



Module Title: Digital skills and
research methods.
Module Code: LCH54007.
Tutor: Markus Klingelfuss.
Team: Noreen Sadeeq,
Reema Qurban, Hameed
Nazam.

EVALUATING HOW
MICROSOFT 365
APPLICATIONS CAN
BE USED TO IMPROVE
WORK EFFICIENCY,
COMMUNICATION,
AND DIGITAL SAFETY
WITHIN GREENFIELD
HOME CARE
AGENCY.

Introduction to using Microsoft365 teams in Greenfield Care Agency.

- ▶ Operational efficiency, less time traveling
- ▶ Secure information sharing.
- ▶ World class security.
- ▶ Remote staff communication.
- ▶ Scheduling and rostering.
- ▶ Virtual consultations. (NHS, 2025)

Benefits



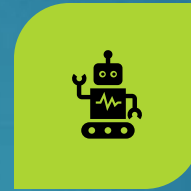
REDUCE
DEPLOYMENT TIMES.



REDUCES BUSINESS
RISK AND COSTS.



RAPID PROVEN
MIGRATION TO
MICROSOFT 365
PROVIDES EARLIER
BENEFITS
REALISATION.



EXPERIENCED
MANAGEMENT AND
SERVICING PROVIDES
FOR BEST PRACTICE
IMPLANTATION.



PROVEN PLANNING /
TECHNICAL PROJECT
MANAGEMENT
ENABLING BEST
MICROSOFT 365
MIGRATION .



PROVEN EXPERIENCE
SIGNIFICANTLY
REDUCES RISKS AND
ISSUES .



UP TO DATE END USER
TRANSFORMATIONS
APPROACH TO
MICROSOFT 365
IMPLANTATION .



SIGNIFICANTLY
IMPROVED
COMMUNICATION
BETWEEN ALL USES OF
MICROSOFT 365 .



Microsoft teams reduces emails and enables communication with co-workers.



Microsoft readiness assessment/transformation planning/project management for Nhs and social care.



Existing technical environment assessment health check and recommendation.



Window 10 readiness security management deployment and prouductivity services.



Productivity mobility and security health check.



File storge and information managements through share point and one drive.

Features

Limitation of using microsoft teams in Greenfield care agency.

- ▶ Poor communication.
- ▶ Difficult relationship.
- ▶ Impact of team changes.
- ▶ Internet connection.
- ▶ File management issues.
- ▶ Data protection risk.

Introduction to using Microsoft PowerPoint in greenfield care home agency

- ▶ Hameed Nazam-2522045
- ▶ Individuals who manage the daily needs of residents in care facilities play a vital role in the delivery of healthcare for those under their provision.

Features of PowerPoint for greenfield care home agency

Hameed Nazam-2522045

Slide Layout and Templates: Ready-Made slide templates and layout that organize your content clearly and enhance visual appeal.

Slide Master: A feature that lets you maintain a consistent look and feel across your entire presentation by editing a single master slide layout.

Inserting Multimedia: A feature that lets you add different types of multimedia to your slides for a more engaging presentation.



- 
- ▶ Hameed Nazam-2522045
 - ▶ PowerPoint is a highly effective tool for a greenfield care home agency because it supports clear and structured communication, helping present key information in a way that stakeholders and staff can easily follow and understand. It allows complex ideas to be broken down into visual elements like charts, diagrams, and bullet points, which enhance audience engagement and retention of information. The software users-friendly interface and wide range of features also make creating professional and consistent presentation efficient and accessible.

Benefits of using PowerPoint in greenfield agency

Disadvantages of using PowerPoint in greenfield care home agency

Hameed Nazam-2522045

Although PowerPoint is a popular and effective presentation tool, it also has several limitations that can affect communication and audience engagement. Recognizing the disadvantages of PowerPoint- Such as overreliance on slides, limited interaction, and the risk of oversimplifying complex ideas- is essential for designing presentation that are both engaging and powerful.

Digital safety action plan for greenfield agency.

- ▶ Secure access.
- ▶ Email awareness.
- ▶ Data management.
- ▶ Confidentiality and compliance.
- ▶ Roles and responsibilities.
- ▶ Purpose and scope.
- ▶ Data protection lead.
- ▶ Supporting independent healthy lives. (NHS 2025)

Digital safety action plan for Greenfield agency.

- ▶ The Digital safety action plan purpose sets out how Greenfield care agency will protect service users, staff and organisational data from digital risks. It applies to all employees, contractors and third parties who access agency systems or information, including care management systems, email, mobile devices and cloud services. The Care Quality Commission (CQC) role is to protect people's rights, uphold quality standards, and take action if providers don't meet legal requirements.

References

The Knowledge Academy (2026) Advantages and disadvantages of PowerPoint Available at: [The Advantages and Disadvantages of PowerPoint: Explore](#) (Accessed 13th February, 2026).

[Gov.uk \(N.D\) : https://www.applytosupply.digitalmarketplace.service.gov.uk](#). (Accessed 06th February 2026).

[Information commissioner office \(N.D\) : http://ico.org.uk/organisations/uk-gdpr-guidance](#). (Accessed 07th february 2026).

NHS .UK (APRIL 2025) : [NHS England » Microsoft Teams and remote working](#) (Accessed 09th february 2026).

Gemma Webster- Technology in residential homes (1st January 2014): [Technology for Supporting Care Staff in Residential Homes | ACM Transactions on Accessible Computing-](#) (Accessed on 06th February)

[The Access Group \(2026\) : Home Care Software | Domiciliary Care Software](#). (Accessed on 05th February 2026)

Gov.Uk (17 MAY 2023): [Digital working in adult social care: What Good Looks Like - GOV.UK](#) Accessed (07th February 2026)

[Key Features Of PowerPoint \(N.D\): https://www.scribd.com/document/808192432/key-features-of-PowerPoint-](#) Accessed on (8th February 2026)

