Hla Myint Myat185923216 hmyat1@mySeneca.ca  
Click or tap here to enter text.

**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?

MS 365 have so many features which is very useful while working on a group project. For example, MS Team which contains video conferencing, chats and sharing screen which are very useful for group work. Another one is OneDrive which allows us to store files and can easily share it with others with specific permission. Next is SharePoint, which is used for managing documents, presentations and can share easily with specific permissions.

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?

To work together on sharing a single file, first I have to save the file and share it with other group members, and we have to choose the permission while sharing so that they can edit. After that they can make changes, add changes in real time.

1c. What can be used in Microsoft 365 to manage a set of many files when people are working as a group?

SharePoint is the best tool to manage a set of many files when people are working as a group.

2. **Cloud versus Local** (15 points in 150+ words)  
What are the advantages and disadvantages of storing files in the cloud instead of your company's server?   
Issues to consider are data transfer rates, security, limits on file name length, number of files, size of files…

There are so many advantages such as we can easily access the files from anywhere and we only need an internet connection. It is easily accessible and flexible to use. And it is also secure to use as it contains MFA, and the storage size is adjustable based on our needs.

One of the major disadvantages is that it can be slow while uploading or downloading files which are quite large as it uses bandwidth.

3. **Computing Services**  (30 points)

See the instructions to fill in the table below.

|  |  |  |
| --- | --- | --- |
| Computing Services | General Definition & Characteristics | Specific Microsoft 365 features and apps fitting the Definitions & Characteristics *and why* |
| On Premises Clients & Servers | On Premises clients and servers means the infrastructure of software and hardware which are deployed and managed on site at a physical location within a company premises. It owns servers and client machines which are connected through LAN. | As it is a cloud-based service, MS 365 doesn’t provide any features for this computing. But it provides some software solutions which can be used to manage computing services and application locally. |
| IaaS Infrastructure as a Service | IaaS means Infrastructure as a Service It is also a type of cloud computing where customers can rent computing infrastructure and we have to pay as per our usage. The best thing is that we can get access it from anywhere as its resources are provided over the internet. | Microsoft 365 offers a wide range of features and apps that align with the characteristics of laaS, providing businesses and organizations with flexible, scalable, and cost-effective infrastructure to support their operations. |
| PaaS Platform as a Service | Platform as a service is also a cloud computing service model which provide a platform where customers can build, deploy, and manage application over internet without worrying about the underlying infrastructure. This is also accessible from anywhere. | Microsoft 365 provides a comprehensive suite of tools and services that align with the characteristics of PaaS. Customers can reduce the time and cost of application development and deployment while improving the scalability and reliability of their applications. |
| SaaS Software  as a Service | SaaS is also a cloud computing service model in which a provider offers a software application over the internet. In this environment, customers can access and use the provider’s software through a web browser without having to install or manage the software itself. | Microsoft 365 offers a cloud-based suite of software applications that can be accessed over the internet without requiring software installation or maintenance. Customers can reduce the cost of software deployment and maintenance. |

4. See the instructions. (40 points for 250+ words)  
If everything becomes a subscription, then what have we got?

**If everything becomes a subscription, one potential issue that can cause is the lack of control over the data and content. Some may require users to agree to terms and conditions that limit their ability to control how their data is used or restrict access to certain features or content unless additional fees are paid. Another potential concern is the long-term cost of ownership. This can make it harder for individuals and families to budget and plan their expenses, especially if they are subscribed to multiple services.**