

LCHS4007_BIRM Digital and research methods, CertHe&SC: Justin Okoli

Microsoft soft Excel

Work Carried:

Catarina Ngunza

ID 2509011

Tania Costa

ID 2435112

Marceline Moya

ID 2506111

Introduction

The Implementio of digital tools based on Microsoft 365 is expected to help Sunrise Residential Care Home enhance its efficiency.

Using Excel facilitates the process of data organisation, planning and maintaining records in healt care activities.

Digital technologies play a primary role in support systems (Bradley et al,2023).



Whata is Microsoft Excel?

Excel is a incredibly powerful tool for getting meaning out of vast amounts of data.

Also is often used in a nursing home environment, particularly in homes that may not have dedicated and specialised care management soft.



Why use of Microsoft Excel within care Home Setting?

Because it is a tool that can be used in homes that may not have dedicated and specialised care management software. It serves as versatile tool to organise, analyse and manage various administrative and operational aspects of the house.

Optimise work time, facilitate task organisation, project management and collaboration between teams.

Benefit of using Excel in a care Home

- Date management: manage and organized a large volume os patients inrformation and easy to accessible, book appointments;
- Contapatibility- Excel are supported with different platforms making easy to sharewith other people;
- Patient care: excel simplifies patient records, tracking inventory and supplies;
- User- friendly: exexcel allow people to using excel even with less experience to perform basic tasks;

Date visualization: excel allow to crete charts and graphs making it easy to identify trends and patterns on patients.

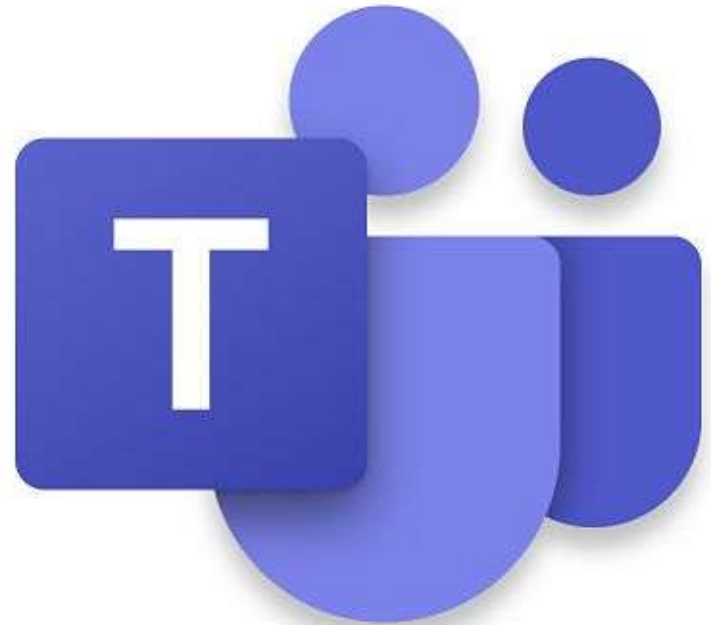
Security and Data Protection Risks

- Excel spreadsheets are not inherently secure
- Excel does not have the advantage of real-time collaboration, unlike more sophisticated systems.



Whata is Microsoft Excel Teams

Microsoft Teams is the ultimate messaging app for care homes
a workspace for real-time collaboratuion and communication,
meetings, and information sharing.

