

Using Microsoft 365 To Improve Work Efficiency



- Module:
- Digital skills and Research Methods
- Case Study :
- Greenfield Home Care Agency
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Group Member Name

Digital skills and Research methods-LCHS4007

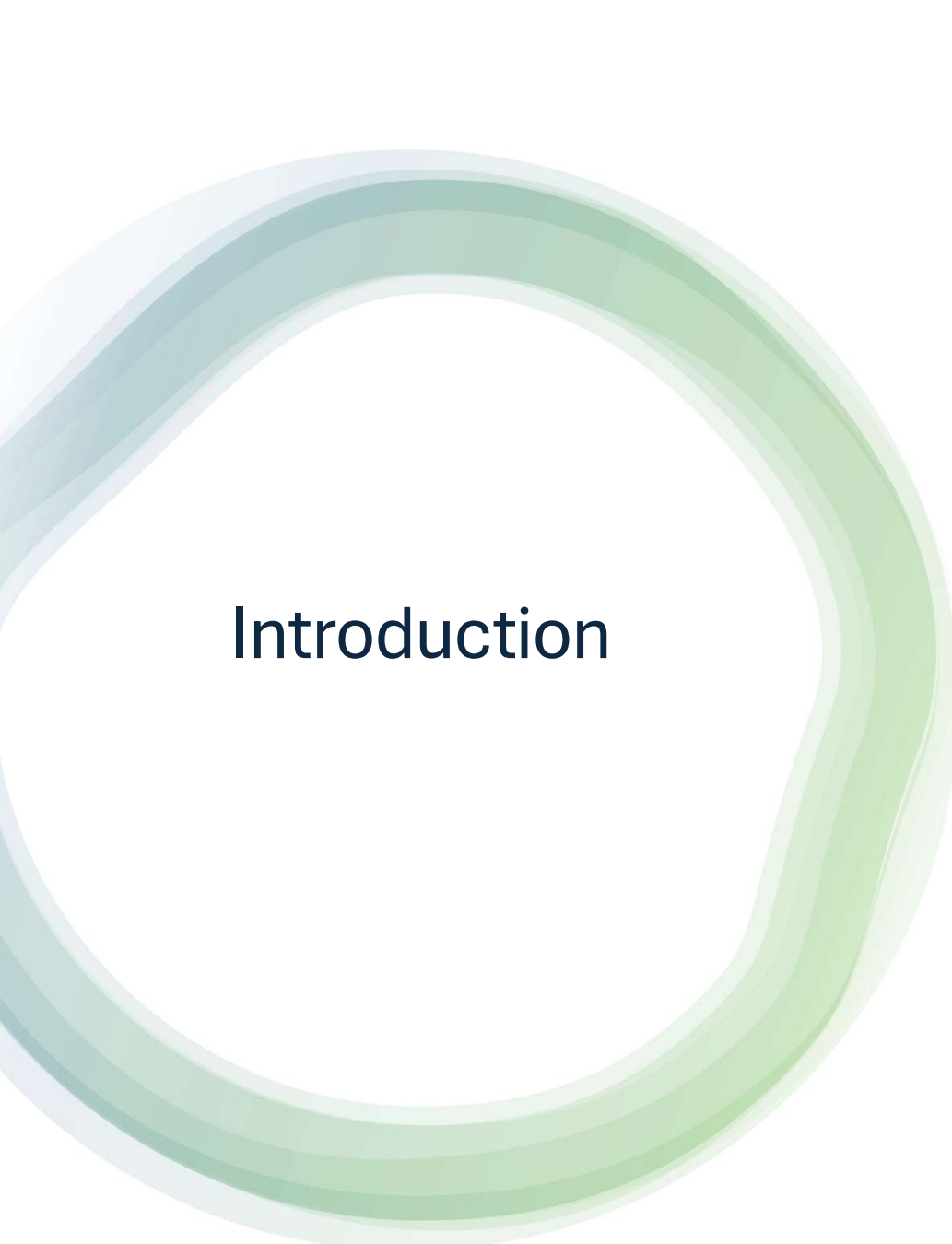
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Introduction

- Hello, my name is Khalifah and today we will present how Microsoft 365 can improve work efficiency at Greenfield Home Care Agency, a company providing care for elderly people in their homes.
- We will explain how Microsoft 365 tools like Excel and Teams help staff organise schedules, communicate better, and manage patient records securely.”



Introduction

Greenfield Home Care Agency provides home care for elderly people. Their staff includes carers, nurses, and coordinators. The company recently started using Microsoft 365 tools to make communication faster, organise schedules, and keep patient records more organised.

This helps staff work more efficiently and provide better care.

Microsoft 365

Application : Excel

I chose Microsoft Excel as the main productivity tool. Excel helps staff organise their schedules clearly, record patient visits efficiently, and reduce the need for paper-based records. It also improves accuracy, as information is updated in real time and shared with relevant staff. For example, staff can check the weekly schedule at glance, avoid overlapping appointments, and quickly see which carers are assigned to which patients. This makes daily work much smoother and allows carers to spend more time focusing on patient care rather than administrative tasks."



Excel Benefits for The organisation

- 1.Improves schedule organization
- 2.Tracks patient visits clearly
- 3.Shares updated info with staff
- 4.Reduces errors and confusion
- 5.Saves time for carers

Digital Safety and conclusion

Digital safety is very important for Greenfield Home Care Agency. Staff should use strong passwords and secure login methods. Training on phishing emails helps prevent mistakes that could compromise data. Patient records must be stored securely, and only authorised staff should have access to sensitive information. This ensures privacy and compliance with regulations.



References

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