Practical 7

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---

Search in Drive

My Drive > Unit 3 Practical Work ▾ 👥

Type ▾   People ▾   Modified ▾   Source ▾

✦ **Go beyond quick answers**
In Guided Learning, Gemini helps you build a deep understanding instead of only giving answers

Ask Gemini   ✕

Name ↓	Owner	Date modified	File size	
📁 notes	Ⓐ me	Dec 3	—	⋮
📁 image	Ⓐ me	Dec 3	—	⋮
📁 assigment	Ⓐ me	Dec 3	—	⋮

My Drive > Unit 3 Practical Work > notes ▾ 👥

Type ▾   People ▾   Modified ▾   Source ▾

✦ **Go beyond quick answers**
In Guided Learning, Gemini helps you build a deep understanding instead of only giving answers

Ask Gemini   ✕

Name ↓	Owner	Date modified	File size	
W unit 3 notes.docx 👥	Ⓐ me	Dec 3	234 KB	⋮

My Drive > Unit 3 Practical Work > assigment ▾

Type ▾   People ▾   Modified ▾   Source ▾
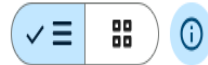
Go beyond quick answers
In Guided Learning, Gemini helps you build a deep understanding instead of only giving answers

Ask Gemini   ✕

Name ↓	Owner	Date modified	File size	
W UNIT - 3 Assignment_ques.docx 👥	A me	Dec 3	15 KB	⋮

My Drive > Unit 3 Practical Work > image ▾

✕ 1 selected   👤+ ⬇ 📁 🗑 🔗 ⋮

Go beyond quick answers
In Guided Learning, Gemini helps you build a deep understanding instead of only giving answers

Ask Gemini   ✕

Name ↓	Owner	Date modified	File size	
🖼 notes image.png Sort A to Z	A me	8:09 PM	259 KB	⋮