

**O'ZBEKISTON RESPUBLIKASI AXBOROT TEXNOLOGIYALARI VA
KOMMUNIKATSIYALARINI RIVOJLANTIRISH VAZIRLIGI**

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TOSHKENT AXBOROT TEXNOLOGIYALARI UNIVERSITETI
SAMARQAND FILIALI**

“Axborot ta’lim texnologiyalari” kafedrası
“Google servis va ofis ilovalari” fanidan

6-Laboratoriya ishi

Mavzu: Google drive imkoniyatlaridan foydalanish.

Bajardi:

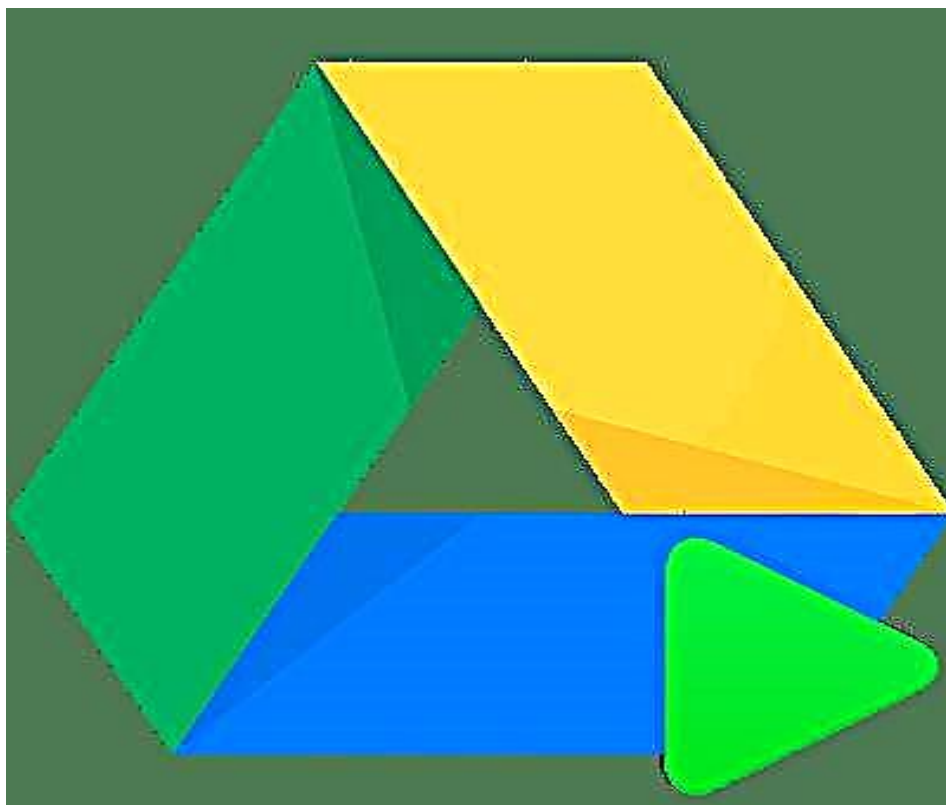
Qabul qildi:

S A M A R Q A N D – 2 0 2 1

Laboratoriya ishi №6
Mavzu: Google drive imkoniyatlaridan foydalanish.

Ishning maqsadi: Talabalarga google drive haqida tushuncha berish hamda google drive imkoniyatlaridan foydalanish ko'nikmalarini shakllantirish.

Nazariy qism:



Google Drive - bu fayllarni saqlash va bulutda ishlash uchun eng yaxshi echimdir. Bundan tashqari, u ofis uchun mo'ljallangan ilovalarning to'liq huquqli onlayn-to'plami.

