Greenfield homecare presentation

Introduction

- Phase 1 explaining how word can be used at greenfield.
- Phase 2 explaining how outlook can be used at greenfield.
- Phase 3 digital safety action plan for greenfield.

Phase 1

Purpose of using Microsoft word

The main purpose of Microsoft word is its integration with the Microsoft office suite, cloud-based storage and real time collaboration. this makes it ideal for streaming workflows in both professional and educational environments.

Key benefits of using Microsoft word include:

- **Enhanced document formating:**can be used to design complex documents with precise control over the layout, fonts,graphics and styles. It also includes headers, table creation and footers. The staff within greenfield can use this to help them with scheduling and documentation.
- **Accessability**: staff can use this to read ,edit and create documents so that it is available for all users.
- **Professionalism and security** as "(Microsoft 2026)"says that this allows the creation of polished professional grade documents as well as it allows for document encyption and password protection to enhance the security.

Key benefits and limitations of Microsoft word

- **Collaboration and version control:** This will help the staff to track changes which is essentail for team meatings.
- **Built in proofing tools:** This features high quality spell checks and grammer checks for error free writing.
- There is also limitations to Microsoft word such as:
- **Cost:** such as the cost as it is relatively expensive.
- **Preformace issues:** the software can be slow and heavy particularly on less capable computer systems.

Phase 2

Purpose of using outlook

- Outlook is a comprehensive personal information manager which is used for emails, calendar scheduling, contact management and task tracking.
- It allows users to send emails, manage meetings and appointments, store contact information ,create to do list and share Calanders and files with collogues
- This is something that is vital for staff to use as it will be their main form of communication for important notices.

Key benefits of using outlook

- **Email management:** sending and receiving emails, oragnise and filter emails with features like focused inbox and automatic attachment reminders.
- **Calander & scheduling:** As "(outlook 2025) "explains that it can be used for Staff can plan meetings, track RSVPs, share calendars with coworkers, and see availability to coordinate schedules.
- **Security & organization** offers enterprise grade security and features to keep infromation organized and protected.

Advantages of using outlook

- Managers can use teams to hold quick meetings with field staff.
- It can be used to send and check availability , send off schedules for staff using the Calander.
- Provides secure & encrypted communication which is essential for sensitive data.
- Sending large attachments- staff can send cloud-based links.

Disadvantages of outlook

- The slow performance with large documents users often experience slow performance leading to freezing and delays
- No offline support: currently, the new outlook requires and active internet connection to load.
- Running out of mailbox space.

•Phase 3

Digital safety action plan

- Digital safety action plans are for frameworks designed to protect individuals , while using the internet.

In the next slides we will be discussing email awareness, data management, confidentiality and compliances.

Secure access

- Secure access is a "safety by design" measure that helps prevent users –mainly children-from encountering illegal and harmful content.
- With most services use an enforced age-appropriate restrictions.

Information taken from : Government cyber action plan (2026)

Email awareness

- Email awareness is proactive strategy designed to help users recognize, avoid and report email-based threats.
- Email awareness acts as a "human firewall" transforming all colleges from a vulnerable into a protective defense layer by providing skills on spoofing, spotting, phishing and malicious attachments.

Information taken from : Government cyber action plan (2026)

Data management

- Data management is a system put in place to prevent data breaches, secure communication and help with handling sensitive information properly.
- Data management has effective plans in the system (encryption, spam filters) that help protect you from a breach via human error.

- Information taken from : Government cyber action plan (2026)

Confidentiality and compliance

- Confidentiality ensures that all user data and sensitive information regarding investigations are protected.
- As the "(Government cyber action plan 2026) "says that compliance helps with legal requirements such as the UK online safety act (OSA). It acts as a map for identifying high risks, implementing safety measures which maintaining transparent, accountable digital services.

Here are some of the websites we have used to find out information:

- Anon, (2023). *14 Advantages and Disadvantages of Microsoft Outlook*. Available at: https://barrazacarlos.com/advantages-and-disadvantages-of-microsoft-outlook/. (Accessed on 15th January 2026)
- for, D. (2026). *Government Cyber Action Plan*. GOV.UK. Available at: https://www.gov.uk/government/publications/government-cyber-action-plan/government-cyber-action-plan. (Accessed on 19th January 2026)
- mspoweruser.com. (2023). *What is Outlook & What is it Used For? - MSPoweruser*. Available at: https://mspoweruser.com/what-is-outlook/ (accessed on 3rd February 2026)
- Ramsac (n.d.). *The Pros & Cons of Microsoft 365*. Ramsac Ltd. Available at: https://www.ramsac.com/it-resources/microsoft-365/pros-cons-microsoft-365/. (Accessed on 6th February 2026)
- Tech Interview Preparation – System Design, Coding & Behavioral Courses | Design Gurus. (2024). *What is the main purpose of Microsoft?* Available at: https://www.designgurus.io/answers/detail/what-is-the-main-purpose-of-microsoft. (Accessed on 10th February 2026)

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Thank you for listening to our presentation!