

# ASEW SPINOFF

OCTOBER EDITION

While we have all the tools needed for us to thrive, how do we maintain our productivity?

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Office

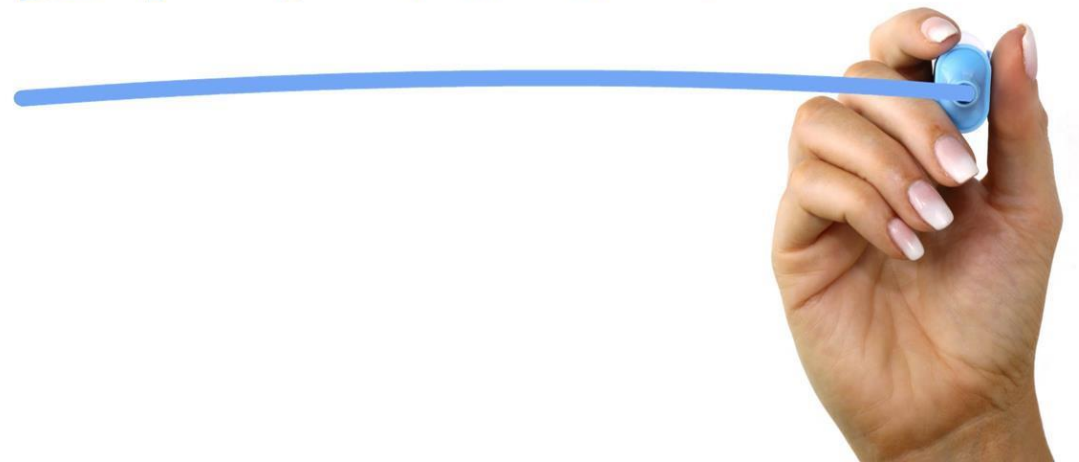


# What is productivity?

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- Knowing how to use the various Microsoft key functions that help improve efficiency.
- Efficiency- ability to avoid waste of time, effort or resources.
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EFFICIENCY



# Microsoft Word Tips

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Make your  
work  
presentable

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# Sentence Case

- Example:

*Hi there, my name is Jane. I am a stress management & growth mindset coach. I empower individuals and professionals to face their fears and move of their comfort zones.*

vs

*hi there, my name is jane. i am a stress management & growth mindset coach. i empower individuals and professionals to face their fears and move of their comfort zones.*

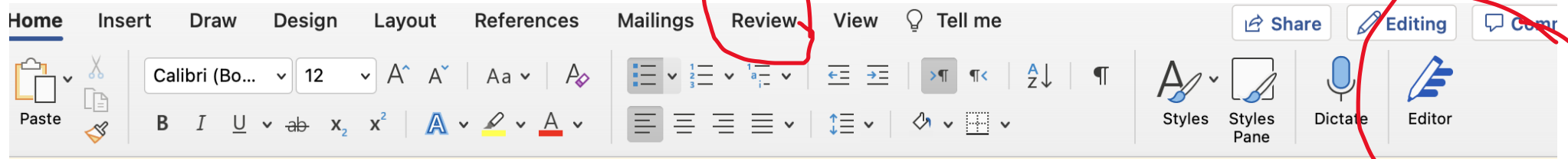
# Use of Caps Locks

- *HI THERE, MY NAME IS JANE. I AM A STRESS MANAGEMENT & GROWTH MINDSET COACH. I EMPOWER INDIVIDUALS AND PROFESSIONALS TO FACE THEIR FEARS AND MOVE OF THEIR COMFORT ZONES.*

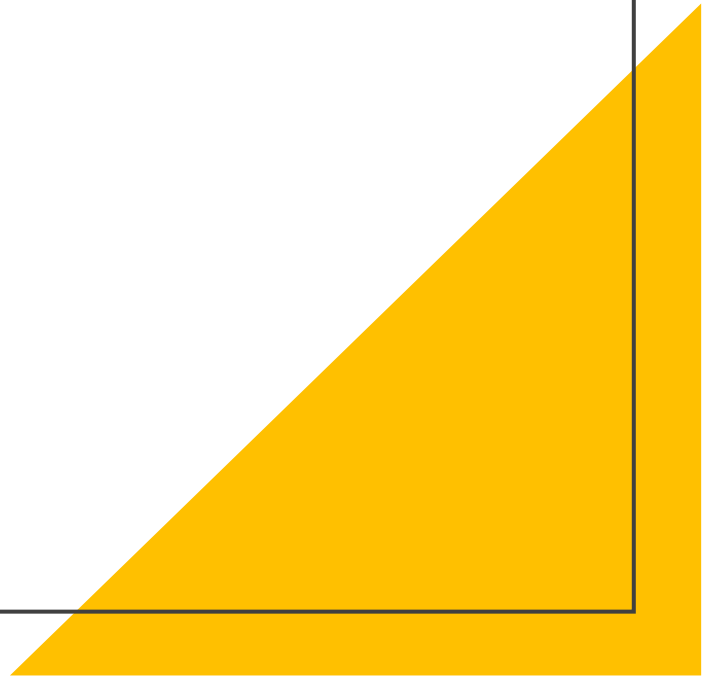
vs

- *Hi there, my name is Jane. I am a stress management & growth mindset coach. I empower individuals and professionals to **face their fears and move of their comfort zones.***





