

FOR RKMSM
TRAINEES ONLY

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

15-DAY (30-HOUR) OFFLINE

VALUE-ADDED COURSE ON GOOGLE DOCS & CANVA




For Seamless Assignment & Dissertation Writing

What You Will Learn

- **Precision Formatting:** Layouts, Spacing, Headers, Footers.
- **Automated Indexing:** Headings, Numbering, Automatic TOC.
- **Technical Integration:** Tables, Formulas, Symbols, Drawings.
- **Visual Excellence:** Canva Templates, Graphics, High-Res Exporting.
- **AI Troubleshooting:** Instant Layout, Design, and Formatting Fixes.

 7 PM Onwards (Everyday)

 26 February 2026 Onwards

 Ramakrishna Mission
Sikshanamandira, Belur Math

REGISTER BY
25-02-2026

Resource Person: **Swami Vidyamritananda**

Course Coordinator: **Swami Shrinamananda**



REGISTRATION FEES: ₹ 200

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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.



Visual Excellence with Canva

- **Template Selection:** Choosing academic report, thesis cover, and poster layouts.
- **Design Fundamentals:**
 - **Text:** Typography, hierarchy, and alignment.
 - **Image:** Uploads, frames, and transparency.
 - **Graphics:** Utilizing professional icons, shapes, and vector elements.
- **Workflow Optimization:** Use of Add-ons (Google Drive, QR codes, and Chart tools).
- **Final Output:** High-resolution Exporting for PDF Print, PNG, and JPG.
- **AI Integration:** Using AI for quick troubleshooting, layout refinement, and image editing.

