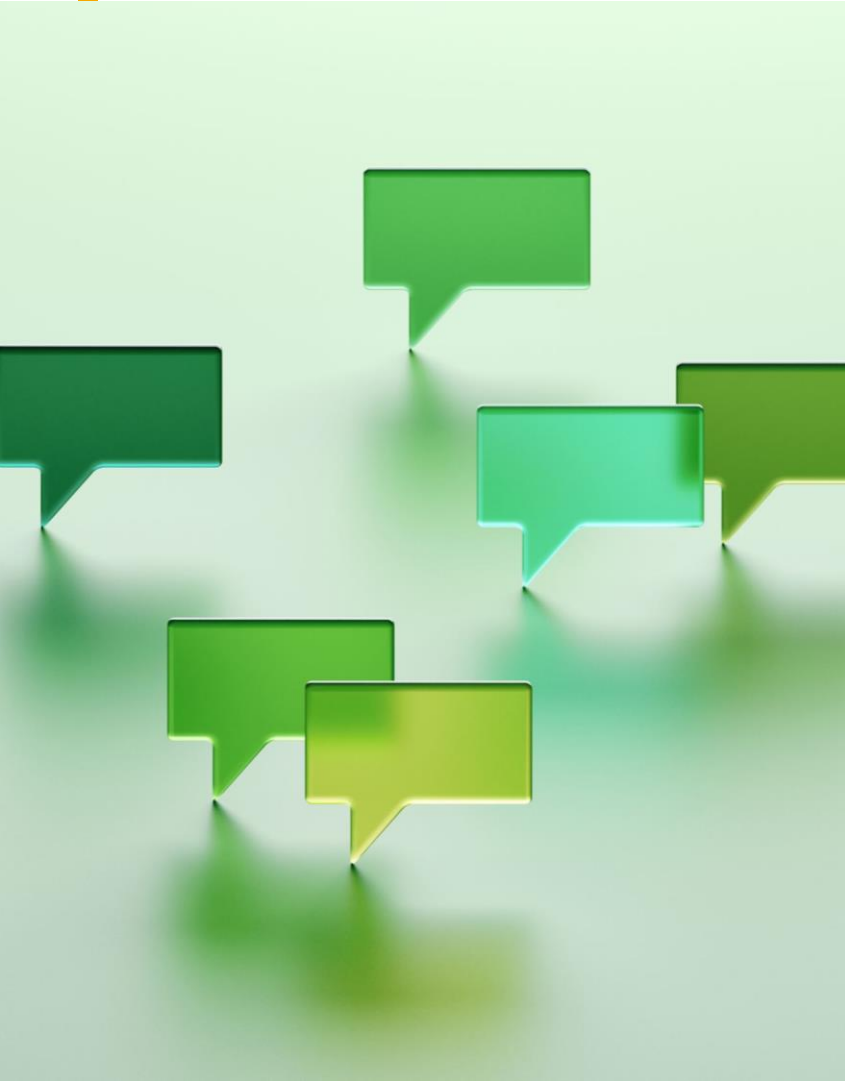


**USING
MICROSOFT APPS
TO IMPROVE
EFFICIENCY IN
RIVERDALE
NURSING HOME**

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- **Module code-4007**





Microsoft 365 tools that can be used in Riverdale care home. To improve efficiency and communication

.Microsoft teams

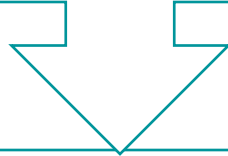
.Microsoft excel and

.Power point.

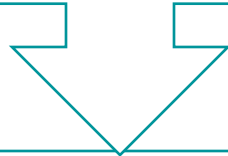


Microsoft Teams

To begin with I will first talk about what Microsoft teams is and what communication is also



.Microsoft Teams is a team collaboration platform developed by [Microsoft](#) as part of the [Microsoft 365](#) suite. It offers features such as workspace chat, video conferencing, file storage, and integration with both Microsoft and third-party applications and services (Microsoft Support, ND).



. Communication is the process of exchanging information, ideas thoughts, and **emotions** whether through spoken words, written text, facial expression, and others. Communication is the foundation of how we connect, influence and make sense of the world around us (University of Buffalo, ND).



Moving on to the main point, the work place task tool selected is staff communication and the tool for this task will be Microsoft teams.



Why Microsoft teams and not any of the other tools. Microsoft team will **been** the best tool for staff communication in Riverdale care home **because of its features.** This app was purposely built for communication as the app helps you share files, open videos, instant messaging, audio calling and a lot more which are all forms of communication



Through Microsoft teams, staff can communicate either verbally or written without meeting face to face as the building in Riverdale care home are two different buildings.



6/12/2026

You can use Microsoft teams to communicate via video call, audio call and via chat or messaging.

