

Practical 7: Using Google Drive / OneDrive

Aim

To upload and organize files in cloud storage.

Objectives

- To manage files online
- To share files securely

Materials Required

- Google Drive / OneDrive account

Procedure

1. Create folder “Unit 3 Practical Work”

Open Google Drive or your file manager and create a new folder named **“Unit 3 Practical Work.”**

This folder will store all files related to the practical.

2. Upload documents

Click the **Upload** option and select the required documents from your device.

The files will be saved inside the main folder for easy access.

3. Create subfolders

Inside the main folder, create additional subfolders to categorize your documents.

This helps keep your work organized and easy to locate.

4. Share main folder with View only

Right-click the folder, choose **Share**, and set the permission to **View only** for others.

This allows people to see the contents but prevents them from editing or deleting files.

Drive

Search in Drive

My Drive > Unit 3 Practical Works

+ New

Home Activity Workspaces My Drive Shared drives Shared with me Recent Starred Spam Trash Storage

Type People Modified Source

Name	Owner	Date modified	File size
Assignments	me	Dec 7	—
Images	me	Dec 7	—
Notes	me	Dec 7	—

Drive

Search in Drive

My Drive > Unit 3 Practical Works

+ New

Home Activity Workspaces My Drive Shared drives Shared with me Recent Starred Spam Trash Storage 11 MB used

Type

Name

Assignments Images Notes

Share "Unit 3 Practical Works"

firdaush.jahan@rungta.org Viewer

Notify people

Please find the attached Unit 3 Practical Work in this email.

Cancel Send

Date modified File size

Dec 7 —

Dec 7 —

Dec 7 —