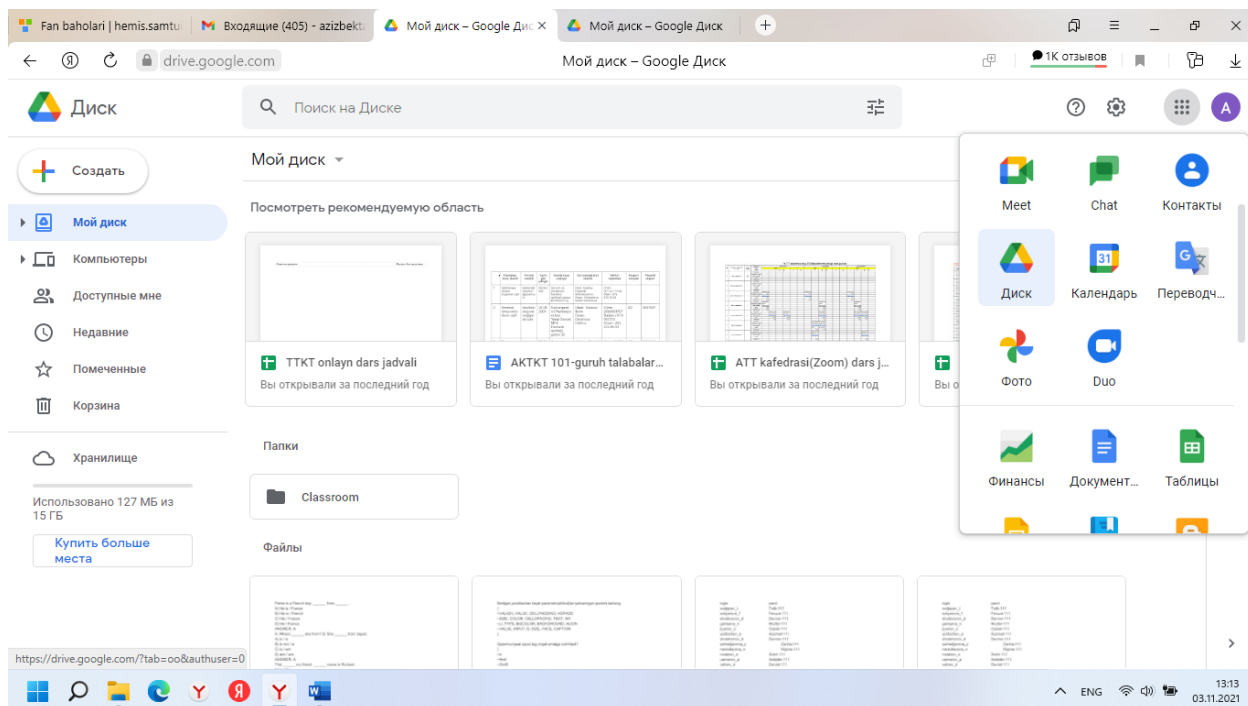
Agar siz hali ham Google-ning ushbu echimidan foydalanmagan bo'lsangiz, lekin uni hal qilishni istasangiz, ushbu maqola siz uchun. Sizga qanday qilib Google Drive-ni yaratishni va unda ishlarni to'g'ri tashkil qilishni aytib beramiz.

