, cost reduction, security, and performance.
- The top 5 trends shaping public cloud growth are IoT, serverless computing, containers and Kubernetes, AI, and advanced security.
- The future of cloud computing will be shaped by cloud ubiquity, regional cloud ecosystems, sustainability, automated programmable infrastructure, and cloud-based mobile platforms.
- Cloud-based mobile platforms are a new way to run Android apps without ROM and offer benefits over traditional smartphones.

**Summary of this content**

- Cloud adoption is on the rise due to scalability, compatibility, cost reduction, security, and performance.
- The top 5 trends shaping public cloud growth are IoT, serverless computing, containers and Kubernetes, AI, and advanced security.
- The future of cloud computing will be shaped by cloud ubiquity, regional cloud ecosystems, sustainability, automated programmable infrastructure, and cloud-based mobile platforms.
- Cloud-based mobile platforms are a new way to run Android apps without ROM and offer benefits over traditional smartphones.

自動摘要  
投影片內容

# 實作時間：任務四 (2)

使用 Gemini 的 Side panel 摘要投影片的重點

Introduction to Mobile Cloud Service Applications

File Edit View Insert Format Slide Arrange Tools Extensions Help

Menus + -

Background Layout Theme Transition

## Cloud Adoption On The Rise

- Cloud adoption is on the rise in businesses of every size and industry.
- Cloud computing offers scalability, compatibility, cost reduction, security, and performance.
- The top 5 trends shaping public cloud growth are IoT, serverless computing, containers and Kubernetes, AI, and advanced security.
- The future of cloud computing will be shaped by cloud ubiquity, regional cloud ecosystems, sustainability, automated programmable infrastructure, and cloud-based mobile platforms.
- Cloud-based mobile platforms are a new way to run Android apps without ROM and offer benefits over traditional smartphones.

Click to add speaker notes

More suggestions

Summarize

- List the main points in this deck
- Summarize selected slides from this presentation

Ask

- What are some key takeaways mentioned in this presentation?
- What are some key dates mentioned in this presentation?
- What are the takeaways of this section of the presentati...

Provide a summary of all slides in this presentation

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

摘要特定頁數的內容／協助整理簡報的takeaway

輸入prompt



# 實作時間：任務四 (2)

使用 Gemini 的 Side panel 摘要投影片的重點

The screenshot shows a presentation slide titled "Conclusion" with the following bullet points:

- Cloud adoption is increasing across industries due to benefits like scalability, compatibility, cost reduction, and security.
- Top trends driving public cloud growth include IoT, serverless computing, containers, AI, and advanced security.
- The future of cloud computing involves cloud ubiquity, regional ecosystems, sustainability, automation, and cloud-based mobile platforms.
- Cloud-based mobile platforms offer a new way to run Android apps without ROM, with advantages over traditional smartphones.

The Gemini AI side panel on the right contains the following text:

**Gemini**

Provide a summary of all slides in this presentation

- Cloud adoption is increasing across industries due to benefits like scalability, compatibility, cost reduction, and security.
- Top trends driving public cloud growth include IoT, serverless computing, containers, AI, and advanced security.
- The future of cloud computing involves cloud ubiquity, regional ecosystems, sustainability, automation, and cloud-based mobile platforms.
- Cloud-based mobile platforms offer a new way to run Android apps without ROM, with advantages over traditional smartphones.

Sources (1)

Insert icon (highlighted with a red box and arrow)

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

插入生成的摘要內容



**Tina**

行銷人員

## 背景

Tina 是一位電商平台的行銷人員，她非常喜歡發想一些有創意又引人注目的行銷活動。然而，她的公司目前正推出自有品牌的商品，她接獲自己需要在接下來的一季中，設法提升產品的觸及率與追蹤消費者對於品牌的評價，並提出新的商品建議。

她希望可以透過一些工具來協助他整理與激發行銷工作的想法，並積極與具有高度網路聲量的名人們進行合作洽談，提高產品的曝光率。除此之外，她也需要分析消費者在意見調查的問卷回覆內容，並製作成簡報，讓老闆知道品牌的發展狀況。

## 工作需求：

- 行銷活動策劃與執行：推出有創意的行銷活動，提升自有品牌商品的觸及率
- 與外部人士洽談合作：聯繫並洽談與具有高度網路聲量的名人合作，確保合作能夠順利進行
- 消費者意見調查與分析：從問卷結果中，分析消費者對品牌的評價和反饋
- 簡報製作與匯報：確保簡報內容清晰、有效傳達品牌現狀，並針對未來發展建議提供視覺概念

## 現有挑戰：

- 創意匱乏與市場競爭：需要不斷創新以吸引消費者注意
- 管理合作關係：缺乏聯繫與洽談的信件模板，且合作過程中需注意正式性與信件內容
- 數據分析的複雜性：需要閱讀與處理大量數據，並從中找出有價值的評論
- 簡報內容表述：匯報時需要具備良好的溝通和呈現技巧

## 任務一



*Gemini in Google Docs*

- *Help me write* 功能
- 側邊欄: 寫作建議

## 任務二



*Gemini in Google Sheets*

- 側邊欄: 數據摘要

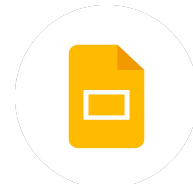
## 任務三



*Gemini in Gmail*

- 側邊欄: 信件摘要
- 側邊欄: 回覆建議

## 任務四



*Gemini in Google Slides*

- 側邊欄: 圖片生成

# 實作時間

情境三：行銷人員



## 任務一

首先, Tina 想先透過遵循一個大致的架構來著手進行企劃書的撰寫, 以減輕她的工作負荷。這份企劃書同時也需要有一些行銷的貼文草稿, 她希望能夠結合時下網路的關鍵字等元素來延伸設計出更多吸引人的活動與廣告文案。

實作:(1) 在 Google Docs 裡使用 Gemini 的 Help me write 功能撰寫貼文草稿 (2) 使用 Side panel 協助發想活動提案

✎ Help me write    📄 Meeting notes    ✉ Email draft    @ More

✎ Help me write    ✕

A welcome email for the hoverboard design team lead starting today

Create

# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能  
撰寫行銷貼文草稿



## Prompt

Create some interesting marketing post for our self-brand "Crave Munch" snacks.



