



TOWNSVILLE

Once-a-Year Workshops

are coming!

- ✓ Microsoft Word Wonder Whiz – Monday, 27 July
- ✓ EXCEL Super User – Tuesday, 28 July
- ✓ XERO to Superhero – Wednesday, 29 July
- ✓ XERO Accelerator – Thursday, 30 July
- ✓ Xero Payroll Made Easy – Friday, 31 July



For more: See Smart Training Australia website
smartrainingaustralia.com.au



The Microsoft Word logo, featuring a white letter 'W' on a blue square background, which is part of a larger blue graphic element consisting of overlapping squares.

W

Microsoft Word Wonder Whiz

Build your **Microsoft Word** skills with this engaging face-to-face workshop and get productive; learn shortcuts, tips and tricks to create professional business documents with ease!

> **Microsoft Word Wonder Whiz - Monday, 27 July**

The logo for SMART Training Australia, featuring a stylized star icon to the left of the text 'SMART Training Australia' in a green and blue color scheme.

SMART Training
Australia



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xero

XERO

Unlock the full potential of XERO with our engaging face-to-face workshops, designed to supercharge your skills and maximize your business success.

- > XERO to Superhero - Wednesday, 29 July
- > XERO Accelerator - Thursday, 30 July
- > XERO Payroll Made Easy - Friday, 31 July

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Excel to Super User

Excel Super User Workshop

Learn to perform basic calculations with formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs.

> **EXCEL Super User - Tuesday, 28 July**

