

September 1, 2009

## Partnerships for Health Participant Communication Online Training Sessions Available

Effective September 1, 2009 *Partnerships for Health* (PFH) is pleased to announce the availability of online training sessions for Microsoft Excel, Outlook, and PowerPoint to accompany the PFH website training that has also recently commenced. All training sessions will be conducted via an online training forum and the teleconference line, so please join us for any one of the following continuously offered training sessions.

- 1) **Microsoft Excel** – Are you interested in improving your knowledge of MS Excel? Join us to review how to import, sort, filter and graph your data and more.
- 2) **Microsoft Outlook and PowerPoint** – Are you interested in maximizing your use of Outlook and PowerPoint? Join us to brush up your skills on both programs.
- 3) **PFH Website** – Are you interested in using the PFH website more effectively? Would you like to maximize the online tools available in order to save you time and track your information? Join us to review our website.

### Partnerships for Health Training Schedule

Training Session	Day of the Week		Start Time	Duration
	Tuesday	Wednesday		
PFH Website	1st	1st	12 noon	up to 1 hr
MS Excel	2nd	2nd	12 noon	up to 1 hr
MS Outlook/PowerPoint	4th	4th	12 noon	up to 1 hr

Please contact Lisa Moore at [lisa.moore@lhins.on.ca](mailto:lisa.moore@lhins.on.ca) or 519-640-2598 in order to register. All sessions will be offered at noon for up to one hour every month as noted on the schedule.

As always, the PFH team is available to help you with any questions or concerns you may have, so feel free to contact us at any time:

Heather Goddard, Project Assistant  
Sally Boyle, Practice Coach  
Linda Hebel, Practice Coach  
Diane Koz, Practice Coach  
Gavin Giles, eHealth Lead  
Marg McAlister, Project Manager  
Mike Hindmarsh, Project Manager

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