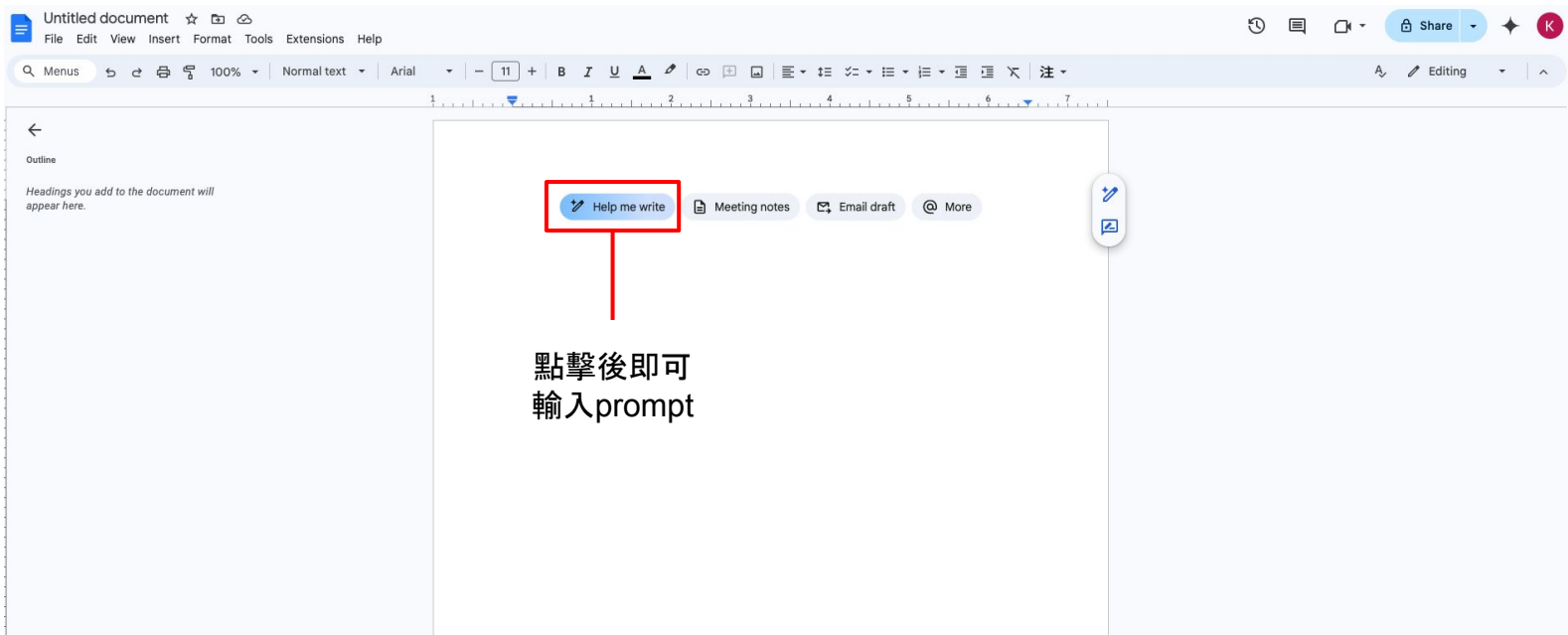
試著在 prompt 中描述更多產品特色，  
以及貼文的受眾以及想要達成的貼文目的。

## Better Prompt

As a professional marketer, draft creative and engaging content for marketing materials about our self-brand "Crave Munch" snacks, the audience will be the users of social medias, like Facebook, Instagram, Threads...

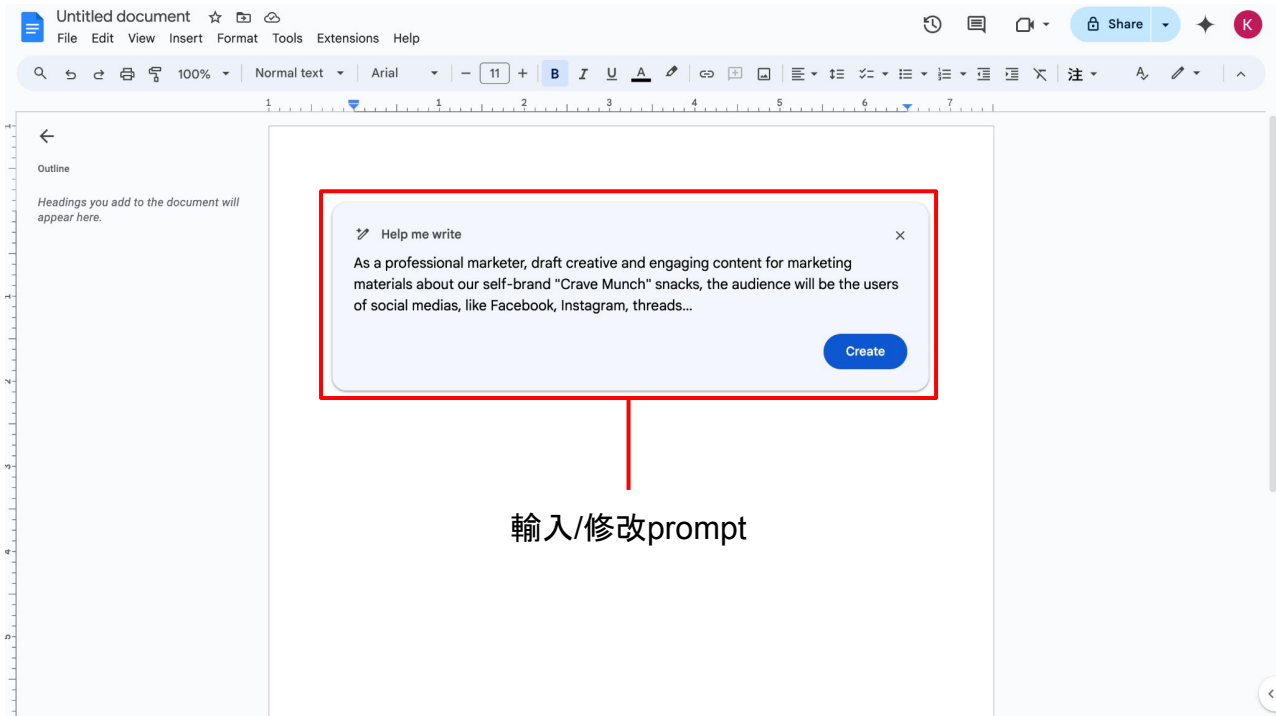
# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能撰寫行銷貼文草稿



# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能撰寫行銷貼文草稿





# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能撰寫行銷貼文草稿

Untitled document ☆ 📁 🌐

File Edit View Insert Format Tools Extensions Help

Normal text Arial 11 B I U A 📎 📄 📏 📐 📑 📔 📕 📖 📗 📘 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿

Outline

Headings you add to the document will appear here.