Google Drive-ni yaratish uchun nima kerak

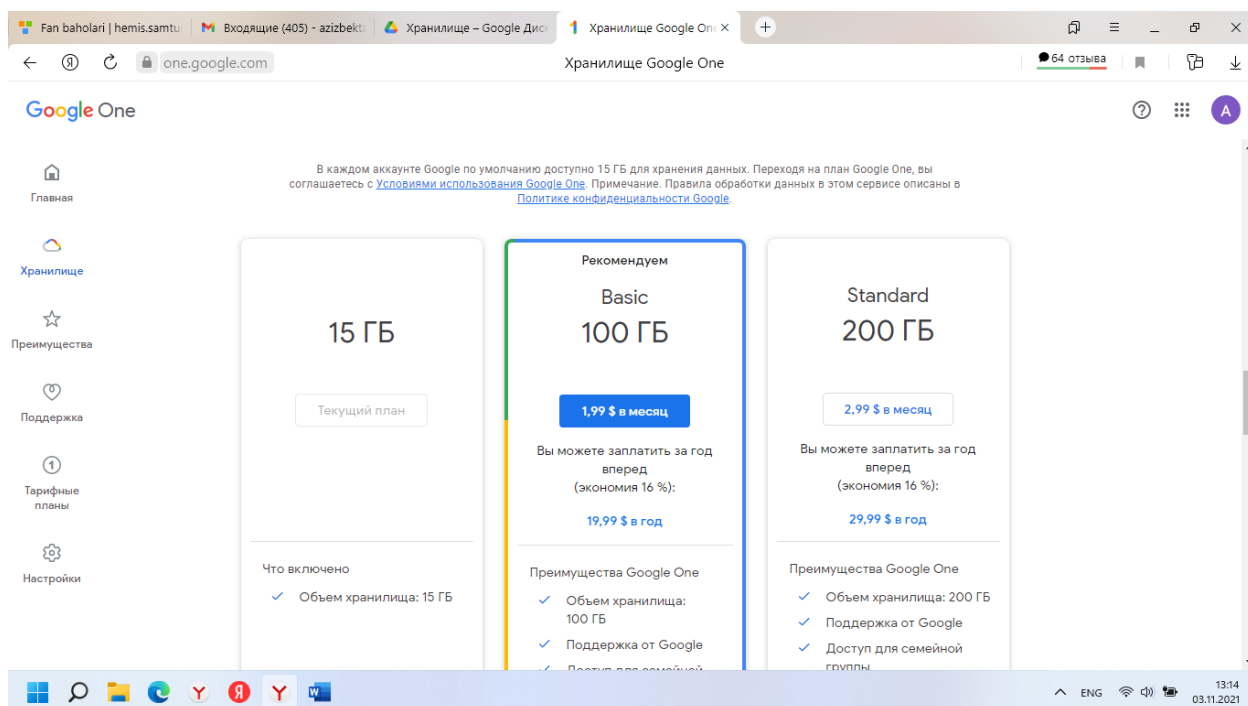
Yaxshi korporatsiya tomonidan bulutli saqlash xizmatidan foydalanishni boshlash uchun sizda o'z Google hisob qaydnomangiz bo'lishi kifoya. Buni qanday yaratishni biz allaqachon aytib o'tgan edik.

*Bizning veb-saytimizda o'qing: **Google hisobini yarating***

Kiring **Google Drive** Siz qidiruv gigantining sahifalaridan birini dastur menyusi orqali amalga oshirishingiz mumkin. Shu bilan birga, Google hisobiga kirish kerak.



Google-ning fayllarni qabul qilish xizmatiga birinchi tashrifida biz "bulut" dagi fayllarimiz uchun 15 Gb joy saqlash imkoniyatiga egamiz. Agar so'ralsa, ushbu hajmni mavjud tarif rejalaridan birini sotib olish orqali oshirish mumkin.



Umuman olganda, avtorizatsiya va Google Drive-ga o'tgandan so'ng siz darhol xizmatdan foydalanishingiz mumkin. Biz allaqachon Internetda bulutli saqlash bilan qanday ishlashni aytdik.

*Bizning veb-saytimizda o'qing: **Google Drive-dan qanday foydalanish***

Bu erda biz veb-brauzer - ish stoli va mobil platformalardan tashqari Google Drive-ga kirish imkoniyatlarini kengaytirishni ko'rib chiqamiz.

