Grow with Google

Put Gemini to Work on One Real Business Task

Make AI Work for You

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- National Association of Women in AI - NAWAIQ
- SCORE Austin
- Midwestern State University SBDC
- SCORE Houston
- BakerRipley
- Texas A & M Victoria SBDC
- SCORE San Antonio
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- University of Texas Rio Grande Valley SBDC
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- SCORE Rio Grande Valley
- Sul Ross State University International SBDC
- Texas Tech University SBDC – Abilene TX
- Texas Tech University SBDC – Lubbock TX
- University of Texas Permian Basin SBDC

Presenter

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U.S. Southwest Google Coach, Grow with Google

Founder & CEO, Smart Brand System

Chief AI Officer (CAIO)



Let’s warm up

If you could make one spreadsheet more useful for your business, what would you want it to do?



1. See your numbers and trends at a glance



2. Track customers, opportunities, and follow-ups



3. Find information and resources faster

Drop 1, 2, or 3 in the chat!

Agenda

1. Intro to Google Workspace with Gemini
2. Live Demo
3. Recap & resources

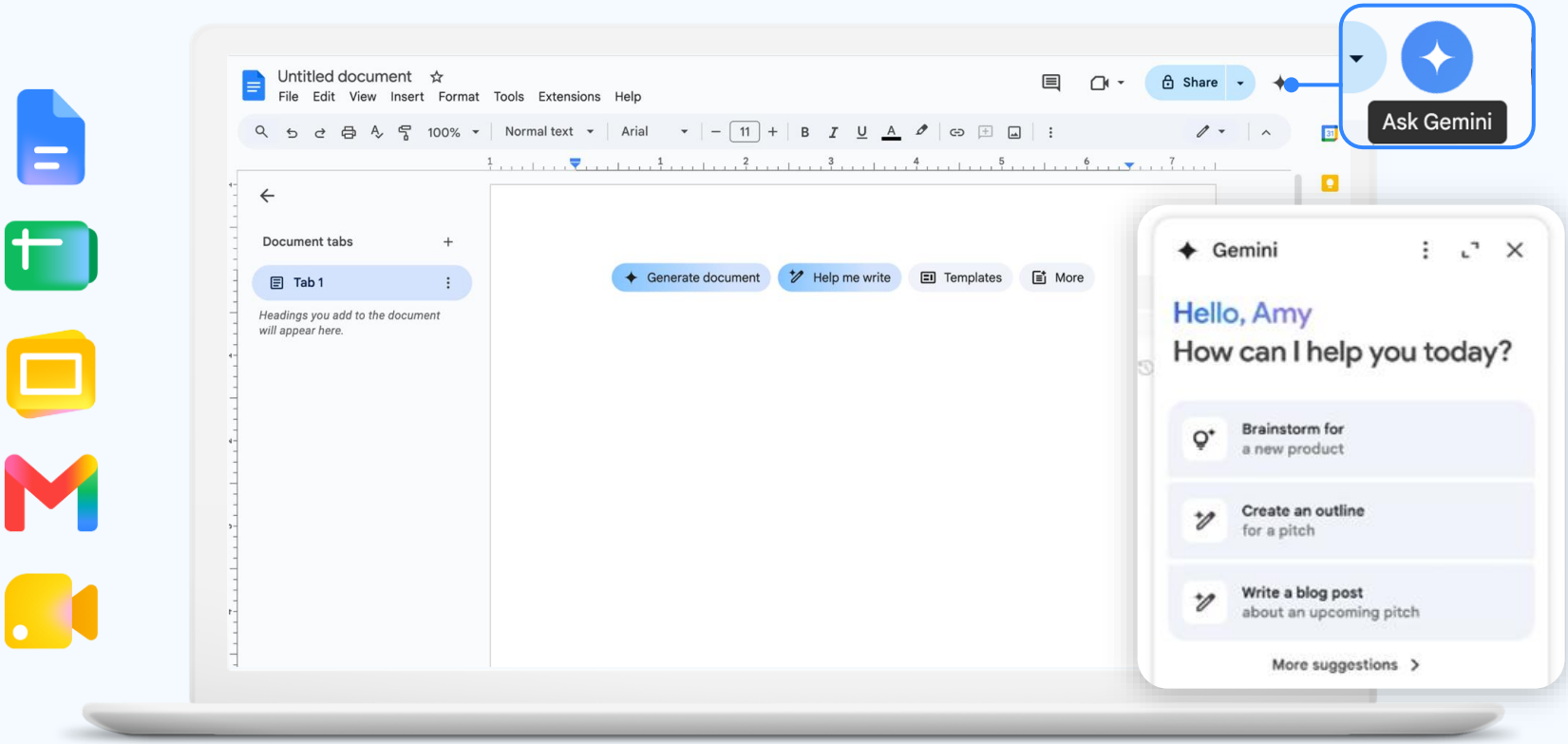
1

Google Workspace with Gemini

For consumers: one.google.com

For businesses: workspace.google.com

Google Workspace with Gemini





SMART BRAND SYSTEM™

Turn Your Google Sheets Into Business Tools

3 practical ways to use Gemini-powered Sheets canvas

Show up smart. Stand out. Stay sought after.

SMART BRAND SYSTEM™

Your spreadsheet has the information. Can you use it?

- Sales figures are hard to interpret at a glance.
- Inquiries and proposals get buried in rows.
- Helpful resources are scattered.

The goal is not a prettier spreadsheet. It's a better next decision.

QUESTIONS AND VIEWS

BUSINESS QUESTION	BEST STARTING VIEW
Where is our sales revenue coming from?	Sales dashboard
Which opportunities need attention next?	Sales pipeline Kanban board
Where can our team find the right resource?	Filterable resource gallery

Start with the decision, then choose the view.

SMART BRAND SYSTEM™

Meet Sheets canvas: build a view in four steps

Sheets canvas uses Gemini inside Google Sheets to create interactive views from spreadsheet data. No separate dashboard or project-management app required.

1. Open a prepared Google Sheet in a desktop browser.
2. Choose Insert → Create a canvas.
3. Select a starter view or paste your prompt.