As a professional marketer, draft creative and engaging content for marketing mat

**Crave Munch: Taste the Extraordinary**

Unleash your cravings and embark on a sensory journey with Crave Munch, the snack brand that satisfies your deepest desires. Discover a world of flavors that will tantalise your taste buds and leave you craving more.

**Facebook:**

Tone: Formal, **Casual**, Professional, Creative, Informal, Conversational, Friendly, Polite, Humorous, Serious, Academic, Business, Casual, Conversational, Friendly, Polite, Humorous, Serious, Academic, Business

Indulge in Crave Munch, where every bite is packed with flavor and joy.

Introducing Crave Munch, the snack brand that ensures you're captivated by each bite.

Custom (eg. make it a poem) → to be factual. [Learn more](#)

Refine Insert

讓輸出內容更加生動輕鬆

# 實作時間：任務一 (1)

在 Google Docs 裡使用 Gemini 的 Help me write 功能撰寫行銷貼文草稿

## Before

As a professional marketer, draft creative and engaging content for marketing mat

**Crave Munch: Taste the Extraordinary**

Unleash your cravings and embark on a sensory journey with Crave Munch, the snack brand that satisfies your deepest desires. Discover a world of flavors that will tantalised your taste buds and leave you craving more.

**Facebook:**

- **Post:** "Craving something extraordinary? Indulge in Crave Munch, where every bite is an adventure. Get ready to satisfy your senses like never before!"
- **Image:** Vibrant and mouthwatering photo of a variety of Crave Munch snacks, arranged in an artistic and visually appealing way.
- **Hashtag:** #CraveMunch #Snacktastic #TasteTheExtraordinary

**Instagram:**

- **Post:** "Snack time just got elevated! Introducing Crave Munch, the snack brand that takes your taste buds on a wild ride. Prepare to be captivated by each bite."

Rate this suggestion:

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

Refine Insert

< • >

快速切換與查看不同的生成版本

## After

As a professional marketer, draft creative and engaging content for marketing mat

**Crave Munch: Munch on the Wild Side**

Get ready for a snacking experience that'll blow your mind! Crave Munch is the snack brand that's here to satisfy your deepest cravings. It's time to say goodbye to boring snacks and hello to a world of flavors that will make your taste buds do a happy dance.

**Facebook:**

- **Post:** "Craving something outrageously delicious? Look no further than Crave Munch, where every bite is a party in your mouth. Get ready to treat your taste buds to a thrilling adventure they'll never forget!"
- **Image:** A drool-worthy photo of a Crave Munch snack spread, featuring a variety of snacks arranged in a fun and creative way.
- **Hashtag:** #CraveMunch #SnackAttack #TasteTheExtraordinary

**Instagram:**

- **Post:** "Snack time just got a whole lot more exciting! Introducing Crave Munch, the

Rate this suggestion:

This is a creative writing aid, and is not intended to be factual. [Learn more](#)

Refine Insert

< • >

語調更加活潑  
不生硬死板

# 實作時間：任務一 (2)

使用 Side panel 協助發想活動提案

Marketing Event Plan ☆ 📁 🌐

File Edit View Insert Format Tools Extensions Help

100% | Normal text | Arial | 11 | B I U A | 🔗 📎 🗑️ 📄 📑 📊 📈 📉 📏 📐 📏 📐

←

Outline

Headings you add to the document will appear here.

### Marketing Plan: Crave Munch Healthy Snacks

**Slogan:** Healthy Snacks That Don't Compromise

**Target Audience:** Health-conscious individuals seeking convenient and delicious snack options.

**Value Proposition:** Crave Munch offers a range of healthy and delicious snacks that satisfy cravings without sacrificing nutrition.

**Marketing Channels:**

- **Social Media:** Utilize platforms like Instagram, Facebook, and Pinterest to showcase visually appealing images of Crave Munch snacks in various lifestyle settings. Collaborate with health and wellness influencers to promote the brand.
- **Content Marketing:** Develop blog posts and articles highlighting the health benefits of Crave Munch ingredients and offering tips for healthy snacking.
- **Email Marketing:** Build an email list to share product updates, promotions, and exclusive offers with subscribers.
- **Sampling and Partnerships:** Partner with gyms, fitness studios, and health food stores to offer free samples and promote Crave Munch as a healthy snacking option.

**Product Promotion:**

- **Highlight Key Benefits:** Emphasize the use of natural ingredients, high protein and fiber content, and absence of artificial additives in Crave Munch snacks.
- **Showcase Versatility:** Demonstrate how Crave Munch snacks can be enjoyed in various settings (e.g., on-the-go, at work, during workouts).
- **Leverage Customer Reviews:** Encourage satisfied customers to leave positive reviews and testimonials on social media and product pages.

開啟側邊欄

# 實作時間：任務一 (2)

使用 Side panel 協助發想活動提案

The screenshot displays a Google Docs document titled "Marketing Event Plan" with a side panel open on the right. The document content includes:

- Marketing Plan: Crave Munch Healthy Snacks**
- Slogan:** Healthy Snacks That Don't Compromise
- Target Audience:** Health-conscious individuals seeking convenient and delicious snack options.
- Value Proposition:** Crave Munch offers a range of healthy and delicious snacks that satisfy cravings without sacrificing nutrition.
- Marketing Channels:**
  - Social Media:** Utilize platforms like Instagram, Facebook, and Pinterest to showcase visually appealing images of Crave Munch snacks in various lifestyle settings. Collaborate with health and wellness influencers to promote the brand.
  - Content Marketing:** Develop blog posts and articles highlighting the health benefits of Crave Munch ingredients and offering tips for healthy snacking.
  - Email Marketing:** Build an email list to share product updates, promotions, and exclusive offers with subscribers.
  - Sampling and Partnerships:** Partner with gyms, fitness studios, and health food stores to offer free samples and promote Crave Munch as a healthy snacking option.
- Product Promotion:**
  - Highlight Key Benefits:** Emphasize the use of natural ingredients, high protein and fiber content, and absence of artificial additives in Crave Munch snacks.
  - Showcase Versatility:** Demonstrate how Crave Munch snacks can be enjoyed in various settings (e.g., on-the-go, at work, during workouts).
  - Leverage Customer Reviews:** Encourage satisfied customers to leave positive reviews and testimonials on social media and product pages.
- Pricing Strategy:**

The side panel, titled "More suggestions", contains the following options:

- Refine this document
- Summarize
  - Summarize this document in a specific format
  - Outline the main points of this document
- Write
  - Brainstorm for a new product** (highlighted with a red box)
  - Create an outline for a pitch

Below the suggestions, a text box contains the prompt: "Brainstorm a list of ideas for holding some marketing events" (highlighted with a red box). A disclaimer at the bottom of the side panel reads: "Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. Learn more".

