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**Part 1** of 3**: Office 365**

🡺 1. What tools and features in Office 365 support collaboration with colleagues? How can you work together on a single file using Office 365? Finally, what about a project where numerous files must be shared? <https://www.google.ca/search?q=collaborate+on+a+single+file+using+Office+365>. **(15 points for this 3-part question)**

***Sharing in Office 365:*** To share folders and documents in Office 365, select a document or folder you want to share with a right click. Then among the options given in the drop-down menu, click the “share” button and a share menu will pop up. In the share menu, you get a two options of sharing, either invite people through their email or name, or to generate a link to the document or folder and send the link to the people you want to share with.

***Collaborating on a single file:*** A file can be collaborated through Office 365. A file is first opened (using Word, Excel, or PowerPoint) and a “Share” button can be found in the “File” panel. Then when share menu pops up, you have the options of sharing, either inviting people with their names or emails, or share by generating a link to the file and send the link to the people you want to share with. Then when the people accept the invitation, they are able to edit and view the file while others do the same. When people edit the file, a colored flag will be pinned and will show the others where the person is editing from.

***Sharing numerous files:*** To share numerous files to other people, you select multiple files you want to share and drag them into a new folder or created folder and drop the selected files in. Then as mentioned in the “Sharing in Office 365”, you can share the folder with the files that need to be shared. Also, you can select multiple files and share them together with those you want to share with. However, sharing multiple files is not available within work or school accounts.

🡺 2. What are the advantages and disadvantages of storing files “in the cloud” versus on your own system? Issues to consider are data transfer rates, security, limits on file name length, number of files, size of files…no doubt, there are even more considerations. **(15 points)**

The advantages of storing files “in the cloud” are you can create a backup if a file without using up a memory of your physical device. Also, when backing up a file in the cloud, it can be done anywhere (e.g., computer, smartphones) as long as there is an internet. When backing up in cloud, it backs up the progressing file every few minutes interval, so it minimizes the loss of data when there is an unfortunate situation. Having a cloud to back up files would reduce the expenses that are used towards the technology because there is no need of external hard drive or USB move the files. By using the cloud, it is possible to expand the storage sizes and need to pay just for the extra space.

The disadvantages of having the cloud to store files would be that if the internet does not work, it would mean that the cloud is inaccessible and need to wait until the internet is back up or find another place where there is an internet. Moreover, since the cloud is accessed through internet, it is possible for others who you do not allow to access your files. They would access it through hacking through your cloud, so the security of using the cloud could be fragile depending on a company you are using. If expense is a problem, then it would be difficult to store the files in the cloud once the memory is used up. There are also some limits that are given when naming the files, such keeping under certain number of characters.

There are advantages of using your own system to store files. Unlike the cloud, the security of having your own system is very strong and would only let you to access the files within the system and the others you allow. As long as you have your own system to store the files, the files can be accessible anywhere, as long as you have an appropriate device, and it would not require internet. Hence, there is no limit of accessing the system. For the cost, it could be cost effective depending on which companies you are using.

The disadvantages of using your own system to store files would be that if there is any unfortunate situations that you encounter, there is a chance that your system holding your files maybe get damaged and you would not be able to access it. For some systems, it may take up extra space in your room and need to organize your surroundings to create a room. The more memory you require, the value of the system you need would also increase, so again, if you have trouble in expenses, it would hard to upgrade the system.

🡺 3. Under what conditions could OneDrive be considered

a. Infrastructure as a Service (IaaS),   
b. Platform as a Service (PaaS),   
c. Software as a Service (SaaS)?

Consider OneDrive's *functionality* in those contexts not just the delivery mechanism.   
Simply because a service has a web interface does not make it an application or SaaS – every on-line / cloud service has a web interface.   
**(15 points for this 3 part question)**

3 a. OneDrive – Infrastructure as a Service (IaaS)

OneDrive is considered as IaaS because it provides the users with the servers, storage, and networking resources. A company or school can host a server and the workers or students can use the OneDrive server freely. OneDrive can be used as a cloud to store files or documents, and the users can get together with others to collaborate on a file.

