

PRACTICAL NO-7

Google Drive or OneDrive

Aim: Using Google Drive or OneDrive

- a) Create a new folder named “Unit 3 Practical Work”.
- b) Upload 3 different files (PDF, image, document).
- c) Organize them in subfolders: Notes, Images, Assignments.
- d) Share the main folder with your teacher with View Only permission.

The screenshot shows the Google Drive interface. The user is in the 'Unit 3 Practical work' folder. Inside, there are three subfolders: 'Assignment', 'Image', and 'Notes'. All three are owned by 'me' and were modified at 8:42 PM. The 'Assignment' folder is currently selected. The top navigation bar includes a search bar, a file filter icon, and a 'Google' button. The bottom right corner has a blue circular icon with a white 'S'.

The screenshot shows the Google Drive interface with the 'Unit 3 Practical work' folder selected. A sharing dialog box is open over the main view. In the dialog, an email address 'firdaush.jahan@rungta.org' is entered in the 'Recipient' field, and the 'Editor' role is selected. The 'Notify people' checkbox is checked. A message box contains the text: 'ma'am, I have Completed and submitted My Unit 3 Practical Work. Please confirm Once received. thanks!'. At the bottom of the dialog are 'Cancel' and 'Send' buttons. The background shows the folder structure and some document thumbnails. On the left, a sidebar lists various Google services like Home, Activity, Workspaces, etc. The top navigation bar includes a search bar, a file filter icon, and a 'Google' button. The bottom right corner has a blue circular icon with a white 'S'.