

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.

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Activity

Workspaces

My Drive

Shared drives

Shared with me

Recent

Starred

Spam

Trash

Storage

11 MB used

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Search in Drive

My Drive > Unit 3 Practical Works

TypePeopleModifiedSource

Name	Owner	Date modified	File size
Assignments	me	Dec 7	—
Images	me	Dec 7	—
Notes	me	Dec 7	—

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My Drive > Unit 3 Practical Works

Type

Name

Assignn

Images

Notes

Viewer

Date modified	File size
Dec 7	—
Dec 7	—
Dec 7	—

Google

Share "Unit 3 Practical Works"

firdaush.jahan@runhta.org

Viewer

☒ Notify people

Message

Please find the attached Unit 3 Practical Work in this email.

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