

## 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:-

Google Drive

My Drive > UNIT 3

UNIT 3

Activity

This month

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

- UNIT 3
- ASSIGNMENT
- IMAGES
- NOTES

harshali.vaishnaw Viewer

Rungta College Anyone in this group with the link can view

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

- My Drive
- UNIT 3

harshali.vaishnaw

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

My Drive > UNIT 3 > NOTES

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

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