

LCBS4007 DSR A1 GROUP PRESENTATION OCTOBER 2025

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Assessment 1
Group Presentation

Sunrise Residential Care Home

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CONTEXT...

- Introduction / Nichole
- What is Microsoft 365 / Nichole
- Benefits of Excel / Nichole
- Limitations of Excel / Nichole
- What is Teams? / Elizabeth
- Digital skills / Analisa
- Checklist for digital safety / Analisa
- Conclusion / Analisa

INTRODUCTION

Sunrise Residential Care Home is a residential facility that provides care for around 35 Residents that may suffer with conditions like Mobility issues, Dementia or other long-term health conditions.

Over the years, Sunrise Residential Care Home has introduced **more digital technology** for an overall **improvement** in the workplace.

This includes **The Microsoft 365 suite**.

During this presentation we will be discussing the digital enhanced efficiency at Sunrise residential care home.

NHS Insight (21/03/2022)

“Healthcare professionals strive to provide the best possible care, and **Microsoft Office 365** for healthcare is a widely-used tool of choice that enables them to work productively, collaboratively and securely from anywhere, and on multiple devices.”

(A) <https://www.this.nhs.uk/insights/article/microsoft-office-365-benefits>





What Is Microsoft 365?

Microsoft is a digital accessible tool that gives you safe and secured documentation processing with a professional setting. It is very useful to **Sunrise Residential Care Home** as it gives you access to correspond via webcam, email, produce letters, keep record and data, produce presentations, store private & confidential information, with protected security.

‘Microsoft 365 is designed to help you achieve more with innovative apps, intelligent cloud services, and world-class security.’

(B) Microsoft.com (2025)

Excel records & stores Data, Creates charts, spread sheets and much more.



The Benefits of Microsoft 365 Excel In Sunrise Residential Care home P2

As you can see from the mind storm,
there are many positive benefits from using **Excel**.

An article based on how **Excel** can improve patient care published in
2024 on the credible
'Excel delta' website states..

"In the fast-paced world of healthcare, efficiency and organization are critical. Microsoft Excel offers powerful tools to help healthcare professionals manage data, streamline operations, and ultimately enhance patient care."

Ultimately, Excel delivers so many benefits for
The Sunrise Residential Care Home.



Microsoft 365 Excel Limitations at Sunrise Residential Care

Home P1

Nichole Pope 2508336
Sunrise Residential Care Home

Calculation errors: Spreadsheets are highly prone to human mistakes.

Lack of validation controls: Unverified Excel files are vulnerable to unauthorized adaptions and incorrect edits, which can have inaccurate outcomes.

Security vulnerabilities : Excel files are easily shareable and lack security features, increasing the risk of unauthorized access to sensitive hospital stock data.

Auditability and regulatory compliance: Unvalidated spreadsheets are difficult to audit and may fail to meet regulatory requirements, risking challenges in highly regulated environments like healthcare.

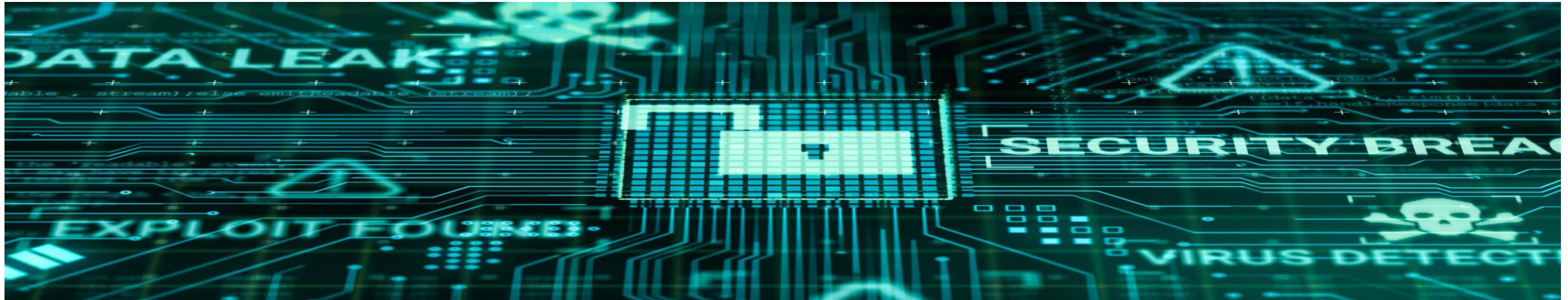
Paul Stewart (April 2025)..

“ High Risk of Human Error...

In any care organisation, accuracy is critical.

Whether managing rotas, medication logs, financial records or incident reporting, a simple formula mistake or copy-paste error in a spreadsheet can have serious consequences. With no audit trail or built-in safeguards, errors can go unnoticed — until it's too late...’

(D) (<https://optimumpps.co.uk/from-excel-to-erp-why-social-care-needs-real-time-systems>)



Microsoft 365 Excel Limitations at Sunrise Residential Care Home P2

There is a risk of security vulnerability & human error with Excel as any other document. (typing & auditing).

Excel spread sheets can be easily edited if they haven't been verified.

