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1a. Microsoft has an application called Teams. Teams is an extremely useful application for group projects. Teams offers a number of functions, including a real-time communication app that facilitates idea generation and discussion during group projects. Teams can chat, hold virtual meetings, and share files with one another. Also, Microsoft's whiteboard allows team members to brainstorm ideas and image them.

1b. We can use Microsoft's OneDrive for Business to work while sharing a file. When one person uploads a file, the rest of the group can share and access it. In addition, OneDrive is a good tool for multiple people to access a single file because it allows them to access files shared by others using OneDrive's 'Shared with me' feature.

1c. We can use Microsoft's SharePoint Online to aggregate and manage many files. The platform allows multiple people to work together, such as accessing and managing files. It allows we to organize data by creating lists and managing and tracking information such as tasks and issues. In addition, grouping documents using a set of documents makes it easier for project members to manage files within them.

2. One of the advantages of using cloud services is that users can access their data from any location where they have access to the Internet. This is very convenient because we can check the status and issues of group projects with our phone and promote remote work. In addition, cloud services typically provide automatic updates and backups, which reduces the risk of data loss. However, they also have drawbacks. Uploading large files significantly slows down when the Internet is unstable or in limited areas. Moreover, they are sensitive to security, which might lead to complicated processes such as robust encryption depending on the circumstances. A group project that requires a significant number of file operations may be able to overshadow the benefits of cloud services. This is due to the fact that the most of cloud services have limitations on the size and number of files that can be maintained.

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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 | On-premises is a model that hosts software and infrastructure within an organization's physical location without relying on cloud-based services. In this setup, both server infrastructure and client applications are maintained and operated on-site, allowing organizations to directly control hardware, software, and data. | SharePoint Server: SharePoint Online is a cloud-based collaboration platform, but organizations can use SharePoint Server to host intranet, document management, and collaboration infrastructure on-premises. This is useful for companies with specific security and compliance requirements. |
| IaaS Infrastructure as a Service | IaaS, or infrastructure as a service, is on-demand access to cloud-hosted physical and virtual servers, storage and networking in the cloud. This model has virtual components and does not require an initial investment in physical hardware. | Azure Virtual Machines (VMs): Virtual machines can be deployed and managed in the Azure cloud, eliminating the need for physical hardware. Users can scale VMs on demand, ensuring cost-effectiveness. |
| PaaS Platform as a Service | PaaS, or platform as a service, is on-demand access to a complete, ready-to-use, cloud-hosted platform for developing, running, maintaining, and managing applications. PaaS provides a platform that includes development tools and services, allowing developers to focus on building and deploying applications instead of managing their underlying infrastructure. | Power BI: A business analysis tool that enables users to analyze and visualize data. Power BI abstracts the infrastructure needed for data analysis, providing a platform for users to focus on insights and reporting. |
| SaaS Software  as a Service | SaaS, or software as a service, is on-demand access to ready-to-use, cloud-hosted application software. In a SaaS environment, users access applications through a web browser without having to install or maintain them on individual devices. | Microsoft Word, Excel, PowerPoint Online: Online versions of these Office applications can be accessed through a web browser, allowing users to create, edit, and collaborate with documents, spreadsheets, presentations, and emails without local installation. |

4. It is possible that transitioning to access rather than ownership will be necessary if everything is made available on a subscription basis. The result is that businesses subscribe to services that give individuals access to the product, rather than really owning the commodity itself. It is possible that as a result of these changes, a large number of enterprises will be able to access it through subscription-based streaming services, such as YouTube for videos, Spotify for music, and books. It is also possible that these companies will grow more inclined to purchase services rather than investing in the infrastructure of existing software or computing platforms. In addition to SaaS and PaaS, these services also comprise IaaS. Moreover, the transition from ownership to access through subscription can make the concept of ownership more difficult to understand. Making the transition to the idea of accessing data, assets, or data is now something that can be done. Because of this, we become extremely reliant on the ecosystem of subscriptions. The growth of subscriptions has the potential to bolster the authority of service providers. Users who make use of these services may become dependent on the subscription ecosystem, and the choice made by the provider may even have an impact on the content that is accessible to specific users. In the event that everything is subscribed, we will have access to the service that is more convenient than whatever we possess, and the accessibility of the service will also be improved. There are many benefits to being accessible in many elements of the service, despite the fact that there may be certain drawbacks associated with subscribing rather than owning at the same time.