

Digital Skills and Research Methods (LCHS 4007)
Component 1 (Group 6)

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Enhancing File Security at Riverdale Nursing Home

Using OneDrive for Microsoft 365

Introduction

Secure file storage and sharing
And the Microsoft I am using is one drive



1. What The Selected Work Activity Is

It is a method of safely storing and sharing information, including treatment plans, staffing, medication, etc.

Staff require two things: they need to be given accurate and timely information between shifts and buildings to ensure no mistakes, duplication of effort or confusion.



2. What Microsoft 365 tool is chosen

OneDrive is selected. It enables employees to share, store and upload documents in the cloud safely.

OneDrive provides controlled access and file versioning as well as availability by multiple devices thus suitable in collaborative tasks in health care activities and administrative functions.



3. Reasons as to why this tool is the best in the task



Safe Storage & Sync

OneDrive is the most appropriate since it offers safe cloud-based data storage, sharing, and real-time file synchronization.



Multi-Location Access

Employees can make file updates safely in many locations, and all will work with the most recent versions without the need to mail numerous email attachments.

4. Efficiency & Communication

OneDrive helps keep employees more productive by eliminating lost or duplicate documents. They can share links and files from everywhere and collaborate in real-time.

This allows for better communication, provision of work and patient care.



5. Strengths & Weaknesses

✓ Key Strengths

- ✓ Data storage security
- ✓ Easy document sharing
- ✓ Automated version control
- ✓ Seamless remote access (Mercurio and Merrill, 2021)

⚠ Limitations

- ✗ Needs to have internet access
- ✗ Possibility of sharing incorrectly
- ✗ Mandatory staff training required

Conclusion

One Drive is a useful tool that makes data management easy and efficient

Reference

Mercurio, R. and Merrill, B., 2021. Onedrive. In *Beginning Microsoft 365 Collaboration Apps: Working in the Microsoft Cloud* (pp. 81-102).

Berkeley, CA: Apress. https://doi.org/10.1007/978-1-4842-6936-7_3

Introduction

Hi my name is malissa. I am a staff member at river side hub. My chosen task is staff communication, and the best Microsoft 365 tool for this task is Microsoft team.



STAFF COMMUNICATION

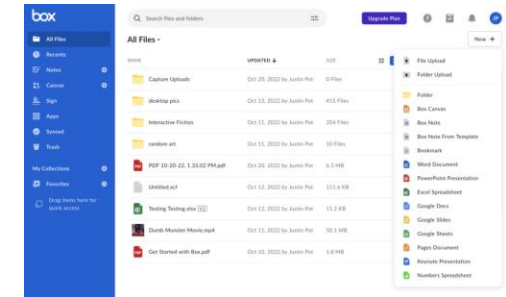
Microsoft team is suitable for this task because:

- . Instant communication example staff can send messages instantly instead of replying on phone calls or paper notes.
- . Improve team collaboration example care, managers and support staff can work together in dedicated channel.
- . Document sharing – policies, procedures, training material forms can be stored in one place. Staff will always have access to the latest version of the documents.
- .record of communication message can be looked at later to insure staff do not miss any important information



Microsoft team improves communication in river side hub:

- . By allowing staff to share information quickly through instant messages and video calls
- . Important updates can be made as soon as reducing delay and any misunderstanding.
- .also allow staff to access all important documents like policies documents ect all in one place which saves time for searching for information.



Advantages of using Microsoft teams:

- .improved communication
- .better teamwork
- .document sharing
- .time saving
- .Communication records

Limitations of using Microsoft teams:

- .requires digital skills
- .Risk of information overload
- . Data protection concern
- .technical issues



CONCLUSION

Microsoft team is a good communication tool for the care home because it enables fast communication, supports collaboration between staff, improves access to information, and helps maintain secure and effective coordination of resident care. This can contribute to better teamwork, improved efficiency, and higher quality care for residents.

REFERENCE

Microsoft corporation(2025) Microsoft teams . Available at:
<https://www.Microsoft.com/en-gb/Microsoft-teams/groups-chats-software>(12th June 2026)

DIGITAL SKILLS AND RESEARCH METHODS

Introduction

Microsoft Excel is a spreadsheet application developed by Microsoft. It is used to organise data, perform calculations, and create charts and reports.

Workplace Task: Staff Scheduling/Rotas

- Staff Scheduling ensures staff, nurses and administrative staff are allocated suitable shifts.
- Effective rotas ensure that adequate staffing in both buildings of the nursing home is maintained (Fernandes et al., 2024).
- Staff scheduling promotes ongoing care and monitoring of residents.
- Properly organised rotas minimise staff reductions and staff conflicts.