Using Microsoft Teams to Communicate Through Video Call

Staff from Riverdale care home can organise a video call through teams to discuss anything about the care home . It can be in the form like handing over, resident wellbeing ,meetings, sharing files via video call without meeting face to face which is a form of communication.

The video aspect of the tool will enable a live video call when is in use.



Microsoft Teams

Through
Microsoft
teams, staff can
make a quick
audio call or
have a chat to
communicate

The **audio-conferencing feature in Microsoft Teams** allows participants to join meetings by calling in using a phone, without needing to use the Teams app. Users who plan to schedule or lead meetings need to have Audio Conferencing set up Microsoft.

Communication Improvement

It is the responsibilities of staff in Riverdale nursing home to look after their residents and be with them to ensure their safety. One or two staffs leaving the building to join other staff on the different building of the nursing home just to rely a massage, have a conversation or talk about resident wellbeing may lead to short of staff. And when there are not enough staff, the resident might not get the quality of care they need.

But with Microsoft teams, staff can stay in their part of the building of the nursing home and connect with the other staff on the different part of the building through a simple call whether been video or audio and even a simple text message to discuss whatever they want to talk about without leaving the building. And with this communication will improve as staff will be in their comfort zone but will be communicating through the Microsoft team's app and will be doing their work at the same time which will improve work efficiency in the nursing home.

Advantages of Microsoft teams

The first advantage I will say is that Microsoft teams is a tool that is free to download.

Video and audio conferencing. As teams is built with the skills and abilities of built in video and audio conferencing, it will allow staff in Riverdale nursing home to hold virtual meetings, presentations, webinars without meeting face to face as the buildings in Riverdale nursing home are two different buildings.

Chat and messaging. As the tool was built purposely for communication, it will allow staff in Riverdale nursing home to send direct message and a group chat, the tool will make it easy for staff to arrange conversation by topic or group them as data which can help them find information they might need easier.

Teams also work with other Microsoft tools like PowerPoint, One Drive to it will help the staff in Riverdale nursing home to share, receive, and edit files within the teams app.

Staff can work together and from everywhere also.

(Barazza, 2023).

Disadvantages

Internet. As the tool uses internet or wifi to run, it will be difficult for the staff in Riverdale nursing to connect and run when the internet get disrupted.

Staff who are not knowledgeable on how to use digital devices might find it difficult to navigate the tool. Training can be offered to improve efficiency



Conclusion

Microsoft Teams is a powerful tool that will improve staff communication in Riverdale nursing home .It is important to understand that, with the many benefits this tool offers, it also has its limitation, but with training offered, it will improve efficiency.



Microsoft Excel

Microsoft Excel

Microsoft Excel is a powerful spreadsheet application used for storing, processing, analyzing, and presenting data. While it starts as a simple tool for data entry, its capabilities extend to complex data modeling and automation. Here is a comprehensive list of Microsoft Excel uses:

- **Data Entry and Storage:** Excel allows users to input and store vast amounts of data, including Strings (text), Dates, and Numerical values, in a structured row-and-column format for easy future reference.
- **Complex Calculations:** Users can leverage a wide variety of built-in formulas and functions (such as SUM, VLOOKUP, and XLOOKUP) to perform everything from simple arithmetic to complex financial modeling (Excel, ND)

How to use excel for scheduling and how it could be used in staff rotas

1. Since Riverdale nursing home is open all day and night it should be planned the following way
2. People who take care of others
3. Senior caregivers and nurses
4. Office staff
5. Scheduling targets
6. Enough employees
7. Employees are happy with their shifts and hours
8. Bad scheduling can lead to unhappy staff and more frequent staff change over
9. Good scheduling makes staff more happy staff makes better work environment and makes things run smooth

Why Microsoft Excel is the recommended tool for doing Rotas

- Microsoft Excel is a powerful tool for creating rotas due to its flexibility and ease of use
- Cost-Effective
- User Familiarity
- Managers can use excel to up date employees availability and change shifts around if some one is not available very easily
- Managers can create employes schedules on Microsoft excel using tables and special fetures that highlight employeses information for example wich days employees can work and wich days they cant work

Excel



[Excel](#) improves efficiency for colleagues at riverdale care home colleagues will be able to see on excel the rota this will tell everyone who is working on what shift and who is not working for example if a colleagues need to swop shift they will be able to see clearly on excel who to ask I will put a link here to show you how to do a schedule on Excel.

