

PRACTICAL - 7

OBJECTIVE: - Using Google Drive or OneDrive:

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

The screenshot shows the Google Drive interface. On the left, the navigation bar includes 'New', 'Home', 'Activity', 'Workspaces', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage'. The main area displays the contents of the 'Unit 3 Practical Work' folder, which contains three subfolders: 'Notes', 'Images', and 'Assignments'. Each folder is owned by 'me' and was modified at 12:37 AM. The interface features a search bar at the top, filter options (Type, People, Modified, Source), and a toolbar with various icons on the right.

The screenshot shows the Google Drive interface with the 'Notes' folder selected for sharing. A sharing dialog box is open, titled 'Share "Notes"'. It contains a text input field for 'Add people, groups, spaces, and calendar events'. Below it, under 'People with access', two users are listed: 'Arth Kumar Das (you)' and 'priya.das@rungta.org'. The user 'priya.das@rungta.org' is set to 'Viewer'. Under 'General access', the setting is 'Restricted', with a note that only people with access can open the link. At the bottom of the dialog are 'Copy link' and 'Done' buttons. The background shows the same folder structure as the previous screenshot.