🡺 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:***

Office products can be easily used anywhere at any time and are stored on a cloud-based basis, so there is an advantage in collaboration.  
  
To work straight away, web available to the type that can be used. If the space is connected to the Internet, you can share or deliver the necessary files with your smartphone or tablet regardless of the location.  
  
If you create an Office 365 account, you can save your web-based work in real time and easily share the file with other people on the one-drive because the one-drive quota is basically linked to the account.  
  
It is linked to the compatibility account information of the device-to-device even if you don't share it with others, so you can continue using the same file on your device without having to transfer the files to USB or external hard drive.

***Collaborating on a single file:***

Log in to office 365, create a document on the one drive, or create a document in the desired format with the office tool and save it on the one drive.

I can send links, edit and read approval to colleagues I want. I can set up parts that should not be modified separately and adjust the revision authority to grant only the person you want.  
I can modify it in real time and see the modified file right away. Additionally, I can also leave a note to give feedback.

***Sharing numerous files:***

Sharing is possible by authorizing access to folders containing many files. I can add users who can access files from OneDrive and create links to give them access to folders. The same synchronization applies to all files in the folder, and users who can access the folder can view or save it in their OneDrive or Office365.

🡺 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)**

There are advantages and disadvantages of storing in the cloud.

Advantages:

The first is that I can easily view, edit and use the files I have stored in the cloud if I have an internet connection anywhere in the world.

I can easily forward or edit files by sharing them with people I want.

If I only saved it on my personal computer, but if my computer breaks down, all the files I saved will be blown away and not be recovered. However, if I back up my files in the cloud, there is never a situation where my files are lost due to physical factors.

Disadvantages:

The biggest drawback is that I cannot read or edit files without the Internet.

It can cause performance degradation because many people use one server separately.

There is a danger of hacking. Because the cloud eventually stores my precious data on other people's servers, it may not be appropriate if it contains personal information on private boxes such as finance.

It provides free storage, but it costs more to work in a more seamless environment. Things like hard drives and USBs only have to be paid for, but paying for them is not good for consumers because most cloud users have to pay for a period of time.

🡺 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 an integrated virtual IT platform for computing and storage. It has features that can be easily expanded because it forms a cloud-based layer. People can also manage individual server, storage, compute, and networking components much more efficiently than traditional physical infrastructures that need to be purchased and assembled to support applications. Lease services according to the needs of the company or individual and do not purchase anything physically.

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

Platform as a Service (PaaS), which takes the One drive infrastructure to the next level, is hosted in the cloud and provides a complete development environment with OS, web server, tools, programming language, databases, networks, servers, storage, and more.

Provides a platform that includes tools to test on Windows Azure, develop, and host applications in the same environment. With OneDrive, organizations can focus on development without worrying about the underlying infrastructure. Microsoft manages security, operating systems, server software, and backups. Enables teams to collaborate seamlessly even when working remotely.

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

The characteristic of SaaS is that users can use the service itself. OneDrive is a typical example of SaaS. Users do not need to download additional software to synchronize files on their PCs in the cloud service while using a one-drive, and the data is automatically synchronized. OneDrive is managed by vendors (Microsoft). The data is stored on the server and accessed through software.

🡺 **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.**)**

* **Is music/video/gaming/entertainment a product or a service, or is it something else entirely? Discuss.**
* **Does the cloud change or just rearrange things? Is it more than simply moving bits instead of atoms?**
* **How does © copyright vs https://upload.wikimedia.org/wikipedia/commons/thumb/8/8b/Copyleft.svg/240px-Copyleft.svg.png copyleft change things?**
* **Does the delivery method change our relationship to the content?   
  Is** [**the medium the message?**](https://en.wikipedia.org/wiki/The_medium_is_the_message)
* **What are the implications for artists who create the content, write and perform the music, shoot the videos?**

In the past, music, video, and games were called 'products'. To use these, we could use them after visiting the offline store and purchasing the products we wanted. When I was young, I went to the game store and bought a game CD to play console game play station. But these days, I do not think we can define what we used to call 'product' as a physical form of product. Unlike in the past, things have changed a lot now. It is possible to build a storage system that is incomparable to the past, and the rapid speed of the network and the establishment of a virtual infrastructure called the cloud have changed greatly. These changes have made us no longer have to put our products in physical form. Things like games, music and videos are being stored in the cloud on the web, not in physical form, and used as intangible products. Compared to my childhood experiences mentioned earlier, I don't buy game CDs anymore. Connecting to the Internet and buying games in the cloud provided by the game company and storing them in my storage space instead of CD format. The same is true of music and video. Music has been using the download system over the Internet more than in the gaming environment. They no longer buy music albums and use or purchase a service called 'streaming' through music applications to store and listen to music on their own devices.

As music, games and videos are easily accessible, there are also problems with illegal distribution and illegal copying, ignoring copyrights. I agree with the copyright. The idea of sharing the rights to all creations, which is the advantage of copyleft, with everyone seems to be good. But I am in favor of copyright. This is because I think it is the copyright that guarantees the right price for the creative effort. People will no longer be willing to create unless they benefit themselves, which means retreat. Copyright does not guarantee monopoly and reject sharing, but recognizes legitimate guarantees and guarantees sharing for the public good if necessary. I think it is ideal to pay the right amount of money so that the royalties can be paid to the creators. With more and more services, people will be able to access creations easily. But in the back, people have to think about the people who have worked hard to create this creations.

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

*Think about your professional destination after you complete your work here at Seneca: where would you like to go? What skills and knowledge are you going to need when you get there that you don’t have enough of yet? Make a list.*

Revisit that list. Those were likely goals: good for *planning* your ambitions.

🡺 **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)