4. Review the result and make one refinement.



Prepare: one record per row, clear headers, consistent dates, numbers and links, one data tab per canvas. Practice with sample data first.

Clean, relevant data is more important than a complicated prompt.

2

Live Demo

EXAMPLE 1

Know what's selling with a sales dashboard

Which services and customers are contributing to sales? Starter: Create a dashboard

PROMPT

Turn this sales data into a visual sales dashboard. Show KPI summary cards at the top for total sales and average sale value. Include interactive charts breaking down sales by month, by service, and by client, and add dropdown filters at the top so I can filter the dashboard by month, service, or client.

SAMPLE SALES DATA (ILLUSTRATIVE)

DATE / MONTH	CLIENT NAME	SERVICE / PRODUCT	SALE AMOUNT
Aug 5, 2026	Sample Client A	Website Review	$450
Sep 7, 2026	Sample Client B	Team Training	$1,200
Oct 3, 2026	Sample Client A	Service Page Review	$650

Check: Do total sales and average sale value match the actual data?

EXAMPLE 2

Stop losing track of inquiries with a Kanban board

Business question: Who needs a reply, proposal, or follow-up next? Starter: Create a kanban board

Stages: Enquiry → Discovery Call → Proposal Sent → Won / Lost.

PROMPT

Turn this sales pipeline into a visual Kanban board grouped by status so I can track where enquiries and proposals are in the process. Show the client name, service, value, and follow-up date on each card, and allow me to drag and drop cards between columns to update their stage in the spreadsheet.

SAMPLE PIPELINE DATA (ILLUSTRATIVE)

CLIENT / ENQUIRY NAME	STAGE / STATUS	SERVICE	VALUE	FOLLOW-UP DATE	NOTES
Sample Client A	Enquiry	Website Review	$450	Nov 20, 2026	Requested details
Sample Client B	Discovery Call	Team Training	$1,200	Nov 19, 2026	Confirm decision-maker
Sample Client C	Proposal Sent	Service Page Review	$650	Nov 21, 2026	Awaiting response

Check: Move a card, then confirm the status updated in the Sheet.

EXAMPLE 3

Make resources easy to find with a gallery

Can team members find the correct resource without searching through rows or folders? Starter: Create a gallery view

PROMPT

Turn this list of resources into an easy-to-browse visual resource library using a card gallery layout. Display the resource title, category, description, and clickable link on each card, and add category filters and a search bar at the top so I can quickly find what I need.