Selected Microsoft 365 Tool: Excel

- Microsoft Excel is a Microsoft 365 App that helps to Plan and Schedule Staff (Microsoft, 2025).
- For the managers, Excel can be used to record the names of employees, shifts, and working hours.
- The software offers a structured approach for workforce planning.
- Changes in staff schedules can be accommodated within a short time (NHS, 2025).

Why Excel is Suitable & Improves Efficiency

- Managing staff rotas is easy in Excel and is well structured.
- Staff working hours automatically calculated using built-in formulas.

Workforce planning and staffing allocation is enhanced in the workplace through Excel.

- The software helps avoid scheduling mistakes and duplication of labor (Fernandes and O'Sullivan, 2022).

Advantages and Limitations

Advantages

- Because Excel is available in Microsoft 365 and easy to use.
- Clear schedule of staff.
- Excel can help with accurate workforce planning with automated calculations.

Limitations

- Handcrafted staff schedules need to be updated as changes are made.
- There is no real-time communication between employees in Excel.
- If information is entered wrong it can impact the scheduling accuracy.

Conclusion

In conclusion, Microsoft Excel is a fantastic source for Organizing the data. Microsoft Excel is easy to use and learn.

References

Microsoft (2025). *Download Excel | Buy Microsoft Excel Spreadsheet Software*. [online] [www.microsoft.com](https://www.microsoft.com/en-in/microsoft-365/excel). Available at: <https://www.microsoft.com/en-in/microsoft-365/excel>.

Introduction

Good documentation is an essential part of health and social care. Care related documents provided, and outcomes. These documents help ensure continuity of care provided, and outcomes. These documents help ensure continuity of care, support effectively communication between professionals, and meet legal and regulatory requirement

Types of care documents

Care plans daily notes risk assessments incident reports

Incident reports

Why are they important this is because they support good care, improve communication, keep accurate records and meet legal requirements.

Using Microsoft word

Create documents

Edit information

Use templates

Check spelling and grammar



Good documents

be clear and accurate

write facts only

keep information confidential 2

Conclusion

good care documentation helps provide safe, high- quality care.
Microsoft word makes it easier to create professional records.

Reference

Microsoft. 2026 Microsoft word available at;
<https://www.microsoft.com/Microsoft-365/word>

Introduction

Staff training is an important activity in the workplace that helps employees develop the workplace that helps employees develop the skills and knowledge needed to perform their jobs effectively. It ensures that staff understand company procedures, health and safety requirements, and any new systems or technologies being introduced. In this presentation, I will explain how Microsoft teams, a Microsoft 365 tool, can be used to support staff training. I will discuss why it is suitable for this task, how its advantages and limitations.

Staff training

Teaching employees new skills

Explaining company rules and procedures

Improving job performance

Why is this suitable this is because it is easy to use, supports online training and staff can join from anywhere

Efficiency and communication

Saves time and travel and costs

Quick communication through chat and video calls

Training materials can be shared instantly

Advantages and limitations

Advantages

Easy collaboration

Remote access

Training can be recorded

Limitations

Needs internet connection

Technical problems may occur

Conclusion

Microsoft teams is an effective Microsoft 365 tool for staff training. It helps employees learn new skills, improves communication, and makes training more efficient. Although there are some limitations, its advantages make it a popular choice in many workplace.

Staff training helps employees gain the skills and knowledge needed to perform their jobs effectively. Microsoft teams is a suitable Microsoft 365 tool because it supports training, improves communication, and makes learning more efficient.

References

Microsoft 2025 Microsoft teams for collaboration and communication. Available at <https://www.microsoft.com/en-gb/microsoft-teams> [accessed 11 June 2026]

Microsoft PowerPoint for Staff Training in a Residential Care Home

Slide 2 – What the Workplace Task Involves

- Staff training in a residential care home involves teaching employees how to provide safe, effective, and person-centred care. This includes topics such as safeguarding, infection prevention and control, moving and handling, medication awareness, health and safety, and emergency procedures. Regular training helps staff maintain their knowledge and deliver high-quality care to residents.