This would logically suggest to exclude any sensitive data / info and take precautions whilst working with Excel.

While there are some limitations, its clear that there are so many positive Benefits from using Excel.

Staff training would be necessary in the Health care workplace to ensure all Microsoft 365 work would be carried out correctly.

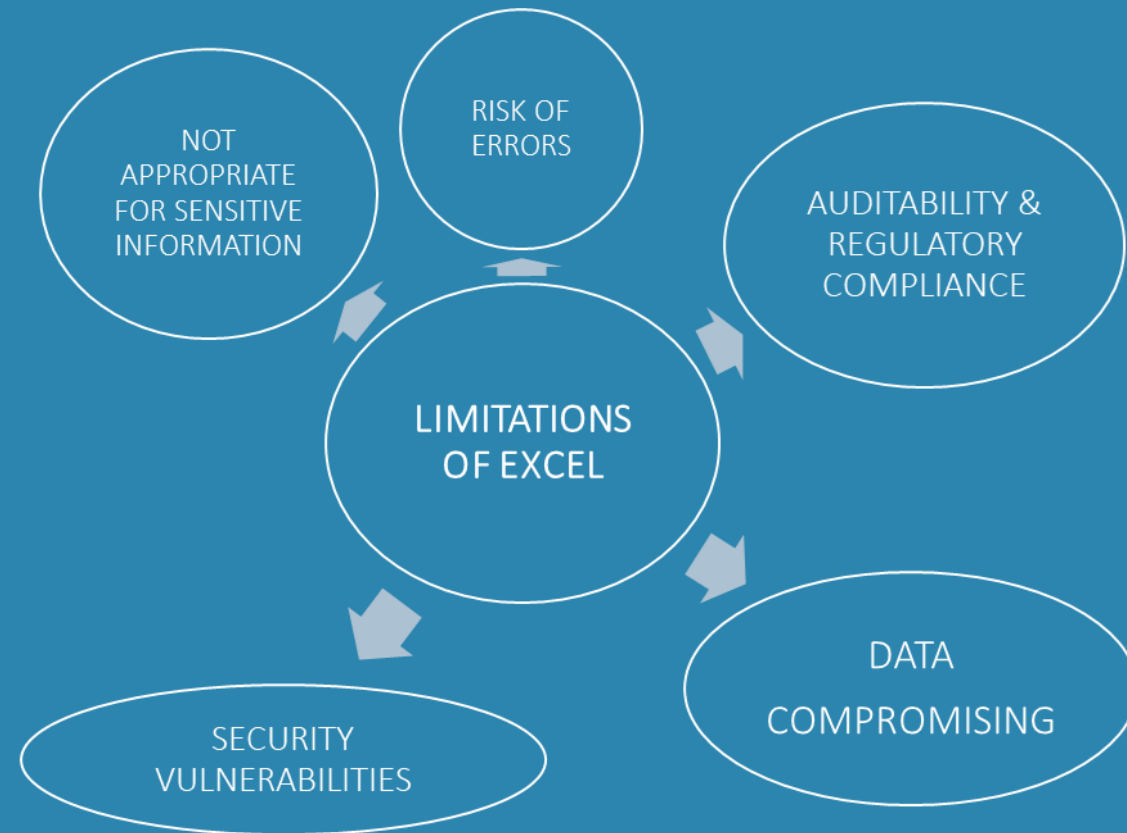
A mistake could have an negative outcome.

Some might argue..

"Well why use it if there are risks?!"

And the answer to that is...

Sunrise Residential Care Home will ensure all staff have training days to gain an understanding on how to use Microsoft 356 in the workplace.



REFERENCES & WORK METHOD & SEARCHES

- A. NHS Insight (21/03/2022) <http://www.this.nhs.uk/insights/article/microsoft-office-365-benefits>
 - B. Microsoft.com (2025) <https://www.microsoft.com/en-us/microsoft-365/what-is-microsoft-365#>
 - C. Excel DELTA,(2024) <https://www.exceldelta.com/articles/how-healthcare-professionals-can-use-excel-to-improve-patient-care>
 - D. Paul Stewart (April 2025) <https://optimumpps.co.uk/from-excel-to-erp-why-social-care-needs-real-time-systems>
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Task description gave me all the information I needed about Sunrise Residential Care home.
I found my NHS insight with a google search with these keywords (NHS, HEALTHCARE, MICROSOFT 365)
What is Microsoft 365?

I already have an understanding of Microsoft 365 so I was able to produce my own answer.
I did also include a short statement I found from the Microsoft website and included that at the bottom.
What is excel, Benefits & Limitations.

I researched the main Excel duties for a carer in a care home via Google and found information from <https://www.cranborne.tech/how-microsoft-365-copilot-are-helping-care-homes-work-smarter>

After reaching the article I knew enough information for the pros and cons for using Excel.
I also fitted a statement by excel delta a credible source referenced C for the Benefits of excel P1
For the Limitations I cited Paul Stewart (D) (<https://optimumpps.co.uk/from-excel-to-erp-why-social-care-needs-real-time-systems>)
I also used powerpoints "smart art" to create the mind storms for the audience to engage with in my presentation.