Advantages for using excel for scheduling

- Excel tabular format makes it well suited to creating schedules. But the real benefits Excel offers as a rota software comes in the many templates it provides.
- **Easy Organization and Tracking:** Excel provides a structured format to organize and track office resources. With customizable columns and rows, you can easily categorize resources and monitor their availability, usage, and allocation.
- **Efficient Resource Allocation:** Excel allows you to allocate resources effectively by visualizing the schedule and identifying overlaps or gaps in resource utilization. This enables you to distribute resources optimally, ensuring smooth operations and preventing any shortages or bottlenecks (Excel, 2023)

Disadvantages of using excel

- **1. Sharing the schedule**
 - Excel does not let you share a current schedule with your team of employees. One of the main reasons for absenteeism in Shift Workers is not knowing when they are supposed to be working.
- **Communicate Changes**
 - Excel has no way of notifying your team of any changes. Shift rotas never remain completely the same. Sickness, holiday or other requirements mean that your shift schedule always needs to be flexible to respond to your work situation.
- **Managing Requests**
 - If you rely completely on Excel, your employees can't tell you when they want holiday, or when they are available for shifts.

How Excel improves Efficiency

- Managers can creat weekly plans
- Employers can see what hours the employes have worked that week
- They will be able to see which employes need more hours
- Emplyers can create a time table for the staff they will be able to see in advance what shifts they are doing so they can plan there week out

Conclusion

- By using the right microsoft tools for the different task the riverdale nursing home will be able to make the nursing home a better place
- Exexellent work efficiency
- Excellent quality of care
- Over all better work enviroment



Microsoft PowerPoint

POWERPOINT - STAFF TRAINING



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DEFINITION AND INTRODUCCION

Microsoft PowerPoint is a presentation application developed by Microsoft that allows users to create, organise and communicate information through slides that incorporate text, images, graphics, audio, video and animations. Its use promotes the visual transmission of knowledge and facilitates understanding of content in educational and professional environments (Kosslyn, 2007).

THE CHOSEN TASK: STAFF TRAINING

- WHAT IS STAFF TRAINING?
- Training staff in work performance.
- Improving ongoing work performance.
- Training helps carers, nurses and staff improve knowledge, communication and quality of care.

WHICH TOOL WILL WE USE?

- PowerPoint will be the technological tool that we will use to train staff, who must remain up to date with safety, knowledge and be more effective in caring for people at Riverdale Nursing Home.
- We will also explain that this tool is equally useful for rehabilitation, cognitive stimulation and health education for older adults.

PROBLEM AT RIVERDALE NURSING HOME

At Riverdale Nursing Home, different members of staff work with older people; however, some difficulties have been identified regarding the use of technological tools. Staff are confused, and PowerPoint will be a very useful tool for staff training and will also help the residents of this home.



POWERPOINT AS A TOOL FOR STAFF TRAINING

1

- **Training on Moving and Handling**
- Use slides with images, videos and practical cases to teach safe resident moving and handling techniques.

2

- **Dementia and Alzheimer's Training**
- Present real situations and ask staff how they would respond appropriately.

3

- **Safeguarding Training**
- Show practical cases of abuse, neglect or risks to residents.

4

- **Falls Prevention**
- Use images of rooms and communal areas to identify potential risks.

5

- **Infection Control**
- Explain hygiene procedures, handwashing and PPE through images and videos.

6

- **Safe Medication Administration**
- Present practical cases on medication administration and documentation.

7

- **Induction for New Workers**
- Include policies, procedures, organisational structure, values and virtual tours.

POWERPOINT AS A TOOL FOR RIVERDALE RESIDENTS

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Daily exercise routines: presentations showing physical exercises in a simple and visual way.

Remembering treatments: many older people forget to take their medication.

PowerPoint for people with Alzheimer's: helps people with this condition stimulate memory, attention, language and recognition of people and objects.

HOW THIS TRAINING WITH POWERPOINT WILL IMPROVE EFFICIENCY IN RIVERDALE

With all the forms of training described above, staff working in this care home will have more practical ways of working and helping all Riverdale residents.

ADVANTAGES OF USING POWERPOINT

- Consistent information
- Better communication
- Faster induction training
- Reduced errors

DISADVANTAGES OF USING POWERPOINT

- Excessive text can reduce attention.
- A poorly designed presentation can hinder learning.
- Requires access to technological devices.
- Excessive dependence on slides may limit direct interaction.



CONCLUSION

PowerPoint as a technological tool in Riverdale or any other care home is especially useful for both staff and older people living there, providing opportunities to improve performance and help vulnerable people.

Recommendations

As a group we highly recommend that staff in Riverdale nursing home should use the following Microsoft tool in the home to improve efficiency and communication as these tools are purposely created for these workplace task as explained in the earlier slide.

- .Microsoft teams for staff communication
- .Microsoft Excel for staff scheduling/rota and
- .Power Point for staff training.

Group Conclusions

In conclusion , this a summary of what we talked about today

Using Microsoft teams to improve staff communication in Riverdale nursing home

Excel for staff scheduling/rotas and

Power point for staff training in Riverdale nursing home.

Thank

You

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