

FOR RKMSM  
TRAINEES ONLY

LIMITED SEATS;  
REGISTRATION ON  
FIRST-COME-FIRST-  
SERVE BASIS.

15-DAY (30-HOUR) OFFLINE

# Value-added Course on Basics of Google Sheets & Slides

COURSE CODE:  
BGSS/VAC12/25-26

## FOR STREAMLINING DATA AND PRESENTATION

### WHAT YOU WILL LEARN

- **PRECISION ORGANIZATION:** NAVIGATION, CELL FORMATTING, FROZEN HEADERS, ETC.
- **ANALYTICAL FOUNDATIONS:** ARITHMETIC FORMULAS, AUTOSUM, MANUAL CELL REFERENCING.
- **INTERACTIVE MANAGEMENT:** DROPDOWN MENUS, CHECKBOXES, MULTI-TAB NAVIGATION.
- **DYNAMIC VISUALS:** INSTANT CHARTING, COLOR LOGIC, BAR & PIE VISUALS.
- **CREATIVE LAYOUTS:** THEME SELECTION, OBJECT ARRANGING, IMAGE INTEGRATION.
- **PROFESSIONAL DELIVERY:** SLIDE TRANSITIONS, TEXT ANIMATION, SPEAKER NOTES.

**Resource Person:** Swami Vidyamritananda

**Assistants:** Subhadip Dutta & Pritam Das

**Course Coordinator:** Swami Shrinamananda

🕒 4:30 PM ONWARDS (MON - FRI)

📅 09 APRIL 2026 ONWARDS

📍 RAMAKRISHNA MISSION  
SIKSHANAMANDIRA, BELUR MATH

REGISTER BY  
08-04-2026



REGISTRATION FEES: ₹ 200

CONTACT NO.: +91 94323 78986  
EMAIL ID: PGDC@RKMSM.ORG

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# Course Highlights

## SHEETS FUNDAMENTALS FOR BEGINNERS

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### BASIC SETUP & ORGANIZATION

- **SHEET NAVIGATION:** UNDERSTANDING ROWS, COLUMNS, AND CELLS; RESIZING FOR CLARITY, MANAGING PAGE LAYOUT (E.G., "ORIENTATION", "PAPER SIZE", "HEADER/FOOTER" ETC.).
- **BASIC FORMATTING:** USING BOLDING, FONT COLORS, WARPING, ROTATION, CELL BORDERS TO DEFINE HEADERS, "TRANSPOSE", ETC.
- **WORKING WITH DATA:** USING "FIND AND REPLACE", BASIC "SORT A-Z" TO ORGANIZE LISTS, FILTERING, PROTECTING SHEETS AND RANGES, DATA VALIDATION, SPLIT TEXT TO COLUMNS, DATA EXTRACTION.
- **TOOLS AND EXTENSIONS:** SPELLING, SUGGESTION CONTROLS, ADD-ONS.

### BASIC MATH & SIMPLE FORMULAS

- **AUTOSUM:** USING THE  $\Sigma$  BUTTON FOR INSTANT TOTALS, AVERAGES, AND COUNTS.
- **SIMPLE ARITHMETIC:** WRITING MANUAL FORMULAS FOR ADDITION ( $\$+\$$ ), SUBTRACTION ( $\$-\$$ ), AND MULTIPLICATION ( $\$*\$$ ).
- **CELL REFERENCING:** LEARNING HOW TO CLICK CELLS TO BUILD FORMULAS INSTEAD OF TYPING NUMBERS.

### MANAGING INFORMATION

- **DROPDOWN MENUS:** CREATING SIMPLE "STATUS" TAGS (E.G., TO-DO, IN PROGRESS, DONE).
- **FREEZING HEADERS:** KEEPING THE TOP ROW VISIBLE WHILE SCROLLING THROUGH LONG LISTS.
- **TABS & NAVIGATION:** ADDING, RENAMING, AND COLOR-CODING MULTIPLE SHEETS IN ONE FILE.

### VISUALIZING YOUR PROGRESS

- **QUICK CHARTS:** HIGHLIGHTING DATA TO GENERATE A BASIC BAR OR PIE CHART INSTANTLY.
- **CHECKBOXES:** INSERTING INTERACTIVE CHECKBOXES FOR SIMPLE TRACKING AND TO-DO LISTS.
- **COLOR LOGIC:** APPLYING "FILL COLOR" TO HIGHLIGHT IMPORTANT DEADLINES OR TOTALS.



# Course Highlights

## CREATIVE BASICS WITH GOOGLE SLIDES

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### SLIDE SETUP & LAYOUTS

- **CHOOSING A THEME:** PICKING A PRE-MADE DESIGN TO INSTANTLY SET THE COLORS AND FONTS FOR YOUR ENTIRE DECK.
- **ADDING SLIDES:** USING THE (+) BUTTON TO SELECT THE RIGHT LAYOUT (E.G., "TITLE AND BODY" VS. "TWO COLUMNS").
- **BASIC TEXT FORMATTING:** ADJUSTING FONT SIZES AND USING BULLET POINTS TO KEEP INFORMATION READABLE.

### ADDING VISUAL ELEMENTS

- **INSERTING IMAGES:** UPLOADING PHOTOS FROM YOUR COMPUTER OR SEARCHING THE WEB INSIDE SLIDES.
- **SHAPES & TEXT BOXES:** USING SIMPLE BOXES AND ARROWS TO HIGHLIGHT KEY POINTS OR CREATE LABELS.
- **ARRANGING OBJECTS:** LEARNING HOW TO "CENTER ON PAGE" AND MOVE IMAGES "TO THE FRONT", ETC.

### SIMPLE ANIMATIONS

- **BASIC TRANSITIONS:** ADDING A SIMPLE "FADE" OR "SLIDE FROM RIGHT" BETWEEN SLIDES TO KEEP THE AUDIENCE ENGAGED.
- **ANIMATING TEXT:** MAKING BULLET POINTS APPEAR ONE BY ONE SO PEOPLE DON'T READ AHEAD OF YOU.
- **REPLACING MEDIA:** RIGHT-CLICKING AN IMAGE TO SWAP IT OUT WHILE KEEPING THE SAME SIZE AND POSITION.

### PRESENTING WITH CONFIDENCE

- **SPEAKER NOTES:** TYPING YOUR "SCRIPT" IN THE BOX BELOW THE SLIDE
- **SLIDE SHOW MODE:** LEARNING HOW TO START YOUR PRESENTATION AND NAVIGATE
- **LASER POINTER:** USING THE DIGITAL POINTER TO DRAW ATTENTION TO SPECIFIC PARTS OF YOUR SLIDE.