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Part One of Three

(15 points for this 3-part question, 150+ words total)

*1a. What tools and features support collaboration, i.e. multiple people making edits on a file, with colleagues when using Microsoft 365 for business (aka Office 365)?*

With the help of Microsoft 365 features like OneDrive and SharePoint Online, several users can work on and edit the same file at once, allowing each member of a group to focus on a separate section of the document, which makes it easy to work on any group projects or work to do. Any Excel sheet, Word document, PowerPoint presentation, and a variety of other files can be shared and edited by using This feature of Microsoft 365

*1b. What mechanisms permit different ways of collaborating on a single file?*

There are numerous options available to allow various forms of collaboration on a single file, such as when a user adds a file to One Drive, they can select the permission and add the names so that people can work on the same file, or when we use Microsoft Teams, there are also numerous people who can work together on a single file, which is even more convenient because on Teams, members of the group can connect to each other by creating a meeting and can also share the file.

*1c. What about a project where collaboration on numerous files must be done – what would you use to manage that?*

When I have to work on a group project, I specifically use OneDrive to share multiple files. I also prefer to use Microsoft Teams because it offers live chat features that allow any group member to ask a question and expect an answer, as well as the feature of presenting a screen, making it very convenient.

(15 points in 150+ words)

2. What are the advantages and disadvantages of storing files “in the cloud” versus on your own system?

Advantages of storing files in the cloud

1. There is least risk of the data loss when u stored it all on the cloud because you don’t have fear of any system failure.
2. One can save all their confidential data on the cloud with the high security options available like 2 factor authentication or 3 factor authentication.
3. One can access all their data from any part of the world the only thing needed is the internet and any device.

Disadvantages of storing files in the cloud

1. Sometimes when you have much data to store, cloud storage provider cost huge amount of money which Is either monthly or yearly basis.
2. You can face trouble to access your data when you can’t have the internet or any network issue.
3. There is always a fear of security because all of your data Is stored on the server of cloud storage which can be hacked by the hacker and you may face any serious problem due to that.

Advantages of storing files in our own system

1. It is very cheap to store huge amount of data as compared to the cloud storage
2. You don’t need internet to access any of your data

Disadvantages of storing files in our own system

1. Always a fear of data loss due to the system failure
2. You have limited storage to use while on the cloud you can get as much as you can

3. Computing Services  (30 points)

Fill in the table below. Consider the functionality of Microsoft Office 365 Apps within the Infrastructure / Platform / Software as\_a\_Service contexts.

|  |  |  |
| --- | --- | --- |
| Computing Services | Definition / characteristics of this service | Microsoft Office 365 App(s) that fit the definitions / characteristics *and why* |
| On Premises | On premises is a service on cloud computing which is reserved for the single organization | IBM is the example because they have their own reserved network for the better work |
| IaaS | Infrastructure as a service is a type of cloud computing which provide network and storage facility as per the demand | OneDrive fits the definition of IaaS because OneDrive also provides the storage facility in the office 365 |
| PaaS | Platform as a service basically provides a platform to the developers to host their application | Microsoft store is the example where developers can host their application |
| SaaS | Software as a service is method of delivering a software over a network user don’t need to install the application for that | Microsoft Outlook is the example in which you can use on the network you don’t need to install it though there is a application for the users |

Part Two of Two (40 points for 250+ words)  
*4. If everything becomes a subscription, then what have we got?*

Everything becoming a subscription might be beneficial in many respects, but there would also be drawbacks. One instance of a positive aspect is that in the modern world, everything is evolving and becoming more user-friendly. For instance, in the past, if you wanted to watch a movie at home, you had to have a television and a DVD player in order to play the CD of any movie you wanted to watch, which could be uncomfortable sometimes because you had to pay every time you wanted to watch a new movie because you had to purchase the CD for it. Additionally, the large setup of a DVD player and a TV requires space in the home, and you cannot move it at your convenience, like you cannot take it to your bedroom. However, there are several options available nowadays, such as Netflix and Amazon Prime, where you can access hundreds and thousands of films and television shows by just purchasing a membership. You don't have to pay for every single thing that you want to watch. Another benefit is that you don't necessarily need a TV to view it; you may do so wherever you want by just installing the appropriate application on your phone, laptop, or iPad. With a Netflix or Amazon Prime subscription, you no longer need to worry about anything similar. In the past, you had to take good care of the CD if you wanted to view the movie again. An example of a disadvantage is that you can only access your subscription if you have high-speed internet; otherwise, you cannot access anything. Since everything is stored in the cloud, this means that if you don't have a network, your membership is useless.