

Ashford community care service

Staff communication and daily updates through MS Teams

Digital Skills and research Methods(lchs4007_birm)

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What the chosen workplace task involves?

- Medication reminders
- Daily care
- Appointment support
- Care records (Google chrome ,n.d)
- Wellbeing checks

Which Microsoft 365 tool we have selected?

- Microsoft teams

Why is this tool suitable for the task?

Microsoft word is suitable for this task because

- first of all it is easy to use
- Professional appearance
- Easy to share
- Can be updated regularly
- spelling and grammar checking (NHS,n.d)
- Templates
- Printing (Winqvist, n.d)

Advantages and limitations of using the chosen tool?

- Professional confidence
- Teams helps each other to move work from isolation to higher working system like direct videos and chats
- Teams allows you to build daily updates
- Information noise and uncontrolled teams
- File size limits
- External guest restrictions

Whys Microsoft word useful for Ashford community care service?

- Microsoft word would be particularly useful at Ashford because staff currently experience inconsistency records, duplicated work and missed updates. Using word templates for care records and meeting notes and daily updates could improve consistency, organisation and communication across support work nurses, care coordinators and administrative staff.

How Microsoft teams improves efficiency or communication?

- Microsoft teams improves workplace efficiency and communication by centralizing conversations document and tools into platform
- Microsoft 365 allows team member to open, collaborate and edit on word excel and PowerPoint files directly inside the platform
- Microsoft team makes discussion easier
- It is a lot easier when talking into groups
- All in one workplace

References

- Microsoft Support – Word of the web. Website:
<https://support.microsoft.com/en-us/word/>
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- [Job Search | Indeed](#)
- [Google Chrome – The Fast and Secure Web Browser Built to be Yours](#)
- NHS England (2025)and remote working
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