Slide 3 – Microsoft 365 Tool Selected

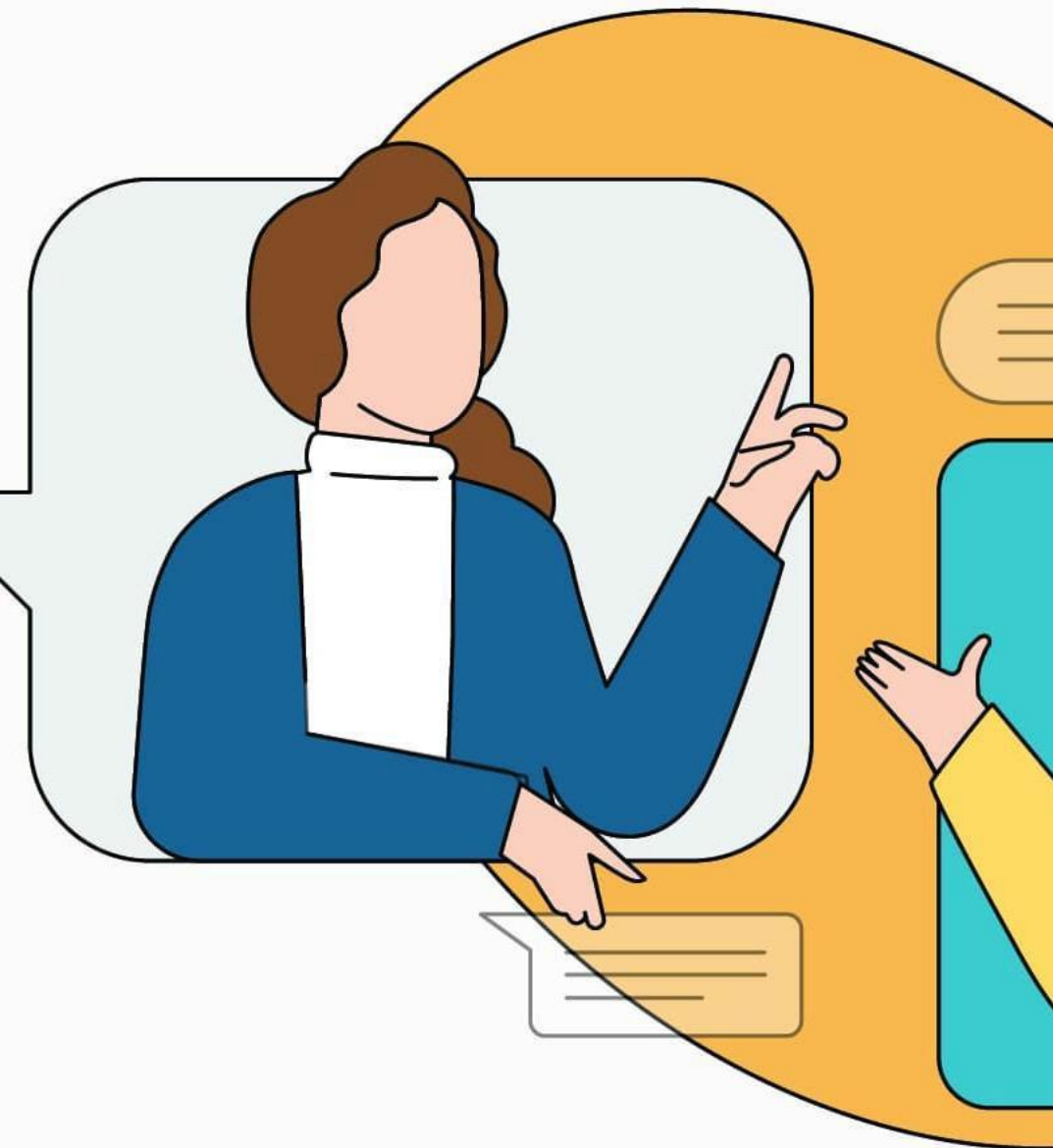
- The Microsoft 365 tool selected is **Microsoft PowerPoint**. PowerPoint allows trainers to create organised presentations using text, images, diagrams, and animations, making information easier to understand and remember.



Slide 4 – Why PowerPoint Is Suitable

- PowerPoint is suitable for staff training because it presents information in a clear and engaging format. Trainers can explain policies and procedures step by step and include visual aids to support learning. Presentations can also be updated and reused whenever training requirements change.





Slide 5 – How It Improves Efficiency and Communication

- PowerPoint improves efficiency by providing a consistent training resource that can be used for multiple groups of staff. It supports communication by presenting key information clearly and helps ensure employees receive the same guidance on important topics, reducing misunderstandings.

Slide 6 – Advantages and Limitations

- **Advantages**

- Easy to create and edit presentations.
- Uses visuals to improve understanding.
- Supports consistent staff training.
- Can be shared electronically and reused.

- **Limitations**

- Requires suitable equipment such as a computer and display screen.
- May become less engaging if slides contain too much text.
- Does not provide hands-on practical experience without additional activities.



Slide 7 – References (Harvard Style)

- Microsoft Corporation (2025) *Microsoft PowerPoint*. Available at: <https://www.microsoft.com/microsoft-365/powerpoint>
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- NHS England (2024) *Learning and development resources for health and care staff*. Available at: <https://www.england.nhs.uk>
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- Skills for Care (2024) *Learning and development*. Available at: <https://www.skillsforcare.org.uk>
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- Care Quality Commission (2024) *Guidance for providers*. Available at: <https://www.cqc.org.uk>