

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.

Drive

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