讓模型提供想法

輸入/修改prompt

# 實作時間：任務一 (2)

使用 Side panel 協助發想活動提案

**Marketing Plan: Crave Munch Healthy Snacks**

**Slogan:** Healthy Snacks That Don't Compromise

**Target Audience:** Health-conscious individuals seeking convenient and delicious snack options.

**Value Proposition:** Crave Munch offers a range of healthy and delicious snacks that satisfy cravings without sacrificing nutrition.

**Marketing Channels:**

- **Social Media:** Utilize platforms like Instagram, Facebook, and Pinterest to showcase visually appealing images of Crave Munch snacks in various lifestyle settings. Collaborate with health and wellness influencers to promote the brand.
- **Content Marketing:** Develop blog posts and articles highlighting the health benefits of Crave Munch ingredients and offering tips for healthy snacking.
- **Email Marketing:** Build an email list to share product updates, promotions, and exclusive offers with subscribers.
- **Sampling and Partnerships:** Partner with gyms, fitness studios, and health food stores to offer free samples and promote Crave Munch as a healthy snacking option.

**Product Promotion:**

- **Highlight Key Benefits:** Emphasize the use of natural ingredients, high protein and fiber content, and absence of artificial additives in Crave Munch snacks.
- **Showcase Versatility:** Demonstrate how Crave Munch snacks can be enjoyed in various settings (e.g., on-the-go, at work, during workouts).
- **Leverage Customer Reviews:** Encourage satisfied customers to leave positive reviews and testimonials on social media and product pages.

**Pricing Strategy:**

**Gemini**

Brainstorm a list of ideas for holding some marketing events

Marketing Event Ideas for Crave Munch Healthy Snacks

- Health and Wellness Expos: Set up a booth at local and national health and wellness expos to offer samples and promote Crave Munch products.
- Fitness Events: Sponsor or participate in fitness events such as marathons, yoga festivals, and cycling races to target active individuals.
- Pop-Up Shops: Create temporary pop-up shops in high-traffic areas like shopping centers or farmers markets.

What marketing channels could Crave Munch use to reach its target audience effectively?

Show more suggestions

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

產出結果後，模型也會提供相關的延伸提問，協助獲得更多資訊

# 實作時間


情境三：行銷人員

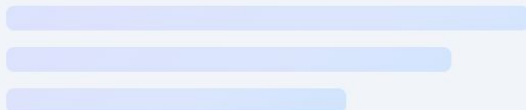


## 任務二

在行銷活動後，Tina 也針對消費者進行了各種產品與行銷活動的市場調查，希望能透過分析產品的滿意度與活動的成效，進而找出可以改進的地方。

實作：在 Google Sheets 裡使用 Gemini 的 side panel 快速查看市場調查數據的摘要

 Summary of this content



# 實作時間：任務二

在 Google Sheets 裡使用 Gemini 的 side panel 快速查看市場調查數據的摘要

Crave Munch 市調回覆 XLSX

File Edit View Insert Format Data Tools Help

100% Calibri 11

A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	性別	年齡	教育程度	月收入	購買零食	購買零食因素	常購買零食類型	是否聽說過 Crave Munch	對 Crave Munch 品牌的印象	是否嘗試過 Crave Munch	Crave Munch 評價	喜歡的 Crave Munch 方面	Crave Munch 改進方面	推薦 Crave Munch 意願	其他意見
2	男	25-34歲	高中以下	NT\$6萬-1-2次	健康, 口味, 品	薯片, 肉乾, 是	負面	否	否					不願意	無
3	男	45-54歲	大學/本系	NT\$2萬-3-4次	其他, 價格	餅乾, 糖果, 否								願意	無
4	女	55歲以上	高中以下	NT\$6萬-5-6次	品牌, 健康, 其	堅果, 其他, 否	中立	是	是	滿意	其他, 口	包裝, 口	非常願意	無	無
5	女	25-34歲	高中/專系	NT\$4萬-1-2次	價格, 健康, 其	糖果, 其他, 否								非常不願意	無
6	女	25-34歲	高中/本系	NT\$8萬	其他, 健康, 口	糖果, 堅果, 否								非常不願意	無
7	女	55歲以上	大學/本系	NT\$4萬	其他, 健康, 價	薯片, 餅乾, 是	非常正面	否	否					中立	無
8	男	45-54歲	高中以下	NT\$8萬	健康, 其他, 品	餅乾, 薯片, 否								非常願意	無
9	男	45-54歲	高中/專系	NT\$2萬	口味, 健康, 價	糖果, 肉乾, 是	中立	否	是	滿意	口味, 包	其他	非常不願意	無	無
10	男	35-44歲	高中/專系	NT\$8萬	7次或以上	價格, 品牌	薯片, 堅果, 否	非常負面	是	滿意	包裝, 健	健康, 口	不願意	無	無
11	女	18-24歲	碩士/博士	NT\$4萬	1-2次	口味	餅乾	否	是	不滿意	價格	包裝, 其	不願意	無	無
12	男	45-54歲	大學/本系	NT\$2萬	1-2次	口味, 健康, 其	其他	否	否					願意	無
13	男	45-54歲	碩士/博士	NT\$6萬	5-6次	健康, 價格	薯片	否	否					非常願意	無
14	男	18-24歲	大學/本系	NT\$2萬	5-6次	品牌, 其他	其他	是	負面	否	不滿意	其他, 健	其他, 包	中立	無
15	女	35-44歲	高中以下	NT\$8萬	7次或以上	口味, 品牌	薯片, 堅果, 否	是	是	中立	健康, 其	價格, 包	不願意	無	無
16	女	35-44歲	高中/專系	NT\$4萬	1-2次	價格, 口味	薯片, 餅乾, 否	是	是	非常不滿	口味	包裝, 價	不願意	無	無
17	女	45-54歲	大學/本系	NT\$2萬	3-4次	品牌, 健康, 口	餅乾, 糖果, 否	否	否					中立	無
18	女	18-24歲	高中/專系	NT\$8萬	7次或以上	其他, 價格, 口	餅乾, 肉乾, 否	否	否	不滿意	價格, 其	口	味	非常不願意	無
19	男	35-44歲	高中以下	NT\$2萬	7次或以上	健康, 品牌	餅乾, 糖果, 否	否	否					非常願意	無
20	男	18-24歲	大學/本系	NT\$6萬	1-2次	健康, 其他, 價	糖果, 堅果, 是	正面	否					不願意	無
21	男	25-34歲	大學/本系	NT\$6萬	5-6次	口味	堅果, 糖果, 是	正面	否					非常願意	無
22	男	55歲以上	高中/專系	NT\$6萬	3-4次	價格	其他, 糖果, 是	非常正面	是	滿意	口味, 價	價格, 健	非常不願意	無	無
23	女	35-44歲	高中以下	NT\$6萬	3-4次	口味, 其他, 品	糖果, 餅乾, 否	否	否					願意	無
24	女	55歲以上	高中以下	NT\$4萬	3-4次	其他, 品牌	糖果, 其他, 否	否	否					非常不願意	無
25	男	55歲以上	高中/專系	NT\$6萬	5-6次	口味	薯片	否	中立	是				願意	無
26	男	45-54歲	高中/專系	NT\$8萬	1-2次	價格, 口味, 其	其他, 薯片, 否	是	否	滿意	口味, 其	其他, 包	中立	無	無
27	男	55歲以上	大學/本系	NT\$2萬	3-4次	價格, 口味, 品	肉乾, 餅乾, 否	否	否					非常不願意	無