3 b. OneDrive – Platform as a Service (PaaS)

OneDrive is considered as PaaS because it is one of the cloud systems that allows the users to develop, test, and manage the OneDrive. Also, the OneDrive gets the users to manage it without building a base of the OneDrive.

3 c. OneDrive – Software as a Service (SaaS)

OneDrive is considered as SaaS because it offers people using it for monthly and yearly subscription to increase the data memory. Also, the OneDrive is managed by Seneca and the students who are enrolled in Seneca are able to access to emails and other functions within the OneDrive. By doing so, each student is given a login username and password created by the user.

**Part 2a** of 3**: Product or Service?** – do either 2a or 2b

🡺 **Part 2a**. Discuss one, some, or all of the following questions and issues. Discuss your own issues on this topic. **(35 points** for a minimum of 250 words in total.**)**

Entertainment is a big field containing many elements, where some popular elements are music, video, and gaming. These elements help the people to escape their boredom and find new hobbies. Sometimes, through entertainments, people become famous and make money out of them. The entertainment is sold or shared among with other people in two forms: physical and digital copies. When people see a physical object of the entertainments in a store, they usually categorize them as a product. Hence, even the physical copy of the entertainment can be categorized as a product. Examples of physical copies or products are DVD, smartphone, music CD, and much more. Digital copies of entertainment are form of physical state but only existing within the world of internet. Even though people are not able to touch and feel the digital entertainments, the digital form is considered as a product as well. Same as physical products, digital products are bought online and also can be shared between people.

When the products are released and is open for everyone to take a look, there are two types of products that are released. They are either copyright (©) or copyleft (). Copyright means that there is a legal right to the creators of the products to how the product would be treated among other people. The creators can limit their product to not allow others to copy, modified, or distributed among the other people. If a person is caught going against the legal actions while using the copyrighted product, the creator can act upon the action that have been done, such as taking this situation to court. When copyleft is mentioned, it means that the user of the product has freedom to do whatever he or she wants to do with the product. The main purpose of the copylefted products is to give right of freedom to the others. However, there is one condition, which is that any edited copylefted products will also stay copylefted, so that it is given the same freedom as the original copylefted product.

**Part 3** of 3**:** Remember this from Week 3?

🡺 **Considering the last many weeks in all your courses, what have you done that supports the things on your list?** What has been your process and progress so far to *accomplish* those goals. See [*this*](https://getpocket.com/explore/item/forget-about-setting-goals-focus-on-this-instead). (20 points)

*After I graduate from Seneca, I want to work in a company that has a good environment. Also, I would love to work in a company that develops a system or a program that would help the users to make their lives better. To work in such a company, I will need to study more in Seneca before the graduation. Since the society is developing and people are depending more towards technology, I will need to learn more about computer languages and be comfortable developing a software or program in any language. Especially when people are using the mobile devices more often, it would be convenient to have knowledge of developing mobile apps.*

*If I want to work in my dream job, I will need to learn multiple skills in Seneca. Skill to cooperate with others is needed because to work in an environment where I need to work with others, cooperation is important. Ability to think fast and able to put those ideas on the spot is also crucial because if there is an error within a program, I will need to able to think of a solution quickly and fix the problem. Another skill I need is adapting to different environments because I want to work in different companies and experience new environments, while expanding my connections. Therefore, as my future history, I would be working in a company where the environment is friendly and develops software that would help the users with their lives.*

In the last many weeks, many assignments, quizzes, and tests have gone by. As I was preparing for them, I learned many topics of programming on C, learning different commands on Linux, improving on my literature writing skills, and learning in depth in technologies. By learning these topics, I have started to increase my knowledge in technology and programming languages. Hence, even though my learning progress is slow at the moment, I am slowly achieving my goal, the dream job. Also, in some lectures, professors try to interact with students, and I try to participate as much as possible because I want to improve my socializing skill and get along with others in new environments. Hence, I made new friends in some classes and I have started to expand my connection, which would help me a lot in the future. I have written that critical thinking is important too and I have shown and started to increase in improving the critical thinking skill through finishing my tests or midterms within a given a time. All these materials that are given in Seneca to help me to increase my skills and knowledge had led me to get interested in programming and technology field even more. Therefore, I believe that once I graduate from Seneca, I would have enough knowledge and skills made and built up to help me to be hired in a dream job.