

How to Use Gemini: Getting Started

ZolaXTech · *what makes Gemini different, and where it fits your workflow*

1. What Gemini Is Actually Good At

Every major AI assistant can answer general questions. Gemini's practical strengths, day to day, tend to be tight integration with Google's own ecosystem and strong handling of very long documents and mixed media in one prompt.

- Working inside Docs, Sheets, and Gmail directly, without copy-pasting content back and forth.
- Summarizing or analyzing long documents, transcripts, or large sets of search results in one pass.
- Handling a prompt that mixes text with an image, chart, or screenshot in the same request.

2. Getting Started in Docs and Sheets

Inside a Google Doc, Gemini can draft, rewrite, or summarize selected text without leaving the document — useful for a first pass on a report or email before you edit it yourself. In Sheets, it can generate formulas from a plain-language description of what you want, which is often faster than looking up syntax for a function you use rarely.

"Write a formula that sums column C where column A equals 'Completed' and the date in column B is in the last 30 days."

3. Prompting Tips Specific to Gemini

Tip	Why it helps
Reference the actual document/sheet when relevant	Keeps answers grounded in your real data instead of generic advice
Ask for a specific output format (table, bullet list, formula)	Gemini follows explicit formatting instructions well
Break multi-part requests into numbered asks	Reduces the chance one part of a complex prompt gets skipped

4. Verifying What It Tells You

Like any AI assistant, Gemini can state something confidently and be wrong, particularly on niche facts, recent events, or precise numbers. Treat it as a fast first draft or a research starting point — verify anything you're going to rely on for a decision, a citation, or a public claim.

5. A Simple Starting Workflow

1. Start broad: ask a general question to see what angle the response takes.
 2. Narrow with a follow-up: add the specific constraint you actually care about (audience, length, format, deadline).
 3. Ask it to flag uncertainty: "tell me if you're not confident about any of this."
 4. Verify anything load-bearing before you use it.
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Product features and integrations change frequently — check Google's current documentation for the latest capabilities in your workspace.