



RAMAKRISHNA MISSION SIKSHANAMANDIRA

Belur Math, Howrah - 711202

Limited Seats;
Registration on
first-come-first-
serve basis.

15-DAY (30-HOUR) OFFLINE

VALUE-ADDED COURSE ON GOOGLE DOCS

For Seamless Assignment & Dissertation Writing

**FOR MALE
CANDIDATES ONLY**

Eligibility: Minimum Class 10 Pass

- ✓ Desktop computer with Internet will be provided.
- ✓ Exam will be conducted at the end of the course.
- ✓ Certificates will be provided based on the evaluation results.

Resource Person:

**Swami Vidyamritananda, Sri Subhadip Dutta
& Sri Pritam Das**

Course Coordinator: Swami Shrinamananda

Class Details



**Time: 5:00 PM onwards
Days: Monday to Friday
(Except Holidays)**



17 August 2026 Onwards



**Ramakrishna Mission
Sikshanamandira, Belur Math**

**REGISTER BY
16-08-2026**



Scan for registration

REGISTRATION FEES: ₹ 500/- (ONLINE)

**** Note: Registration Fees ₹ 200/- (Offline) for the Current Trainees of Sikshanamandira ****



**For any queries:
Sri Pritam Das: 8697771626**



**or Mail:
rkmsmc@gmail.com**

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COURSE HIGHLIGHTS

Mastering Google Docs

- **General Formatting:** Page setup, line spacing, font formatting, and header/footer styling.
- **Structural Layout:** Mastering page breaks and section breaks for complex documents.
- **Document Hierarchy:** Professional use of Headings (H1, H2, H3) and multilevel numbering.
- **Inserting Elements:**
 - Table formatting and image insertion.
 - Automated page numbering.
 - Using Drawing tools for custom diagrams.
 - Inserting mathematical symbols and formulas.
- **Automation:** Generating a one-click Automatic Table of Contents.
- **Smart Fixes:** Using AI for quick troubleshooting and resolving formatting errors.



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