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:

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