Beat: Technology

A practical way to turn a chat into a finished document, spreadsheet...

Gemini can now edit your files in chat

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USPA NEWS - Gemini can work with PDFs, presentations, spreadsheets and code directly in chat. Instead of asking for text to copy into another app, you can ask it to make or revise the file itself.

The AI Shortcut
This week's most useful update is a small shift in how you can work with an AI assistant: Gemini can now create, preview and edit files right in chat. That could save a few handoffs when you're turning a rough idea into something ready to share.

From prompt to file
Gemini can work with PDFs, presentations, spreadsheets and code directly in chat. Instead of asking for text to copy into another app, you can ask it to make or revise the file itself.

Try it on a task with a clear finish line
Start with a file you already need to produce, such as a meeting summary or a simple project tracker. Give Gemini the source material, describe the audience and say what the finished file should contain.

For a presentation: ask for a short deck for a specific audience and purpose.
For a spreadsheet: describe the columns and the decisions the sheet should support.
For a PDF: ask for a concise summary or a cleaner version of the document.
Keep the review step
A file that looks finished can still contain errors or miss context. Check names, numbers, formulas and any claims before sharing it. For sensitive work, follow your organization's rules about what you can put into an AI tool.

The useful change is not just getting a draft faster. It's having the draft arrive in a format you can review and use.

Article online:
https://www.uspa24.com/bericht-27364/a-practical-way-to-turn-a-chat-into-a-finished-document-spreadsheet.html

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