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1a:   
 When that use Microsoft 365 for business (aka Office 365), what tools and capabilities facilitate collaboration, i.e. several persons editing the same file, with colleagues? Microsoft Teams is used in a few of my current classes, and I've used it while working on group assignments with other classmates. You may share your monitor with any of the call members. You may also send/upload any form of file so that others can download it. Another great tool is SharePoint (OneDrive for Business), which is essentially a formal area where you can share anything with your created team

1b:  
I would combine Microsoft Teams with either Microsoft 365 Word or PowerPoint for just one file, depending on what you're working on. With Teams, you can set up a group and then set up a call where you can interact and send files. You may also create channels, which are effectively subdirectories, and name them whatever you want.

1c:

I suggest making use of Microsoft Teams connected to SharePoint, as you can set up a workspace to discuss your work and with SharePoint, that's a better place to exchange multiple files. If SharePoint is a cloud storage service, you can easily send and receive files from your phone offered you have Wi-Fi.

2:

Pros >>The main benefit of preserving files in the cloud opposed to on my machine is convenience because  most public places have free Wi-Fi, which is all you need to transfer files to cloud storage. Another advantage is how simple it is to boost storage space; you just have to pay a little more to add more storage, which is far easier than having to buy storage and revealing your computer so that's the convenient way. Another benefit is the fact that if it is in the "cloud," you and someone connected with you may access the same files, making teamwork much easier.

Cons>> Because of the dependency on Wi-Fi, there may be events when your connection fails or you are in a location where Wi-Fi is not available, leaving you stuck. The next downside is the vulnerability to data leaks. If your data is online, there is an increased risk of it being taken. The third disadvantage is durability; who knows when your cloud storage service may have a severe problem.

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| 3. Computing Services | General Definition & Characteristics | Specific Microsoft 365 features and apps fitting the Definitions & Characteristics *and why* |
| On Premises Clients & Servers | This is access to cloud-hosted computing infrastructure on demand. Customers can use servers, data storage, and networking resources. It's similar to using on-premises hardware, but cloud-hosted service providers are in charge of equipment. | Microsoft Teams, because you can set up spaces with group members and video chat online or provide updates thru messaging. You may also send and save files for everyone in your group to have access to. |
| IaaS Infrastructure as a Service | This provides a framework for creating, working, and managing applications in the cloud. This host takes care of the platform's hardware and software, such as servers, operating system software, storage, networking, databases, middleware, runtimes, frameworks, development tools, security or much more services | Microsoft SharePoint = because it is an online platform where you can manage a variety of things, such as combining word processing |
| PaaS Platform as a Service | Its gives cloud-hosted application software that is ready to use. Clients will be paid a monthly or annual costs to access an application through a web browser, desktop client, or mobile app. | Microsoft Word, PowerPoint, and Excel are all examples of ready-to-use software that could be used via a web browser, desktop system, or mobile app. |
| SaaS Software  as a Service | For the use of the particular application, networking, storage, servers, software software for the application, and data storage are all necessary. The SaaS vendor manages and hosts this. |  |

4:

If most of the products we use are becoming subscription-based, we basically must make the switch to everything being a subscription and decide if we want to pay a smaller charge monthly, that will take a long time based on the cost of the product. Or do we want to pay an amount of money up front and avoid having to worry about a long-term payment plan? Actually, depending on your situation, a monthly cost may be appropriate for your present financial situation, or you may prefer to pay a large but one-time fee. Buying a property ahead or renting/leasing one is a real-world example of this. If you have the money, buying a house ahead is preferable because you want to take it. Another instance would be paying for a new phone upfront or with a fee added to your phone plan. You can make a one payment and only have to worry about your monthly phone bill. In addition, you might want to cut the cost of the phone by paying an extra monthly fee on top of your monthly phone bill. Subscription-based methods are also variable You know what because of that let you to test a product or service without having a long-term commitment. If it does not match your needs or expectations, you can just quit the subscription without paying a large upfront costs. That flexibility is particularly valuable in today's ever-changing digital market, where new and improved solutions appear on a regular basis.

Subscriptions also frequently include continuing support, updates, and access to new features or product. That's why this is particularly useful for software programmes, streaming services, and also cloud storage solutions. While paying a monthly subscription, you sure that you always have access to the most recent features and improvements without the need for additional purchases or upgrades or much more..