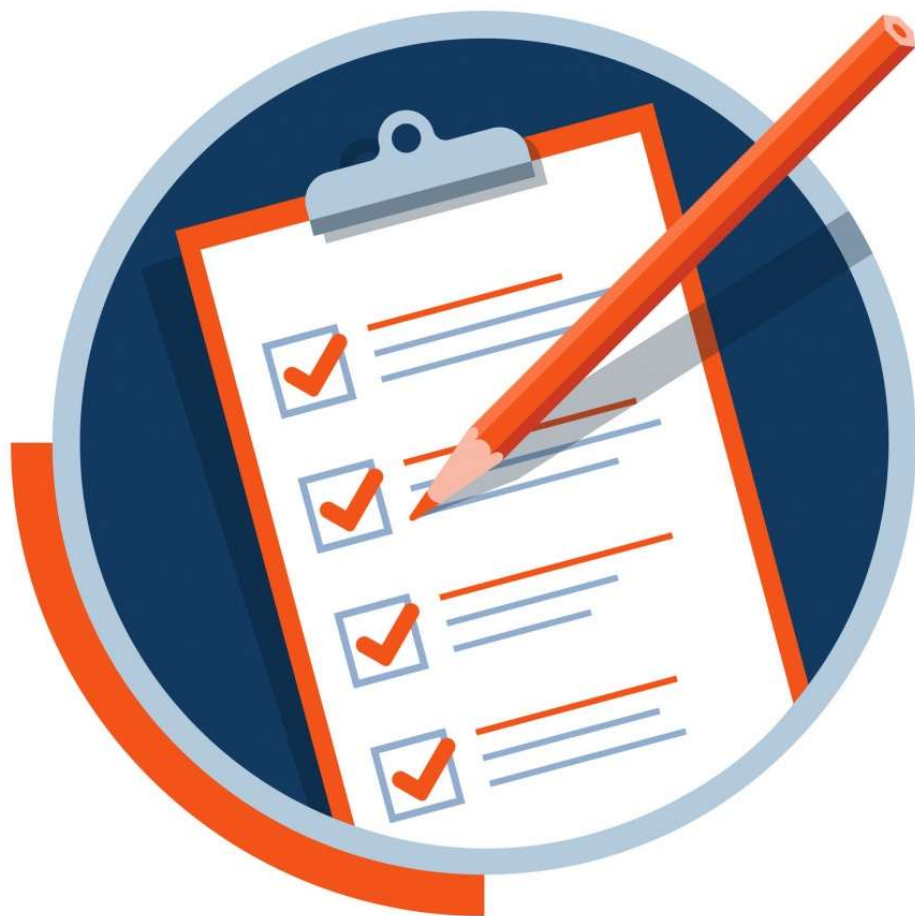


Why use of Microsoft Teams within care Home Setting?

- They can be use such:
- Internal staff communication – facilitates communication in real time with staff, nurses and administrative such group chats. This can replace emails or text message.
- Team meetings- such virtual meeting with nurses, doctors, social workers to discuss residents care plans, review cases.
- Residents and family communication- teams can facilitate video calls help to reduce social isolation and help family to be more connected.
- Documents management- staff can securely store and share documents like care plans, medical history and ensure that everyone have the later version update information

Benefit of using Excel in a care Home

- Increased efficiency- staff can access documents, communication with colleges and can add more information on a real time when see the patient.
- Secure information- teams can offers a secure environment for sharing sensitive information by using date protection requirement.
- Cost of travel- using virtual consultation can saving time and cost for residents, staff and others healthcare providers.
- But MS teams have some limitations and challenges such:
 - Digital literacy for elderly staff can be difficult in some cases they need more extensive training and can lead to a frustration.
 - Technical and connectivity issues- a reliable and fast internet is essential for a good communication special when have meeting or video calls.
 - Potential for information overload- with lots of chats there is a risk of overload information, and some important information can be lost.



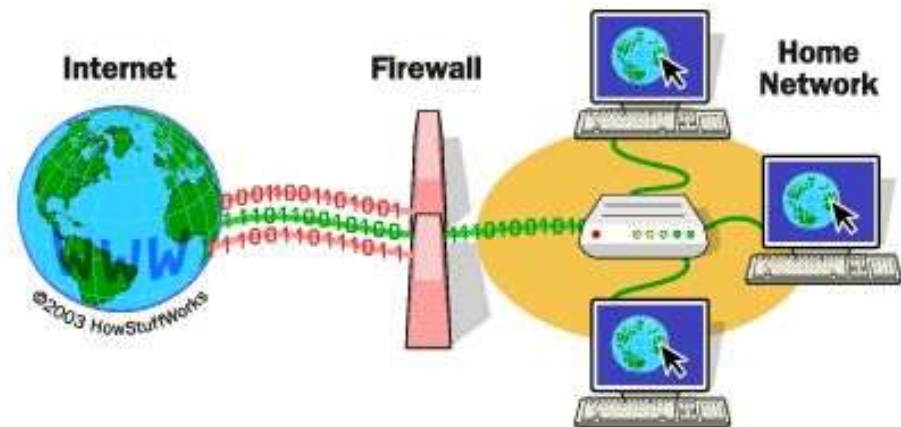
Email security

Block the emails from suspicious senders and contacts
and
remove links to malicious websites.



Firewall protection

Install and maintain firewall to prevent unauthorized access.



Network vulnerability

Regularly update software and hardware to reduce the



Phishing awareness

Educate staff and residents about scam and how can protect from fraudulent emails or messages.



Conclusion

Microsoft Teams and Excel together create a powerful environment for teamwork and productivity.

Reference

<https://www.peoplesmatters.in/article/hr-technology/digital-technologies-new-source-value-growth-11786>

<https://www.popularmechanics.com/technology/design/a33549357/human-genes-rename-d-microsoft-excel-auto-format-dates/>

<https://insightsoftware.com/blog/why-do-we-use-excel/#:~:text=Data%20Organization%3A%20Excel%20allows%20you,Excel's%20powerful%20functions%20and%20tools.>

<https://support.microsoft.com/en-au/office/do-your-one-on-ones-in-microsoft-teams-8b8486f0-55ac-4421-9cf6-53024c67590d#:~:text=Use%20Microsoft%20Teams%20to%20conduct%20one-on-one%20meetings,face-to-face,%20Teams%20can%20help%20keep%20things%20organized.>

THE END!