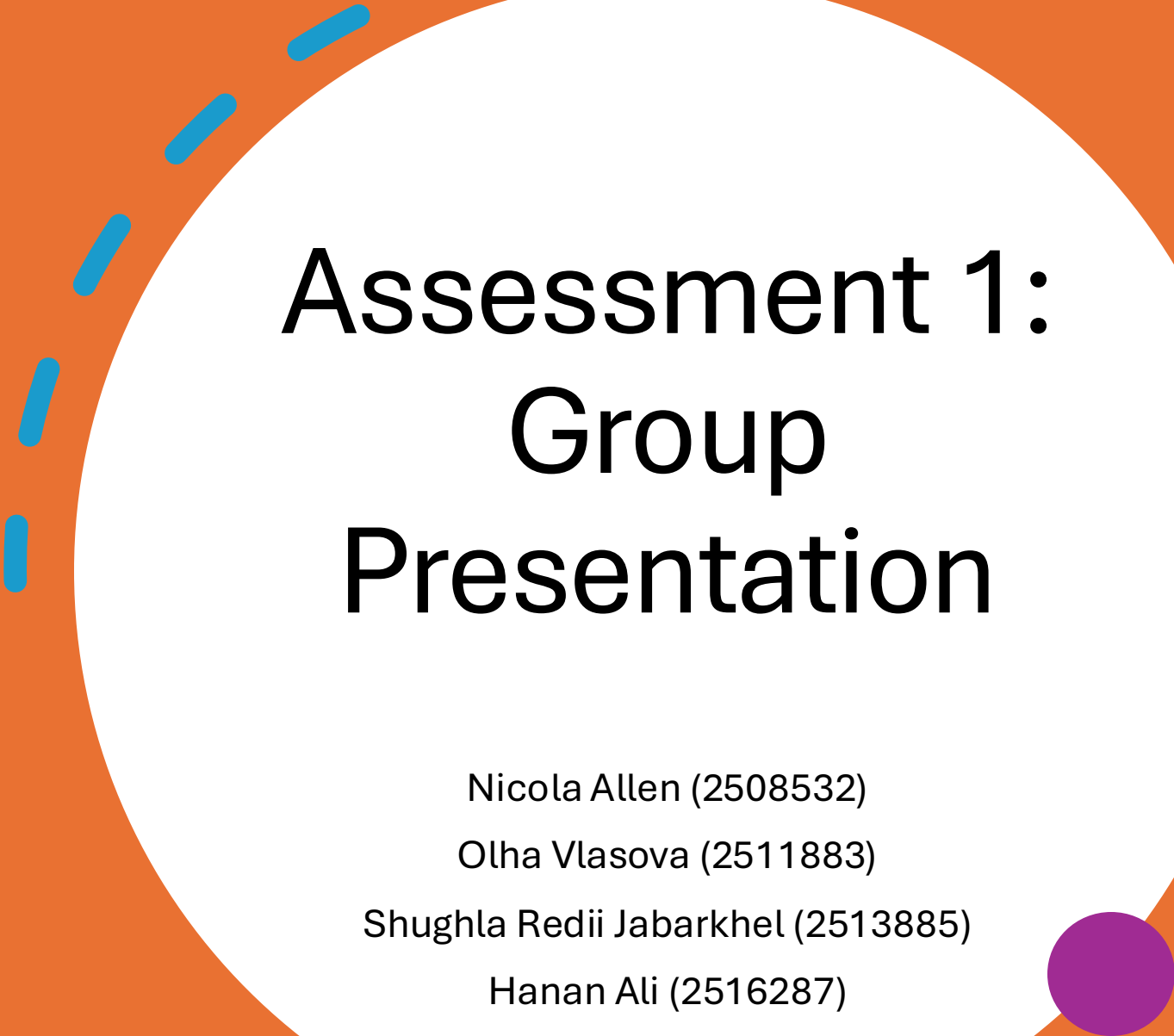




Assessment 1: Group Presentation

Nicola Allen (2508532)

Olha Vlasova (2511883)

Shughla Redii Jabarkhel (2513885)

Hanan Ali (2516287)



***Microsoft 365, making future
work better for you through
technology***



Microsoft 365

Microsoft 365 is a group of online tools made by Microsoft, including Word, Excel, PowerPoint, Outlook, and Teams. It helps people work together, share files, and talk online using the internet. During the COVID-19 pandemic, many care homes and health organisations started using Microsoft 365 to help staff stay connected while keeping everyone safe. In 2020, for example, the UK's NHS and many local authorities rolled out Microsoft Teams across care homes to support remote meetings, staff training, and communication with families. This was part of a wider digital transformation push during the pandemic to keep essential services running. Because people could not always meet in person, tools like Teams made it easier for staff to hold meetings, share updates, and check in on residents' wellbeing. It also allowed important documents and care plans to be stored safely online so staff could access them from anywhere. This helped care homes continue their work, support residents, and stay organised during a very difficult and uncertain time.

Introduction



Good morning everyone. Our group will talk about how Sunrise Residential Care Home can use two Microsoft 365 tools — PowerPoint and Teams to make work easier and communication better.

Sunrise Residential Care Home is a place where older people live and get care every day. The staff includes carers, nurses, and managers who all work hard to keep residents safe and happy. To do this well, everyone needs to share information quickly and clearly.

The care home has started using Microsoft 365, which includes tools like PowerPoint and Teams. But not everyone feels confident using these tools yet. Some staff still prefer paper records or face-to-face meetings.

The aim of our presentation is to show how PowerPoint and Teams can save time, help people work together, and keep information safe. We will also talk about how important it is for staff to have good digital skills, and we will share a simple digital safety checklist for the care home.