Kompyuter uchun Google Drive

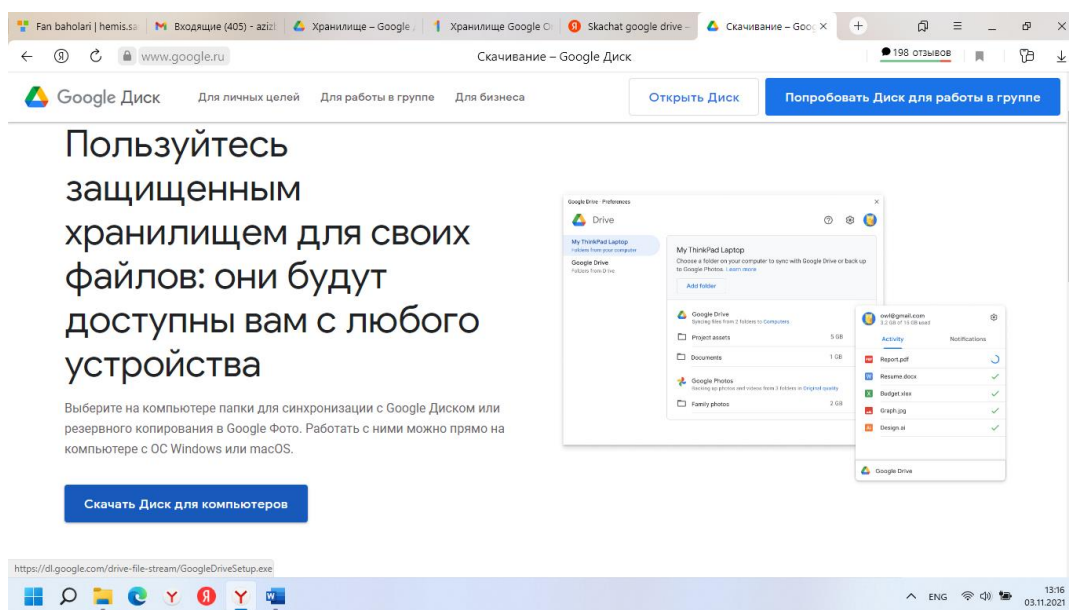
Kompyuterda Google-ning "buluti" bilan mahalliy fayllarni sinxronlashtirishning yanada qulay usuli - bu Windows va macOS uchun maxsus dastur.

Google Disk dasturi sizga kompyuteringizdagi papka yordamida masofaviy fayllar bilan ishlashni tashkil qilish imkonini beradi. Kompyuterdagi