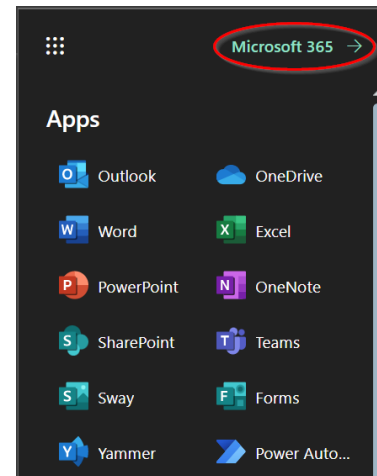


Part 1 of 3: Microsoft (Office) 365

Microsoft 365 has cloud-based **Software-as-a-Service** for Office apps at [mySeneca.ca](https://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 (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...

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 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.](#))

Computing Services	General Definition & Characteristics	Specific Microsoft 365 features and apps fitting the Definitions & Characteristics <i>and why</i>
On Premises Clients & Servers		
<u>IaaS</u> Infrastructure as a Service		
<u>PaaS</u> Platform as a Service		
<u>SaaS</u> Software as a Service		

4. (50 points for 250+ words)

Up until the early modern period of history, enjoying music, stories, or plays meant you were present when the artists performed. Since the 15th century, the printing of books and musical scores preserved the essence of those works apart from the live performance. The reproduction and enjoyment was DIY do-it-yourself.

In the 20th century, performances were preserved on analog recordings. But the delivery of music changed music.

For almost a century, 78 and 45 RPM records limited popular songs to about 3 minutes long. Radio stations and juke boxes loved the singles format. ([Web search](#))

The change to digital distribution via CDs and downloadable files should have removed those limits. It did for a while but now streaming is affecting music more than the physical records did. *Spotify is making attentive listening not worth the effort.*

Hit songs now feature shorter intros, fewer choruses, and shorter overall lengths. The length of the instrumental introduction to a pop song was 20 to 25 seconds in the mid-1980s. By 2015, the intro had shrunk down to a mere five seconds. To make any money, the artist must set the 'hook' in 4 bars to engage the streaming listener before they click NEXT. Songs are getting as short as they were on 10-inch 78 RPM records because Spotify pays artists by the song regardless of length. Two 3-minute songs make twice as much money as one 6-minute song. (Why can't Spotify pay the artist by listening time? They could. Easily. The tail is wagging the dog here.) The under three minute run time saves composers from writing another verse by instead starting with "Don't bore us, get to the chorus", and from coming up with a [bridge](#), yet the most innovative and engaging part of many songs (e.g. Beatles) *was* the bridge – and those songs were still under 3 ½ minutes. (<https://qz.com/1519823/is-spotify-making-songs-shorter/> <https://www.theglobeandmail.com/arts/article-juno-awards-2023-song-length-short/>)

Many people no longer have any means of playing a recording because they have few, if any, physical recordings to play. Music, video, and book streaming services offer a catalog more expansive, and far less expensive, than anything a collector might have. Friends now share playlists instead of displaying their taste in albums at home.

➔ **If everything becomes a subscription, then what have we got?** (apart from a lot of subscriptions)

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 is already here. It's just not evenly distributed." – William Gibson