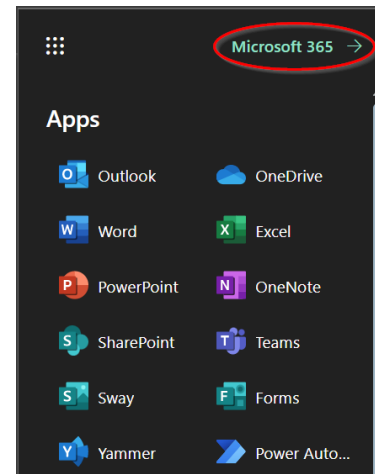


Part 1 of 3: Microsoft (Office) 365

Microsoft 365 has cloud-based **Software-as-a-Service** for Office apps at mySeneca.ca.

The same Office applications can be [installed on your local machine](#) as client-side software which can run without a network connection. Even OneDrive will work locally as store-and-forward **Platform-as-a-Service** until synchronization with the cloud resumes.

For cloud folders *not* synchronized, e.g. for backup, OneDrive is **Infrastructure-as-a-Service**.



[How to Send a File \(click me\)](#)

Note that the minimum word counts suggested in the following questions gets more or less average marks depending on the quality of content. To go above average, see the marking rubric in course Announcements.

Note that [OneDrive for Business](#) (SharePoint) is different from [OneDrive for home](#)/personal use; assuming that OneDrive is the same everywhere is first-level, end-user thinking. You are an IT pro now: be suspicious of branding and marketing, assess features and function instead.

1. Microsoft 365 (15 points for this 3-part question, 150+ words total)

- ➔ 1a. What Microsoft (Office) 365 *for business* tools, apps, and features support general collaboration (generating ideas, discussions, planning) when working on a group project?
- ➔ 1b. A group of people must work together sharing a single file.
What would you use in Microsoft 365 to set that up, and what would you tell the group members to do?
- ➔ 1c. What can be used in Microsoft 365 to manage a set of many files when people are working as a group?

2. Cloud versus Local file serving (15 points in 150+ words)

- ➔ Compare and contrast storing files in the cloud versus your company's on premises server from the POV of the company's local end-users.

3. Computing Services (30 points)

- ➔ Fill in the table below. Traditionally, Microsoft 365 office applications were installed locally on client PCs and/or the company's on premises server. Consider this and what is now Infrastructure | Platform | Software _as_a_Service "in the cloud." All MS 365 features are not end-user applications; those requiring technical set

up (as opposed to simple installation) and/or IT expertise would be IaaS or PaaS depending on how the feature is used.

[This IBM page](#) on ?aaS is worth reviewing.

N.B. The Internet is the delivery mechanism that makes ?aaS possible. *Every* ?aaS has a web-based user interface (e.g. for configuration), but the interface does not represent the service itself. ([The medium is not the message.](#))

N.B. Microsoft's Azure cloud computing platform is NOT Microsoft's 365 end-user utilities.

Computing Services	General Definition & Characteristics	What Microsoft end-user features and apps (e.g. in Office or MS 365) fit the Definitions & Characteristics <i>and why</i> ?
On Premises Servers		
<u>IaaS</u> Infrastructure as a Service		
<u>PaaS</u> Platform as a Service		
<u>SaaS</u> Software as a Service		

4. (40 points for 250+ words)

➔ **If Everything is a Service, then what do we have apart from a lot of subscriptions to services?**

For the applications you use and the entertainment you enjoy, does it matter when you don't have the hardware, the software, or the files?
Is the [medium now the only message](#)?

Businesses purchase services instead of software and servers: Software | Platforms | Infrastructure as-a-Service. What was once physical has become virtual, all delivered by online services via subscription.

What happens when *having* something becomes having only *access* to something...when *things* have become *subscriptions* on a server in the cloud? Are we in the "[The End of Ownership](#)" era?

"The future has arrived — it's just not evenly distributed yet." – [William Gibson](#)
With Everything as a [subscription] Service, is it now evenly distributed?