tegishli katalogdagi barcha o'zgarishlar veb-versiya bilan avtomatik ravishda sinxronlashtiriladi. Masalan, Drive diskidagi faylni o'chirish uning bulutli saqlash joyidan yo'qolishiga olib keladi. Qabul qilaman, bu juda qulay.

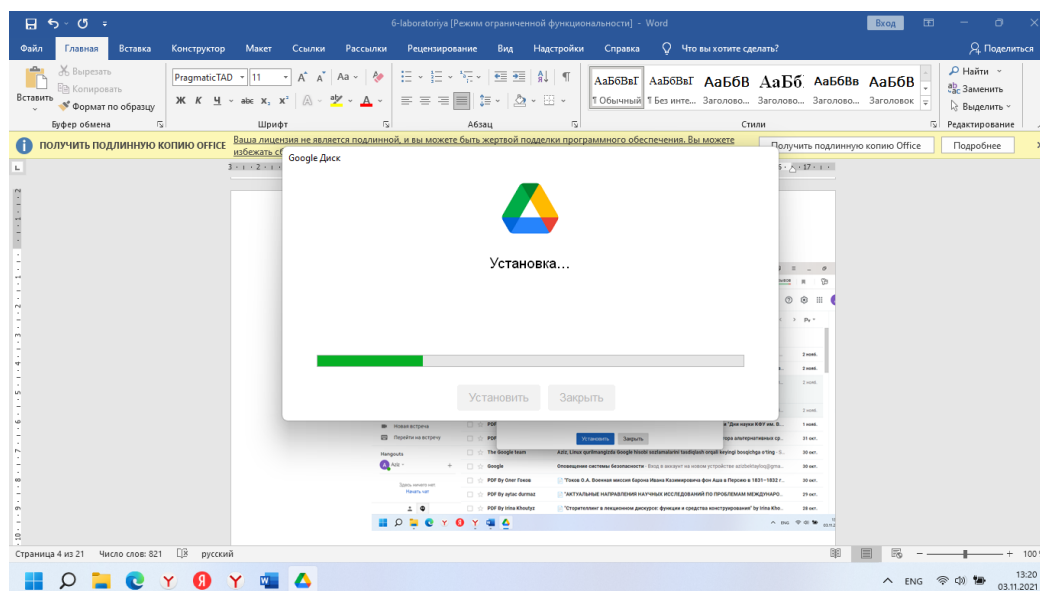
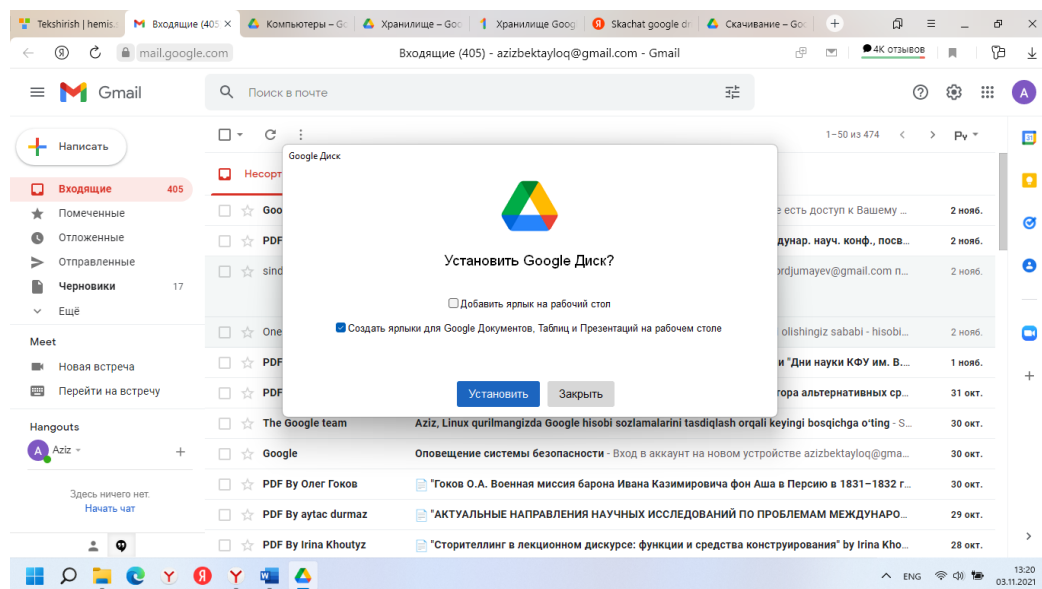
Google Drive ilovasini o'rnatish