Gemini

Hello, Ken  
How can I help you today?

Summary of this content

This table seems to be a survey about snack purchasing habits and opinions about the brand Crave Munch. It includes demographics (gender, age, education, monthly income), snack purchasing frequency and factors, types of snacks purchased, awareness and perception of Crave Munch, and for those who have tried it, ratings and suggestions for improvement.

Teach me how to

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

開啟 side panel 後  
即自動摘要試算表內容



自動生成的摘要會比較偏向說明檔案的欄位內容, 若要進一步讓模型幫忙統整數據的結果, 可以自行輸入 prompt。

# 實作時間：任務二

在 Google Sheets 裡使用 Gemini 的 side panel 快速查看市場調查數據的摘要

A1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	性別	年齡	教育程度	月收入	購買零食	購買零食因素	常購買零食類型	是否聽說過Crave Munch	對Crave Munch品牌的印象	是否嘗試過Crave Munch	Crave Munch評價	喜歡的Crave Munch方面	Crave Munch改進方面	推薦Crave Munch意願	其他意見
2	男	25-34歲	高中以下	NT\$6萬-1-2次	健康, 口味, 品	薯片, 肉乾, 是	薯片, 餅乾, 糖果, 否	負面	否	否				不願意	無
3	男	45-54歲	大學/本系	NT\$2萬-3-4次	其他, 價格	餅乾, 糖果, 否	餅乾, 糖果, 堅果, 是	中立	是	滿意	其他, 口味, 包裝, 否	非常不願意	無	無	無
4	女	55歲以上	高中以下	NT\$6萬-5-6次	品牌, 健康, 其	堅果, 其他, 否	價格, 健康, 其	糖果, 其他, 否	是	非常滿意	口味, 包裝, 其他, 否	中立	無	無	無
5	女	25-34歲	高中/專系	NT\$4萬-7次或以上	其他, 健康, 口	糖果, 堅果, 否	其他, 健康, 價	薯片, 餅乾, 是	非常正面	否	否	否	非常不願意	無	無
6	女	25-34歲	高中/專系	NT\$8萬以1-2次	其他, 健康, 價	薯片, 餅乾, 是	健康, 其他, 品	餅乾, 薯片, 否	是	滿意	口味, 包裝, 其他	非常不願意	無	無	無
7	女	55歲以上	大學/本系	NT\$4萬-1-2次	其他, 健康, 價	薯片, 餅乾, 是	健康, 其他, 品	餅乾, 薯片, 否	非常正面	否	否	否	非常不願意	無	無
8	男	45-54歲	高中/專系	NT\$8萬以1-2次	口味, 健康, 價	糖果, 肉乾, 是	口味, 健康, 價	糖果, 肉乾, 是	中立	否	否	否	非常不願意	無	無
9	男	35-44歲	高中/專系	NT\$8萬以7次或以上	價格	堅果	堅果	是	非常正面	是	滿意	包裝, 健康, 健康, 口	不願意	無	無
10	男	18-24歲	碩士/博士	NT\$4萬-1-2次	口味	餅乾	否	否	是	不滿意	價格	包裝, 其	不願意	無	無
11	男	45-54歲	大學/本系	NT\$2萬以1-2次	口味, 健康, 其	其他	否	否	否	否	否	否	不願意	無	無
12	男	45-54歲	碩士/博士	NT\$6萬-5-6次	健康, 價格	薯片	否	否	否	否	否	否	非常不願意	無	無
13	男	18-24歲	大學/本系	NT\$2萬以5-6次	品牌, 其他	其他	是	負面	是	不滿意	其他, 健康, 其他, 包	中立	無	無	無
14	女	35-44歲	高中以下	NT\$8萬以7次或以上	口味, 品牌	薯片, 堅果, 否	口味, 品牌	薯片, 堅果, 否	是	中立	健康, 其	價格, 包	不願意	無	無
15	女	35-44歲	高中/專系	NT\$4萬-1-2次	價格, 口味	薯片, 餅乾, 否	價格, 口味	薯片, 餅乾, 否	是	非常不滿	口味	包裝, 價	不願意	無	無
16	女	45-54歲	大學/本系	NT\$2萬-3-4次	品牌, 健康, 口	餅乾, 糖果, 否	品牌, 健康, 口	餅乾, 糖果, 否	否	否	否	否	中立	無	無
17	女	18-24歲	碩士/博士	NT\$8萬以7次或以上	其他, 價格, 口	餅乾, 肉乾, 否	其他, 價格, 口	餅乾, 肉乾, 否	是	不滿意	價格, 其	口味	非常不願意	無	無
18	男	35-44歲	高中以下	NT\$2萬以7次或以上	健康, 品牌	餅乾, 糖果, 否	健康, 品牌	餅乾, 糖果, 否	否	否	否	否	非常不願意	無	無
19	男	18-24歲	大學/本系	NT\$6萬-1-2次	健康, 其他, 價	糖果, 堅果, 是	健康, 其他, 價	糖果, 堅果, 是	正面	否	否	否	不願意	無	無
20	男	25-34歲	大學/本系	NT\$6萬-5-6次	口味	堅果, 糖果, 是	口味	堅果, 糖果, 是	正面	否	否	否	非常不願意	無	無
21	男	55歲以上	高中/專系	NT\$6萬-3-4次	價格	其他, 糖果, 是	價格	其他, 糖果, 是	非常正面	是	滿意	口味, 價	健康, 健	非常不願意	無
22	女	35-44歲	高中以下	NT\$6萬-3-4次	口味, 其他, 品	糖果, 餅乾, 否	口味, 其他, 品	糖果, 餅乾, 否	否	否	否	否	不願意	無	無
23	女	55歲以上	高中以下	NT\$4萬-3-4次	其他, 品牌	糖果, 其他, 否	其他, 品牌	糖果, 其他, 否	否	否	否	否	非常不願意	無	無
24	男	55歲以上	高中/專系	NT\$6萬-5-6次	口味	薯片	是	中立	否	否	否	否	不願意	無	無
25	男	45-54歲	高中/專系	NT\$8萬以1-2次	價格, 口味	其他, 薯片, 否	價格, 口味	其他, 薯片, 否	是	滿意	口味, 其	其他, 包	中立	無	無
26	男	55歲以上	大學/本系	NT\$2萬-3-4次	價格, 口味, 品	肉乾, 餅乾, 否	價格, 口味, 品	肉乾, 餅乾, 否	否	否	否	否	非常不願意	無	無

