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Special Notes to Instructor Click or tap here to enter text.

1a. Microsoft 365 offers a variety of tools and features that support collaboration and teamwork for team projects. Here are some of the highlights:

Microsoft Teams: Teams is a hub for teamwork that allows users to chat, meet, call, and collaborate all in one place. It offers features such as group chat, video conferencing, file sharing, and integration with other Microsoft 365 apps.

OneDrive for Business: OneDrive for Business is a cloud storage service that allows users to save, sync and share files. It integrates with other Microsoft 365 apps like Word, Excel, and PowerPoint to enable real-time collaboration on documents.

Microsoft Whiteboard: The whiteboard is a digital canvas where team members can brainstorm, sketch, and collaborate in real time. It offers features like sticky notes, freehand drawing and integration with teams meetings.

Microsoft Forms: Forms is a survey questionnaire tool that allows users to create custom forms to collect, analyze, and gather feedback from team members.

Microsoft Outlook: Outlook is an email client that offers features like shared calendars, group email, and meeting scheduling. This allows team members to communicate effectively and coordinate tasks.

1b. . In Microsoft 365, I can use OneDrive for Business or SharePoint to hold collaboration on a unmarried record. Here's how I can organize and direct crew contributors.

1. Upload the File to OneDrive or SharePoint: If the report is associated with a selected assignment or group, I pass it to a SharePoint file library this is associated with the applicable organization site.

 2. Share the File:

a. In OneDrive or SharePoint, I pick the file which need to proportion.

B. Click the "Share" button or option.

C. Enter the email addresses of the organization contributors.

D. Choose the proper permission level (e.G., edit or view handiest).

E. Click "Send" or "Share" to distribute the file to the group participants.

3.Guide the Group Members:

a. Inform the organization participants that the record has been shared with them through e-mail or different communication channels.

B. Instruct them to test their e mail or get admission to the shared document at once from OneDrive or SharePoint.

C. Explain the permission stage they had been granted (e.G., edit or view only).

D. Encourage them to open the document the use of Microsoft Word, Excel, PowerPoint, or the respective Office app relying at the report kind.

1c. When I work as a team in Microsoft 365, I use SharePoint to manage more than one files. SharePoint is a powerful platform for file management, collaboration and crew communication.

Document libraries: SharePoint permits to create report libraries where I organize and keep documents related to particular tasks, teams, or departments. I can customise the metadata, create folders, and use permissions to manipulate which documents you access.

Version records: SharePoint continues version history for documents, allowing me to song modifications over the years and revert to previous versions if vital.

Co-authoring: SharePoint supports real-time co-authoring, which lets in more than one human beings to edit a record simultaneously using Office Online or computer applications including Word, Excel, PowerPoint etc.

Alerts and notifications: SharePoint also lets in customers to set up alerts and notifications to notify them of changes to documents and folders.

2. . For a employer's customers, numerous factors count when comparing cloud and nearby document offerings:

Access: Cloud storage allows users to get right of entry to documents from anywhere, including the Internet. A nearby server may additionally want a VPN or it may be in an workplace.

Scaling: Cloud services can easily adapt storage to changing wishes. Local servers can also require an improve or greater hardware.

Reliability: Cloud vendors promise high uptime backup systems. Local servers can fail because of hardware or energy problems.

Security: Cloud carriers attention on information protection, but a few worry approximately privateness. Local servers provide extra control over safety.

Price: Cloud garage can already be inexpensive for small agencies. But expenses can boom with extended usage. Local servers require an preliminary investment however can shop cash ultimately for larger agencies with complex storage needs.

Ultimately, deciding on among cloud and nearby relies upon at the desires of the agency, which include finances, security, and the quantity they need to scale and get admission to their documents.

3. Computing Services	General Definition & Characteristics	Specific Microsoft 365 features and apps fitting the Definitions & Characteristics *and why*
On Premises Clients & Servers	It refers to a traditional IT system in which software applications (servers) and end-user devices (clients) are managed and managed on-site within the organization's premises	Although Microsoft 365 operates primarily as a cloud-based service, Microsoft offers on-premises solutions such as Exchange Server and SharePoint Server. These on-premise servers give organizations control over their data and infrastructure while still using Microsoft's productivity and collaboration tools
IaaS Infrastructure as a Service	IaaS involves hosting virtualized computing resources over the Internet, including servers, storage, and network infrastructure.	Microsoft Azure, Microsoft's cloud computing service, provides IaaS solutions where organizations can leverage virtual machines, storage, and network resources. While not a direct part of Microsoft 365, Azure supports the suite by providing the underlying infrastructure for application and data hosting.

PaaS Platform as a Service	PaaS provides a platform that enables customers to develop, operate and manage applications without dealing with the complexities of underlying architecture and maintenance	Power Apps, Power Automate, and Power BI The Microsoft Power Platform falls under the PaaS category. These tools empower users to create custom workflows, automate workflows, and analyze data without extensive coding or infrastructure management
SaaS Software as a Service	SaaS delivers software applications over the Internet, usually on a subscription basis, so that users do not have to install, maintain and update software locally	Microsoft 365 itself is a prime example of SaaS. It offers a range of business and collaboration tools such as Microsoft Word, Excel, PowerPoint, Outlook, Teams, accessible via a dedicated web browser or application Regular updates, centralized management, and easy collaboration by users the role does not have to worry about software installation or maintenance.

4. In the world of Everything as a Service (EaaS), the conventional concept of possession is present process a first-rate transformation. Instead of proudly owning bodily hardware, software licenses, or documents, individuals and companies subscribe to offerings that provide get right of entry to to these sources over the Internet This shift has huge implications for customers and companies in numerous forms.

For customers, transitioning to EaaS way moving focus from ownership to access. Whether it's applications for work or pastimes, users don't want to have get right of entry to to hardware, software, or underlying files. Instead, they rely on subscription-primarily based offerings to generate profits, which offer advantages such as flexibility, scalability and reduced upfront prices. However, it additionally raises worries about reliance on outside companies, facts privateness and the lengthy-time period expenses of subscription-based totally models.

From a business angle, the upward thrust of EaaS represents a fundamental shift in how generation is used and introduced. Organizations now have the option of buying offerings as opposed to investing in physical products or software program licenses. This flexibility permits for greater agility, as groups can lessen or cut price products based on call for without having to make a massive prematurely investment. Additionally, EaaS models often include built-in upkeep, updates, and security features, allowing organizations to take over the weight of dealing with complicated IT infrastructure

However, the substantial adoption of EaaS also raises questions on the embedded electricity of service vendors and what it approach for competition and innovation. Just as many factors of our lives and corporations depend upon subscription-primarily based offerings hosted within the cloud, so does the chance of promoting out