# Editor function

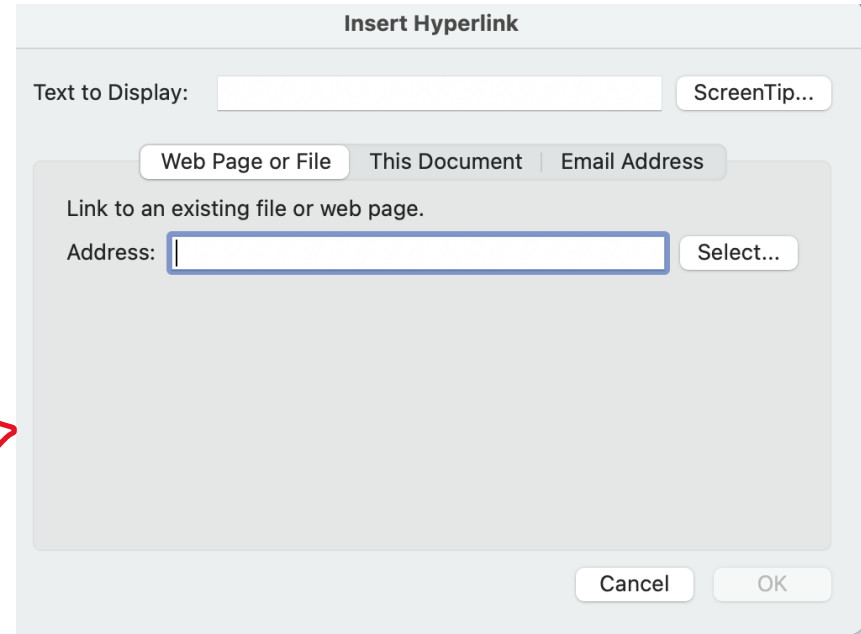
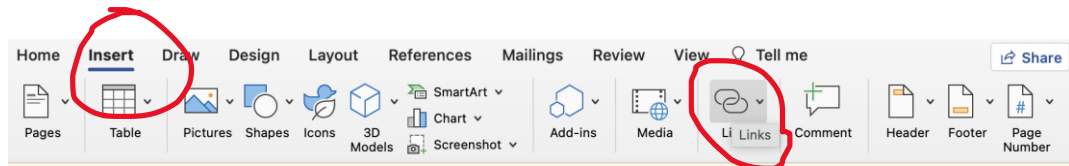


# Insert Link Function

- In a recent publication by xyz company (<https://www.linkedin.com/in/jane-njogu-a750b51b0>), they stated that their sales margin has gone up compared to 2019 ([https://www.instagram.com/jane\\_njeri\\_njogu/](https://www.instagram.com/jane_njeri_njogu/)).

Vs

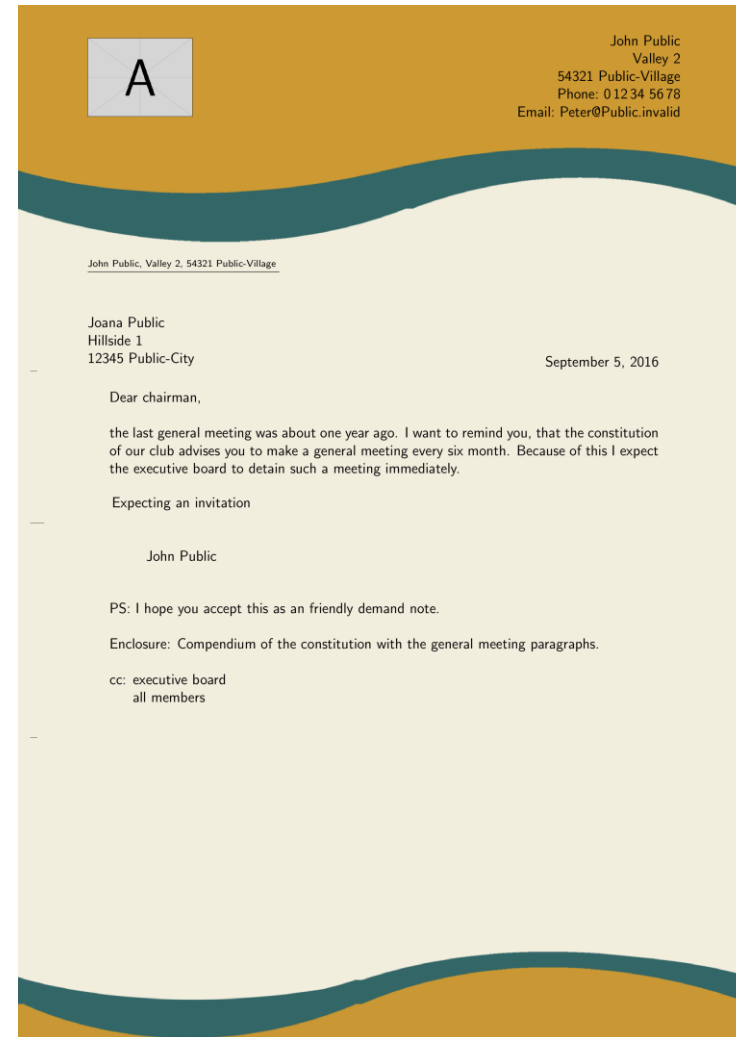
- In a recent publication by [XYZ Company](#), they stated that their sales had gone up compared to [2019](#)



Simple steps



# Brand Building



Thank you

Jane Njogu

Growth & Mindset Coach

[Jane.changemindset@gmail.com](mailto:Jane.changemindset@gmail.com)