Gemini  
Hello, Ken  
How can I help you today?  
Summary of this content  
This spreadsheet seems to be a survey about snack purchasing habits and opinions about the brand "Crave Munch". It includes demographic information (gender, age, education, monthly income), snack buying frequency, factors influencing snack choices, and types of snacks frequently purchased. The survey also asks about awareness and perceptions of the Crave Munch brand, whether respondents have tried it, and for those who have, their overall satisfaction and areas for improvement. Finally, it gauges the likelihood of recommending Crave Munch to others.  
Summarize the data in this sheet and tell me what's the result of it  
 Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. Learn more

輸入/修改prompt



# 實作時間

情境三：行銷人員



## 任務三

除了舉辦活動之外，Tina 也希望與一些網路名人合作，希望透過網路影音等方式讓產品被更多人注意。她已經以郵件方式與這些對象接洽且得到回覆，因為信件數量多，她希望能夠快速確認他們的合作意願並進行回覆，以利後續討論。

實作：在 Gmail 裡使用 Gemini 的 side panel (1) 摘要信件內容並 (2) 產生回覆草稿



Summarize this email  
in more detail



List action items  
from this email



Suggest a reply  
to this email

# 實作時間：任務三 (1)

在 Gmail 裡使用 Gemini 的 side panel 摘要信件內容



## Prompt

Please help me summarize this mail.



試著在 prompt 中描述更多想查看的摘要方式，  
讓 Gemini 生成更清楚的摘要，幫助釐清下一步工作。

## Better Prompt

Summarize this mail in 3 points and list the action items for me, rank them by priority, so that I can better know what should do first.

# 實作時間：任務三 (1)

在 Gmail 裡使用 Gemini 的 side panel 摘要信件內容

The screenshot shows the Gmail interface with an email open. The email is titled "Invitation to Collaborate: Crave Munch Influencer Campaign" and is from Ken Jheng. The Gemini side panel is open on the right, displaying a greeting "Hello, Ken" and a prompt "How can I help you today?". A red box highlights the "Summarize this email" button in the email header, and a red arrow points from it to the Gemini side panel. Another red box highlights the Gemini prompt area, which contains the text: "Summarize this mail in 3 points and list the action items for me, rank them by priority, so that I can better know what should do first."

方法一：  
以預設的prompt  
快速摘要郵件內容

方法二：  
自行輸入  
prompt

# 實作時間：任務三 (1)

在 Gmail 裡使用 Gemini 的 side panel 摘要信件內容

The screenshot shows a Gmail interface with an email from Ken Jheng. The Gemini AI side panel is open, summarizing the email content. A red box highlights a list of suggested questions generated by Gemini, with a callout box pointing to them.

**Gemini**

Summarize this mail in 3 points and list the action items for me, rank them by priority, so that I can better recognize what should do first.

- Ken Jheng, representing Crave Munch, a healthy snacks brand, invited DY to collaborate on an advertising campaign.
- DY expressed interest in the partnership and inquired about campaign specifics, content expectations, compensation, timeline, and product samples.
- Action items for Ken Jheng:
  - Provide DY with detailed information about campaign goals, content expectations, compensation, and timeline.
  - Arrange for product samples to be sent to DY.
  - Schedule a follow-up discussion with DY to finalize the agreement.

What is DY interested in learning more about?

DY is interested in learning more about the following aspects of the potential partnership with Crave Munch:

- Campaign specifics, including goals, objectives, and expected reach and engagement.
- Content expectations, including the type of content envisioned and the level of creative input allowed.
- Compensation structure and budget for influencer partnerships.
- Proposed timeline for the campaign, including the ideal launch date.

What is the purpose of the email thread?

Show more suggestions

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

生成摘要後，提供更多問答建議

## 實作時間：任務三 (2)

在 Gmail 裡使用 Gemini 的 side panel 產生回覆草稿



### Prompt

Suggest replies to this email that are brief and use an informal tone.



