

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.

Output:-

+

New

Home

Activity

Workspaces

My Drive

Shared drives

Shared with me

Recent

Starred

Spam

Trash

Storage

11.4 MB used

Search in Drive

My Drive > UNIT 3

TypePeopleModifiedSource

Name	Owner	Date modified	File size
ASSIGNMENT	me	Dec 8	—
IMAGES	me	Dec 8	—
NOTES	me	Dec 8	—

UNIT 3

DetailsActivity

This month

You created and shared 3 items in 9:12 AM Dec 8

UNIT 3

ASSIGNMENT

IMAGES

NOTES

harshali.vaishnav

Viewer

Rungta College

Anyone in this group with the link can view

You created and shared an item in 9:10 AM Dec 8

My Drive

UNIT 3

harshali.vaishnav

My Drive > UNIT 3 > NOTES

TypePeopleModifiedSource

Name	Owner	Date modified	File size
Copy of LECTURE 8.docx	me	Dec 8	40 KB
Copy of Uint3_Lect7_content.docx	me	Dec 8	230 KB
Copy of Unit3_Lect1_content.docx	me	Dec 8	43 KB
Copy of Unit3_Lect2_content.docx	me	Dec 8	44 KB
Copy of Unit3_Lect3_content.docx	me	Dec 8	46 KB
Copy of Unit3_Lect4_content (1).docx	me	Dec 8	35 KB
Copy of Unit3_Lect5_content.docx	me	Dec 8	158 KB
Copy of Unit3_Lect6_content.docx	me	Dec 8	487 KB
Copy of Unit3_MCQS.docx	me	Dec 8	19 KB

My Drive > UNIT 3 > ASSIGNMENT

TypePeopleModifiedSource

Name	Owner	Date modified	File size
Copy of UNIT - 3 (Assignment ques).docx	me	Dec 8	15 KB