



Write Effective Prompts



Write Effective Prompts

A **prompt** is the question or instruction you use to talk to Gemini. Think of prompting as a conversation: the more specific you are, the better the response.

Act as a **[PERSONA]**. **[ACTION]** a reply to this email based on the **[REFERENCE]** in a **[TONE]** tone.

P · Persona

Who Gemini should be

- Act as an instructor
- Act as a manager

A · Action

What you want it to do

- Write an email
- Brainstorm ideas

R · Reference

What it should use

- Paste the source text
- Attach a file

T · Tone

How it should sound

- Friendly, warm
- Professional, concise

Gemini Prompts

Write

"Write a friendly reply to this customer email."

Summarize

"Summarize the key points of this report."

Create

"Create a 10 slide deck on simple machines."

Analyze

"What is the top destination by total sales?"

Follow Up Prompts

Do not start over. Describe the change: adjust the tone, make it shorter or longer, add or remove details, or try a different approach. Name the change, not your disappointment.

Versions of Gemini

Switch models from the selector at the top of the screen. Flash is the everyday default.



Flash

Everyday tasks and fast multi step actions.



Pro

Large scale data and heavy coding.



Thinking

Logic problems and engineering tasks.

Gemini Limitations

Gemini can be confidently wrong, cannot make judgment calls, and may misread tone. Verify anything that matters.

Manage Chats

- **Start a Chat:** Click New Chat to begin a fresh conversation.
- **Open a Chat:** Select it from the sidebar or All conversations.
- **Search Chats:** Click All conversations, click the Search field, type a keyword.
- **Rename a Chat:** Hover the chat, click the three dots menu, select Rename.
- **Delete a Chat:** Hover the chat, click the three dots menu, select Delete.
- **Temporary Chat:** Click the New list arrow, select Temporary chat.

Customize Gemini

Tell Gemini about you once and stop repeating context in every prompt.

- 1 Open **Settings** from your profile menu.
- 2 Add **saved info:** your role, team, and audience.
- 3 Set preferred **tone, style, and format.**
- 4 **Save.** It applies to future chats automatically.

Tag your files. Type @ then a file name to point Gemini at your own Docs, Sheets, and Slides.

Where you use Gemini



App and Web: Chat at gemini.google.com or the Gemini app on your device.



Google Workspace: Click the Gemini side panel in Gmail, Docs, or Drive.



Chrome Browser: Ask about any page, video, or PDF you have open.

Gemini with Chrome



Use Gemini in Chrome

Gemini can see the page you have open:

1. Open the page you need help with.
2. Click Gemini in the toolbar.
3. Enter a prompt about the page.

What Chrome Gemini Can Do

- Explain confusing content or forms.
- Summarize or translate the page.
- Summarize a video without watching.

Sample Prompt: "Summarize this video in five bullets I can paste into a team update."

Gemini with Sheets



Sheets Golden Rules

Gemini works best in Sheets if you:

1. Save your file to Google Drive.
2. Use one header row, no merged cells.
3. Click inside your dataset, then Ask Gemini.

What Gemini Can Do in Sheets

- Analyze totals, trends, and outliers.
- Write a formula from a plain description.
- Format a range or highlight values.

Sample Prompt: "Which destination had the highest total sales last quarter? Add a pivot table on a new tab."

Gemini with Gmail



Manage and Respond to Email

Gemini helps you write faster and clear your inbox:

1. Open an email or start a new message.
2. Click Help me write in the toolbar.
3. Enter a prompt, then Create and Insert.

What Gmail Gemini Can Do

- Draft a professional reply.
- Adjust the tone: formal, casual, concise.
- Summarize a thread and pull action items.

Sample Prompt: Draft a warm but professional reply telling this client delivery is delayed one week."

Gemini with Drive



Ask About Your Files

Gemini reads your files so you do not have to open them:

1. Open Drive and click the Gemini panel.
2. Ask about a file, or type @ and its name.
3. Review the answer, then open the source.

What Drive Gemini Can Do

- Summarize a document or PDF unopened.
- Find a file when you forget its name.
- Pull key points from several files at once.

Sample Prompt: "Summarize @Q3 Budget in five bullets and list the three biggest cost increases."

Gemini with Docs



Create Documents with Gemini

Turn rough notes into a polished draft:

1. Paste your notes into the Doc.
2. Click Help me write, enter a prompt.
3. Click Create, then Refine and Insert.

Improve Your Writing

- Select the text you want to change.
- Proofread, shorten, or change tone.
- Summarize a long document.

Sample Prompt: "Rewrite these notes as a project update for executives in a brief, formal tone."

Gemini with Slides



Create a Presentation

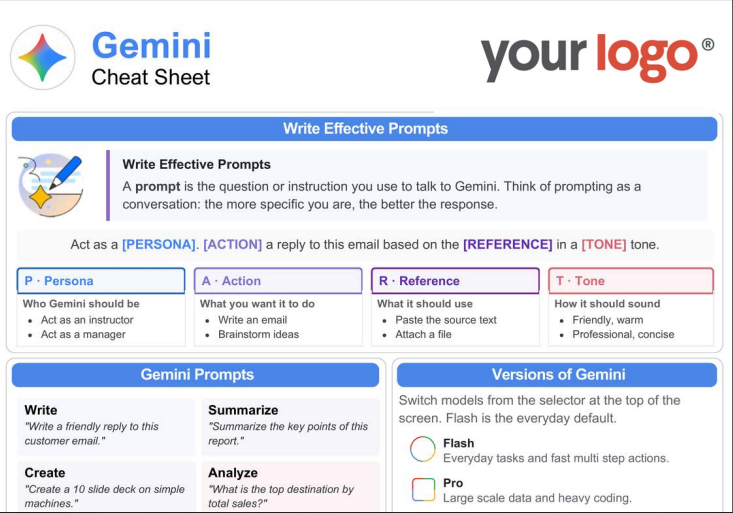
Generate a full draft deck from a prompt:

1. Open Help me create in Slides.
2. Describe the deck, topic, and audience.
3. Review and edit before presenting.

More Ways to Use Gemini

- Add a new slide on a topic.
- Create an image, then pick a style.
- Write speaker notes.

Sample Prompt: "Create a 10 slide new hire onboarding deck with speaker notes on each slide."



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- Accounting
- Communication
- Customer Service
- HR
- Marketing
- Professional Development
- Sales
- Training & Education

Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
- Slides

Leadership

- Leadership
- Management
- Project Management

Technology

- A.I.
- Digital Literacy
- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

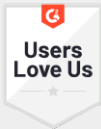
		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
Course Builder with AI				Articulate Rise
Skill Assessments				Northstar
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4.9 rating on G2