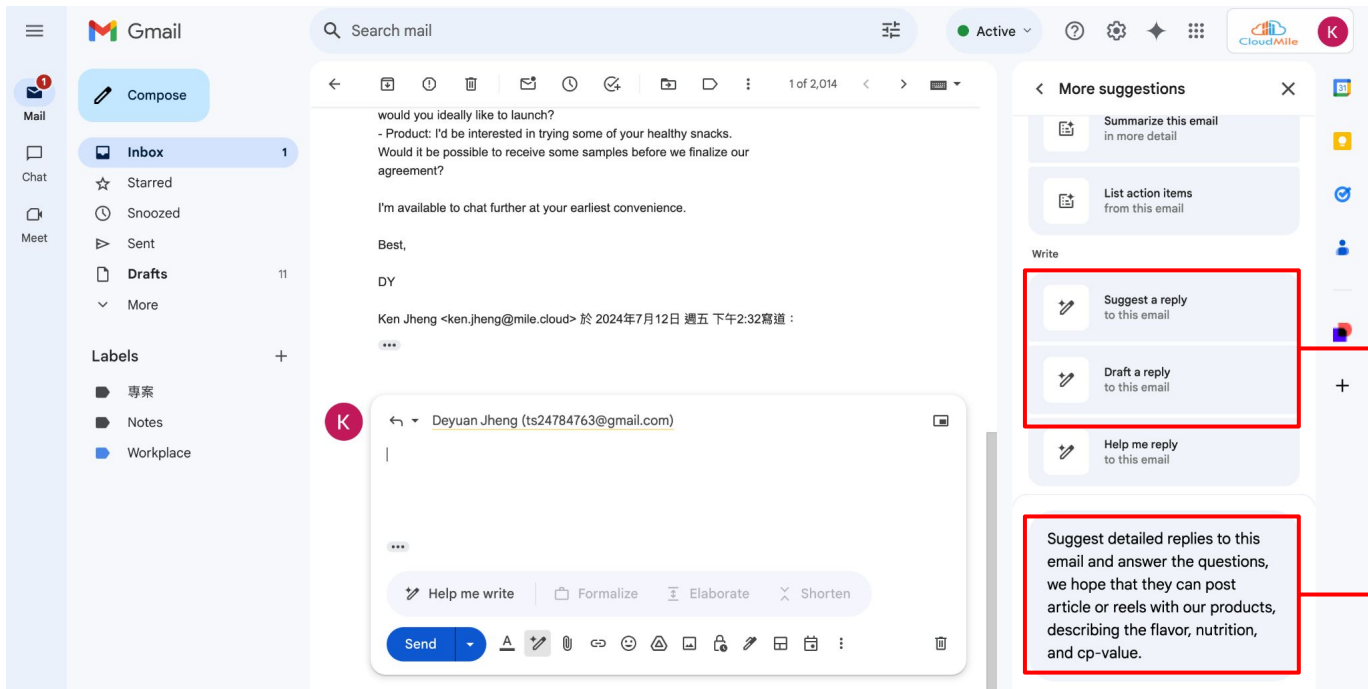
試著在 prompt 中描述更多詳細資訊，  
讓 Gemini 更精準地幫你統整資訊並生成回覆的內容。

### Better Prompt

Suggest detailed replies to this email and answer the questions, we hope that they can post articles or reels with our products, describing the flavor, nutrition, and cp-value.

# 實作時間：任務三 (2)

在 Gmail 裡使用 Gemini 的 side panel 產生回覆草稿



讓模型提供  
回覆草稿建議

輸入prompt

# 實作時間：任務三 (2)

在 Gmail 裡使用 Gemini 的 side panel 產生回覆草稿

快速貼上結構化的內容, 降低回覆信件的時間與精力

複製生成的建議回覆內容

Hi DY,

Thanks for your prompt and enthusiastic response! I'm thrilled you're interested in collaborating with Crave Munch.

Let me address your questions:

- **Campaign specifics:** Our primary goal is to increase brand awareness and introduce Crave Munch to a wider audience of health-conscious individuals. We aim to achieve this by leveraging your influence and engaging content to showcase the taste, nutritional value, and affordability (CP value) of our snacks.
- **Content expectations:** We're open to your creative input and believe your authentic style will resonate best with your audience. However, we envision content that highlights the following:
  - Product reviews featuring honest opinions about the taste and texture of our snacks.
  - Posts or reels showcasing how Crave Munch fits into a healthy lifestyle (e.g., as a pre/post-workout snack, a guilt-free indulgence, etc.).
  - Eye-catching visuals of the product packaging and the snacks themselves.
  - Clear messaging about the nutritional benefits and CP value of Crave Munch compared to similar products on the market.
- **Compensation:** We offer competitive compensation packages for our influencer partnerships, which typically include a combination of monetary payment and free products. The exact details can be discussed based on the scope of the collaboration and your reach.
- **Timeline:** We're flexible with the timeline, but ideally, we'd like to launch the campaign within the next few weeks. We can finalize the schedule once we have a better understanding of your

Best regards,

Ken

What is the purpose of the email thread?

Show more suggestions

Enter a prompt here

Gemini for Workspace may display inaccurate information, including about people, so double-check its responses. [Learn more](#)

情境三：行銷人員



## 任務四

最後, Tina 要將近期舉辦的行銷活動、合作宣傳與市場調查情況都製作成簡報檔, 並在簡報當中提供一些未來改進建議。針對部分消費者提出對產品包裝的期許, 她希望可以在這次的簡報中呈現一些未來的包裝設計方向給公司參考。

實作: 在 Slides 裡使用 side panel 來生成插圖

Create



Create a slide  
to pitch an idea



Create a slide  
about new opportunities



Create a slide  
to congratulate our team



Create an image on this slide  
about reaching our goals



# 實作時間：任務四

在 Slides 裡使用 side panel 來生成插圖



## Prompt

Generate an image for our self-brand "Superfood Trail Mix" healthy snack in a can, with the logo "Crave Munch" with simply style.



試著在prompt中提及有關包裝的更多詳細資訊  
(如：材料是什麼？是什麼顏色？是否有其他設計元素？)

## Better Prompt

Generate an image of a matte black aluminum can, featuring the "Crave Munch" logo in white on the front and nutritional information on the back. The can should be filled with a colorful trail mix of almonds, cashews, peanuts, sunflower seeds, pumpkin seeds, chia seeds, raisins, cranberries, and blueberries. The image should be lit with soft natural light from the side and set against a wooden table background.

# 實作時間：任務四

在 Slides 裡使用 side panel 來生成插圖

## 簡述 Prompt

K

Generate an image for our self-brand "Superfood Trail Mix" healthy snack in a can, with the logo "Crave Munch" with simply style.



Done! Here are some images.



## 詳細 Prompt

K

Generate an image based on these description.

