Mindluster Platform

About the course AI in google docs and gmail for beginners

AI in google docs and gmail course, in this course we will explore the powerful role of AI in Google Docs and Gmail and how it enhances productivity and efficiency. We will dive into AI-powered features like Smart Compose and Smart Reply in Gmail, which help you write emails faster by predicting and suggesting phrases based on your writing patterns. In Google Docs, you will learn how to leverage AI tools such as grammar and style suggestions, auto-corrections, and content recommendations to improve the quality of your writing effortlessly. This course will also cover how AI assists in organizing emails, managing inboxes, and automating routine tasks such as scheduling, follow-ups, and reminders. You'll discover how to make the most of Google's AI-based collaboration tools to streamline team workflows and enhance document editing experiences. By the end of the course, youâ€™ll be equipped with the knowledge to utilize AI for writing, editing, and managing communications in both Google Docs and Gmail, significantly boosting your productivity and reducing manual efforts.

Computer Softwares Category's Courses

Course Lesson(8)

Lesson 1 : **Change the default snooze time in Gmail**

Lesson 2 : **Inbox Zero tutorial Clean up your inbox**

Lesson 3 : **Keep email secret in Gmail**

Lesson 4 : **Insert Voice Notes in Gmail and Google Forms**

Lesson 5 : **How to get a FREE Custom Email Signature for 2022**

Lesson 6 : **AI in Google Docs and Gmail IS HERE**

Lesson 7 : **How to Send Bulk Emails in Gmail WITHOUT Extensions**

Lesson 8 : **How to use Gmail layouts for professional looking newsletters**

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