Yaxshi Korporatsiyaning ko'plab dasturlari singari, Drive-ni o'rnatish va dastlabki sozlash bir necha daqiqa vaqtni oladi.

1. Boshlash uchun dasturni yuklab olish sahifasiga o'ting, bu erda biz tugmani bosamiz *"Kompyuter uchun versiyani yuklab olish"*

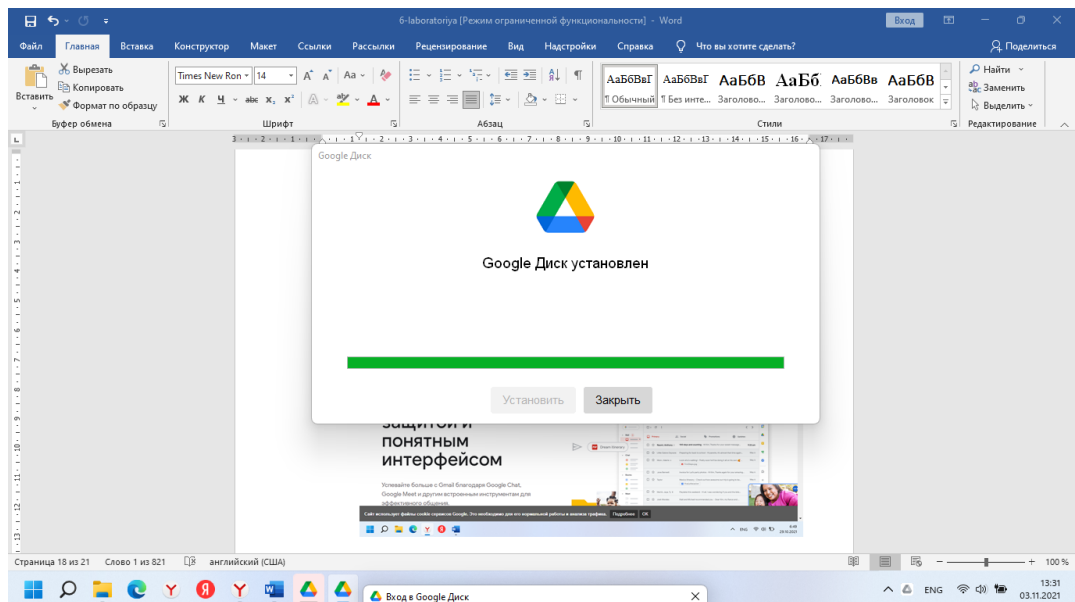


2. Keyin dasturni yuklashni tasdiqlang.

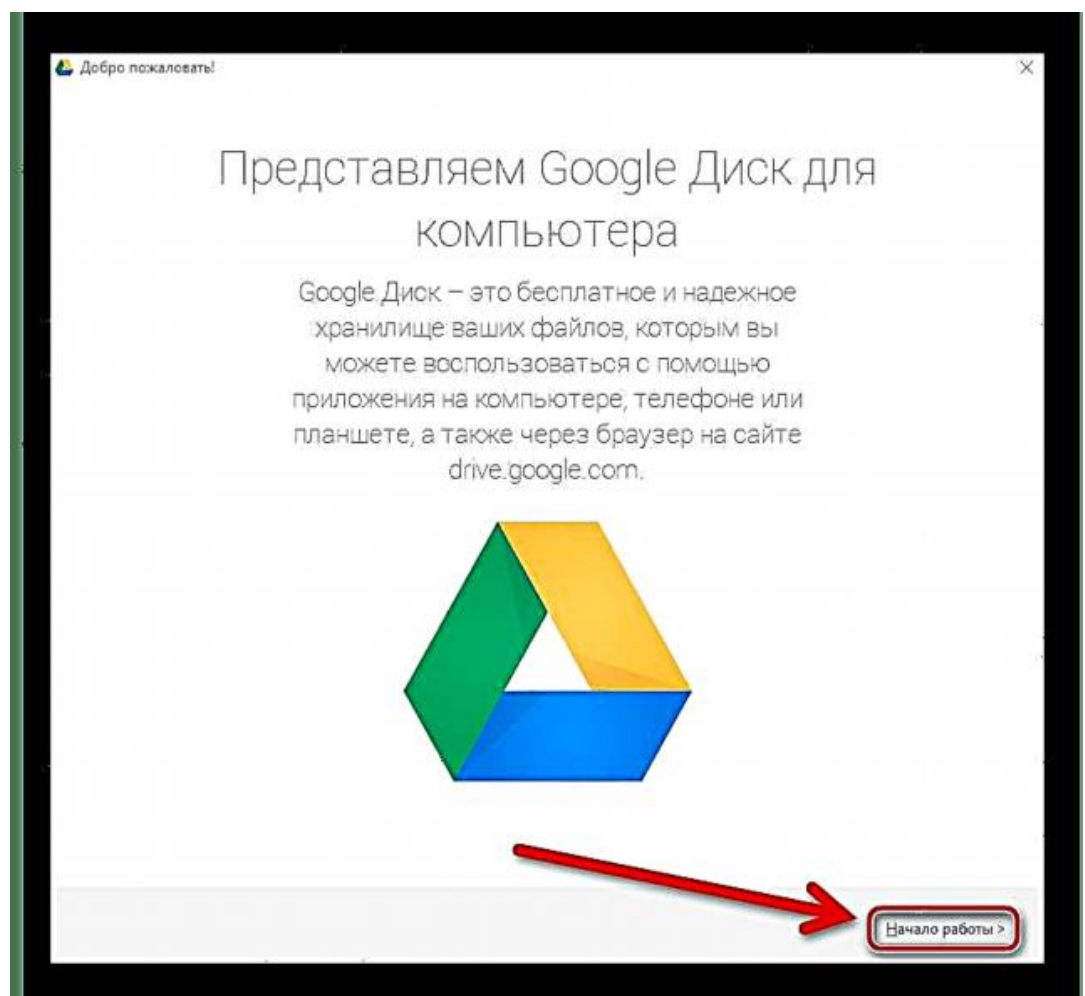


Shundan so'ng, o'rnatish faylini yuklab olish avtomatik ravishda boshlanadi.

