

Indian Association of Secretaries and Administrative Professionals

Affiliated to: Association of Secretaries and Administrative Professional in Asia-Pacific

CIRCULAR

AUGUST 2020

Dear Members,

Today, with the prerequisite of technology, our roles have been significantly enhanced. Google is the most popular search engine in the world. But while so many of us use it, few actually get formal training on how to use Google competently. Therefore, this month we bring you an interesting interactive session on making life easier with the Google.

Let's explore the numerous hidden tricks and tips which optimizes the Google Search experience through the session on "HOW TO USE GOOGLE EFFECTIVELY" by our, Google Master - Mr Yazdi Tantra.

Ladies, this session is going to be held for IASAPians across all Chapters. Attached herewith is the pdf file as received from our All India President – Ms. Edna Martis on the same.

Do join us for this virtual meeting in large numbers and master the critical skills, get insights, and enhance your knowledge of using Google successfully.

DATE & TIME : Saturday 29thAugust 2020 at 5.00 p.m

: **ZOOM LINK** (link is shared in the pdf file) On

VENUE: Our comfortable zones in our own home.

Though this is not a physical meeting, we are required to take attendance for records. Therefore, request you to send your RSVP's on or before 25th August 2020 to:

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MONICA D'SOUZA HON. SECRETARY