Can:

- Material: Aluminum
- Color: Matte black
- Design elements: Crave Munch logo in white on the front, nutritional information on the back

Mix:

- Nuts: Almonds, cashews, peanuts
- Seeds: Sunflower seeds, pumpkin seeds, chia seeds
- Dried fruits: Raisins, cranberries, blueberries

Lighting: Soft natural light from the side  
Background: Wooden table

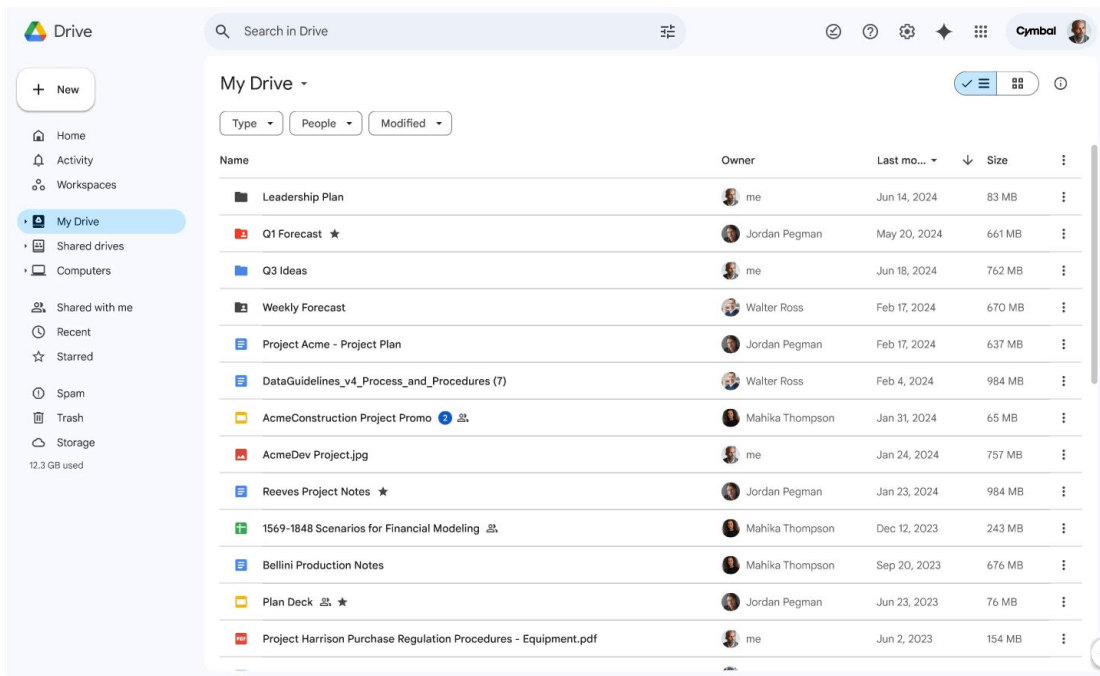


Done! Here are some images.



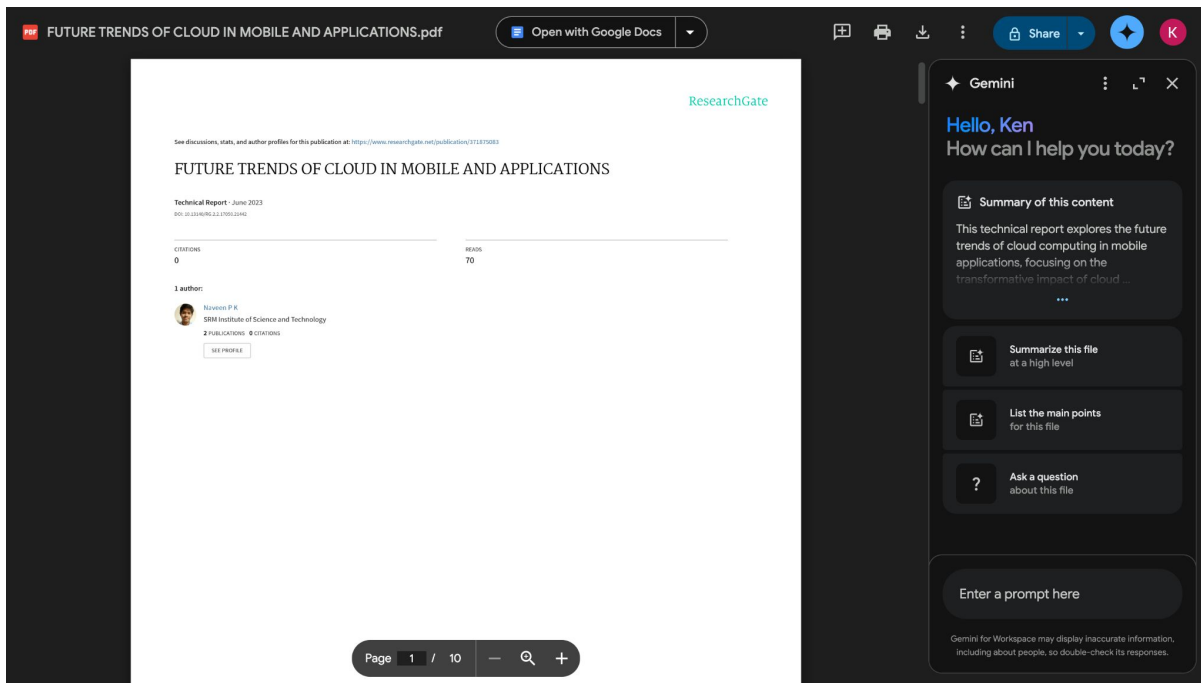
除了使用語句描述  
也可用條列式方法

# Gemini in Drive: 專屬於你的 AI助手



一覽文件重點，  
知識觸手可及。

# Gemini in Drive: PDF檔案分析



## 摘要

快速掌握冗長複雜PDF的重點

## 問答

從PDF中找出特定資訊或見解

## 生成

利用PDF製作新的簡報或文件

## 彙整

除了從單份PDF摘要資訊以外，也可以統整多份文件內容與網路上的資訊。



06

Q&A



# Google Workspace 流暢工作流程關鍵

## 溝通追蹤

Google 日曆  
Google Chat

Google Meet  
Google Tasks

Gmail  
**Gemini**

## 蒐集

Google 表單  
Google Keep  
Appsheet  
**Gemini**

## 處理

Google 試算表  
**Gemini**

## 輸出

Google 文件  
Google 簡報  
Google 協作平台  
**Gemini**

## Generative AI training & help

<https://support.google.com/a/users/answer/14506784?hl=en>



2024/8/2 簽到與滿意度 QR Code  
解鎖工作效率新境界：  
Gemini for GWS 實戰應用







# THANK YOU

Make Digital Transformation Possible

