

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

- **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.

- **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.

- **Create subfolders**

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

This helps keep your work organized and easy to locate..

- **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.

OUTPUT :

This screenshot shows the Google Drive interface. The left sidebar includes options like Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, Trash, and Storage. The main area displays a folder named 'Unit 3 Practical Works' containing three sub-folders: 'Assignments', 'Images', and 'Notes'. The 'Assignments' folder is owned by 'me' and was modified on Dec 7. The 'Images' and 'Notes' folders are also owned by 'me' and were modified on Dec 7. A 'Get Drive for desktop' button is visible at the bottom left.

This screenshot shows the Google Drive interface with a sharing dialog box overlaid. The dialog is titled 'Share "Unit 3 Practical Works"'. It shows an email address 'firdaush.jahan@rungta.org' entered in the recipient field, with a 'Viewer' role selected. A checkbox labeled 'Notify people' is checked, and a message box contains the text: 'Please find the attached Unit 3 Practical Work in this email.' At the bottom of the dialog are 'Cancel' and 'Send' buttons. The background shows the same 'Unit 3 Practical Works' folder structure as the previous screenshot.