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1a.

Microsoft 365 for Business offers tools such as Teams, SharePoint, and a scheduler that help people work together on group projects. They offers simple to communicate, share files, and keep updated on tasks.

1b.  
I can use PowerPoint or OneDrive for Business to work together on a single file in Microsoft 365. Make a folder that is shared and allow group members to access to it. Send those a file link and explain how they can work together. They can edit the file at the same time, exit feedback, as well as view its modification and past events.

1c.

When working as a group, you can use PowerPoint in Microsoft 365 to manage a large number of records. It helps you keep everything organised by allowing you to create different folders and grant people permissions. You can also control different file versions so that everyone knows which one is the most recent. SharePoint makes it easier for the group to find and collaborate on files.

2. **Advantages:**

**(1) Backup:** Cloud Storage files acts as a backup option of original files. They can be safely recovered if in case the hardware fails or if the files in your pc are deleted by mistake.

**(2) Accessibility:** Cloud storage makes the file available and accessible anywhere regardless of your geographical location at anytime. You can easily access and edit them either in the browser or download in the local computer.

**(3) Sharing:** You can not only store but also share files through cloud. You can upload it on cloud while the other can download it.

**(4)** **Replacement for Hard Drives:** If you use cloud storage, you don’t need to buy expensive hard drives to store your data.

**Disadvantages:**

**(1) Privacy:** Data Privacy is a major cause of concern while uploading files on cloud. When you use a cloud service provider, you don’t have full control over your file as you now have a copy of your file other than your personal computer.

**(2) Security:** As mentioned, a copy of your file is somewhere on the Internet other than your personal computer, there are chances of your file getting hacked or your personal data getting leaked.

**(3) Internet Connection:** A good internet connection is required to access files on cloud. This makes it impossible to access from somewhere where there is limited or no internet access.

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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 method of deploying application on personal computer. | Microsoft Azure makes the on premises integration efficient. |
| IaaS Infrastructure as a Service | Infrastructure as a Service (IaaS) provides us with networking and data storage. It is used to make websites. | I think One Drive fits for this role in Microsoft 365. It provides all the necessary data storage facility while it is not OS specific. |
| PaaS Platform as a Service | Platform as a Service(PaaS) as a platform to test and manage a software or application directly on cloud. | SharePoint is a good example of PaaS in context of Microsoft 365 which can be used to efficiently manage a software in a collaborative environment. |
| SaaS Software  as a Service | Software as a Service (SaaS) provides access to use applications hosted on a server. | Microsoft outlook in Office 365 that connects user to many other services and application |

4.

Subscriptions Everywhere! Netflix, Amazon, Spotify, Adobe Creative Cloud etc. Why is the world moving in the way of giving monthly or yearly subscription rather than providing a permanent ownership? Is the modern economy a subscription based economy? Is there a mutual benefit between companies and the customer or we are being fooled ? Well, to answer this we need to understand how a subscription work and how is it different from the ownership method. I think we all have at least one subscription (most probably Netflix) and we do enjoy it. Its just like we don’t own a house but we can live in it as long as we want by paying a fixed rent every month. We pay a fixed amount for a fixed interval of time for a particular product or service.

There are many reasons why companies nowadays are shifting to the subscription based models than the traditional sell and earn model.

First and foremost is the affordability : Getting a subscription is much more affordable for the customer than paying a one time own fee which is for sure very costly. In this way companies can reach out to a larger number of customers and lower and middle class people can also afford the product/service.

Second is the Brand loyalty: Companies build a strong loyalty in customer’s mind towards their service so that customer would never look for any other options. Subscription also ensures that a customer is bound to their service until the time period.

Consistent Income: For companies, this is a consistent source of income as they get a fixed amount of money every month. In the pay to own model, there always comes a saturation point where the sales are reduced to negligible whereas there is no such case in subscription model.

All of these are the differences but the main question arrives “What does the end user gets?”

Well In my opinion, the only advantage the customer gets is that they can try a product for some time by investing little money and see if the product or service meets their expectation. If not, they have chance to cancel the deal and they have no or say very little loss which is far better than the cost to own a service which may prove to be a disaster.

But if you are well known to a service and you know that you are going to use it for a long time, then I think you are on the losing side. Because in that case, owning is the best option (one time investment).

To sum up if everything becomes subscription, we will have to remove the option of one time investment from out expenses diary and add a fixed expenses just like a rent, electricity bill for every month.