SAMPLE RESOURCE DATA (ILLUSTRATIVE)

RESOURCE TITLE	CATEGORY / TOPIC	FORMAT / TYPE	DESCRIPTION	URL LINK
Sheets canvas guide	Google Tools	Help article	How to build and edit a Sheets canvas	support.google.com/docs/answer/17035851
Google Sheets overview	Google Tools	Product page	Explore Google Sheets capabilities	workspace.google.com/products/sheets/

Check: Filter, search, and open a link to confirm it works.

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Refine it, then check before you rely on it

Your first result is a starting point. Refine it with another prompt:

REFINE

- Change the color scheme to match my brand colors.
- Convert this dashboard into dark mode.
- Add an 'Add New Entry' button at the top that adds a new row directly to the sheet.

BEFORE SHARING

- Check totals, dates, labels, filters and links.
- Test drag-and-drop and Add New Entry.
- Review view versus edit access.
- Keep confidential data out of demos.

A polished visual is not proof the underlying numbers are right.

Maria's Tip

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Your turn: Choose one business question

SALES

Which service is contributing the most revenue?

PIPELINE

Which prospect needs attention next?

RESOURCES

Which file or guide is difficult to find?



Identify the Sheet and columns, paste the matching prompt, and check one result against the source data.

Finished looks like: one working, useful view, correct source information behind it, and one business decision or next action.

Show up smart. Stand out. Stay sought after.

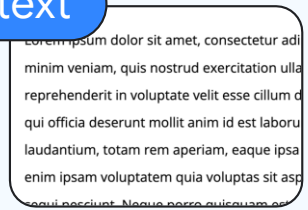
Remember

- Be the human in the loop
- Evaluate your output
- Iterate for better results
- The 3 C’s: concise, clear, consistent

Gemini

Built for multimodality

text



images



video

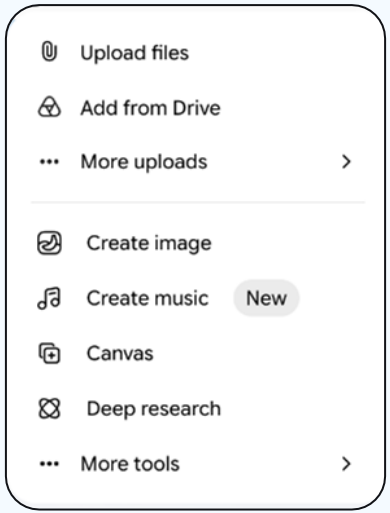


code



audio





3

Recap & resources

ACT responsibly:

Ask

if AI is appropriate for this task, if the data is safe to use, and if you're following the rules.

Check

before you use the AI output for accuracy, bias, appropriateness, originality, and potential harm.

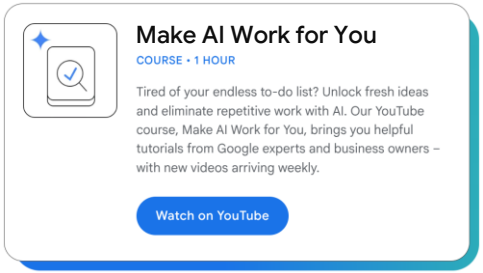
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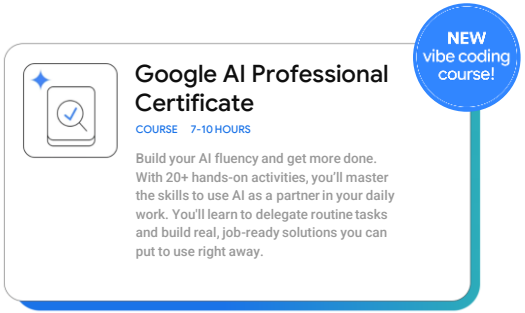
clients and coworkers about your use of AI tools.

grow.google/SMB

Build essential skills with AI training

Flexible, online training programs designed to help you supercharge your work or business with AI.





U.S. businesses can access the Google AI Professional Certificate at no cost. Terms apply - visit **grow.google/smb**

Start a new habit!

Think about what you're already doing and how AI could help.

Commit to trying twice per day.

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To stay connected with me

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Thank you!

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