Power Point

Microsoft PowerPoint is a great tool that can help Sunrise Residential Care Home with training and sharing information. Managers can use PowerPoint to make slides for staff training, such as how to care for residents with dementia or how to keep the home clean and safe.

PowerPoint makes it easier to understand information because it can include pictures, videos, and simple charts. This helps people learn better, especially when reading long documents is difficult. Visual learning tools like PowerPoint make it easier for people to remember new information.

PowerPoint can also be used in staff meetings. For example, the manager could show slides with updates about the home, upcoming inspections, or residents' activities. This helps everyone stay informed and involved.

However, there are also some small problems. Some staff members may not know how to make or edit slides, so they might need help or training. If a PowerPoint is too long or full of text, it can be boring and hard to follow. That's why it's better to keep slides short, simple, and visual.

Overall, PowerPoint is a very useful tool for communication and training. If Sunrise gives staff the right support and practice, everyone can use it with confidence.

Tool	Benefits at Sunrise	Limitations at Sunrise
PowerPoint	- Helps staff learn and train easily- Shows clear visual information- Easy to update and share training slides	- Some staff may need training- Too much text can make slides boring- Creating slides can take time
Microsoft Teams	- Quick communication between staff- Online meetings save travel time- Files shared safely and easily- Improves teamwork and coordination	- Needs good internet connection- Some staff may find it hard to use- Too many messages can be confusing- Data safety depends on strong passwords

Microsoft Teams

Now let's look at Microsoft Teams. Teams is a tool that helps people work together and communicate online. At Sunrise Residential Care Home, Teams can make teamwork much easier.

Instead of using lots of emails or paper notes, staff can chat, share files, and hold video meetings all in one place. For example, carers can send quick updates about a resident's health, and nurses can reply instantly. Managers can share new policies or shift rotas through Teams so that everyone sees them at the same time.

Teams is also great for remote meetings. If a nurse or care coordinator is off-site, they can still join meetings using their phone or tablet. This helps the whole team stay connected.

However, there are some challenges. Teams needs a good internet connection to

Why choose MS Teams

Microsoft Teams was chosen because it helps staff at Sunrise Residential Care Home communicate, share information, and work together more easily. In a care home, staff are often busy and work in shifts, so a tool that allows instant messaging, video meetings, and safe file sharing is very useful.

Teams also supports team collaboration, so care plans, updates, and training materials can be shared quickly without printing papers. This saves time and reduces mistakes.

Additionally, Teams works on computers, tablets, and phones, so staff can stay connected even when they are moving around the care home. Using Teams also helps staff learn digital skills safely, following data protection rules, which is important for patient privacy.

Overall, Teams was chosen because it improves communication, supports teamwork, and keeps information secure, making daily work at Sunrise Residential Care Home smoother and safer.

Microsoft Teams	Advantages	Limitations
Communication	Staff can send messages and chat instantly	Too many messages can get confusing
Meetings	Staff can join online meetings from anywhere	Needs a stable Wi-Fi or internet connection
File Sharing	Files can be shared safely in one place	Teams can be slow if too many files or large meetings are running
Teamwork	Helps teamwork and quick updates	Some staff may find it hard to learn at first
Accessibility	Works on computers, phones, and tablets	Data safety depends on using strong passwords
Organization	Keeps all communication and files organized	–

Digital Literacy and Digital Safety

For PowerPoint and Teams to work well, staff need to feel comfortable using digital tools. Digital literacy means being able to use technology safely and confidently. At Sunrise Residential Care Home, some staff are very experienced, but others may have little digital experience.

Lloyd (2020) explains that being digitally literate isn't just about knowing how to use computers — it's about understanding how to use them safely and responsibly at work. If staff don't have these skills, mistakes can happen. For example, someone might send an email to the wrong person or lose a file.

It's also very important to protect residents' personal information. Here is a simple digital safety checklist that Sunrise can follow

Passwords: Use strong passwords and keep them private.

Two-step login: Use two-factor authentication where possible.

File safety: Always save work in OneDrive, not on personal devices.

Access control: Only the right people should see sensitive data.

Security: Keep antivirus software and updates turned on.

Data protection: Always follow GDPR and the care home's privacy policy.

Conclusion

To finish, we have shown how Microsoft PowerPoint and Microsoft Teams can make work at Sunrise Residential Care Home easier, faster, and more connected. PowerPoint helps staff learn through pictures and simple training sessions. Teams allows carers, nurses, and managers to share messages and documents instantly, improving teamwork.

But for these tools to really help, all staff need good digital skills and clear rules about safety and privacy. With regular training and support, Sunrise can become more confident and efficient.

Our main recommendation is for Sunrise to create a digital champion role someone who helps others learn and supports them when using Microsoft 365 tools. This will help make the care home safer, stronger, and ready for the future.

References

Gopal, A., Singh, P. & Verma, S. (2021) 'Digital collaboration in healthcare: The role of Microsoft Teams'. *Health Informatics Journal*, 27(2), pp. 215–229.

Kinchin, I. (2017) *Visual learning in professional education*. *Journal of Educational Technology*, 33(4), pp. 122–134.

Lloyd, A. (2020) 'Digital literacy and the workplace'. *Information Research*, 25(1), pp. 1–12.

NHS Digital (2021) *Data Security Standards for Care Providers*. Available at: <https://digital.nhs.uk>

NHS Digital (2022) *Digital Transformation in Adult Social Care*. Available at: <https://digital.nhs.uk>

Tufte, E. (2006) *The Cognitive Style of PowerPoint*. Cheshire, CT: Graphics Press.