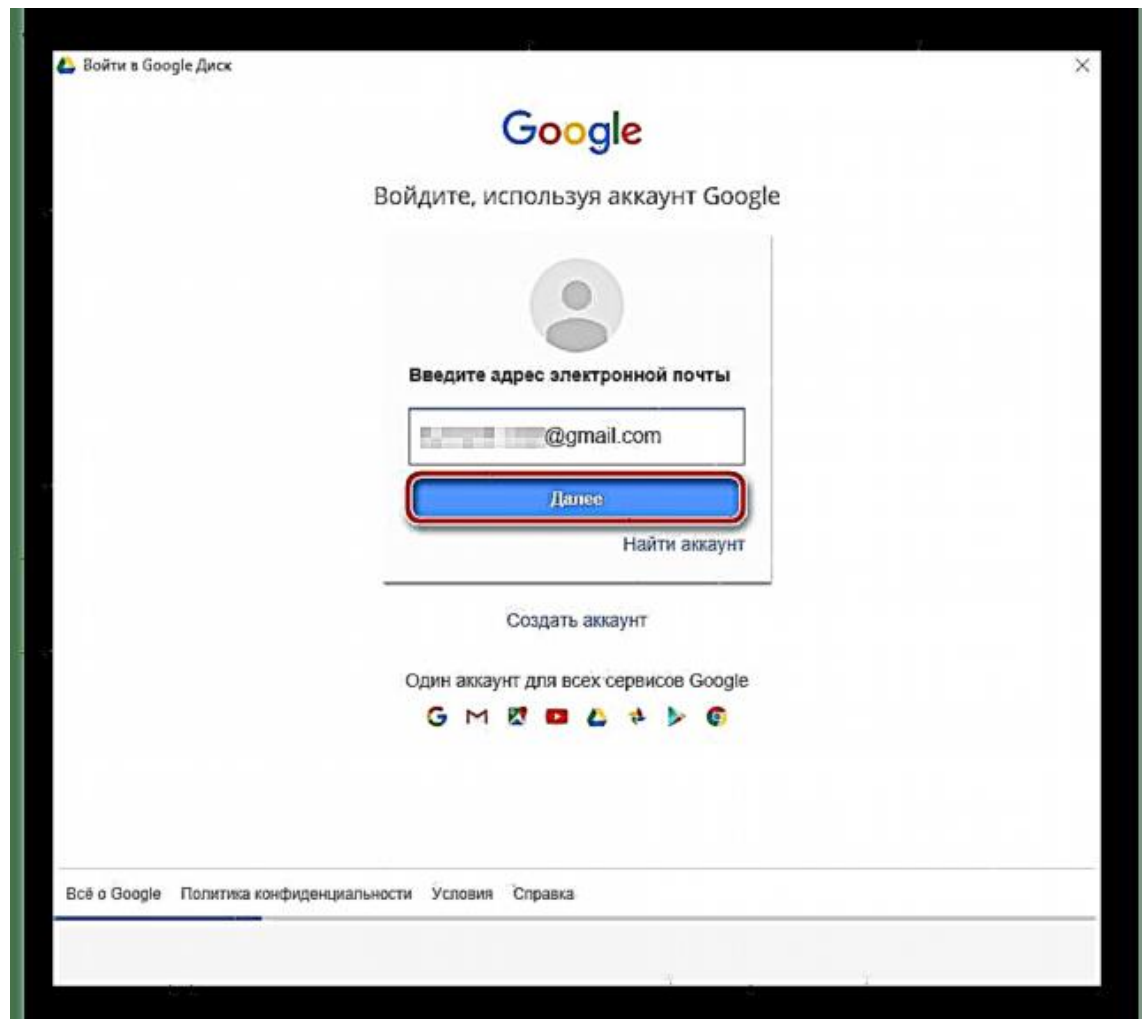
3. O'rnatuvchini yuklab olish oxirida uni ishga tushiring va o'rnatishni tugashini kuting.



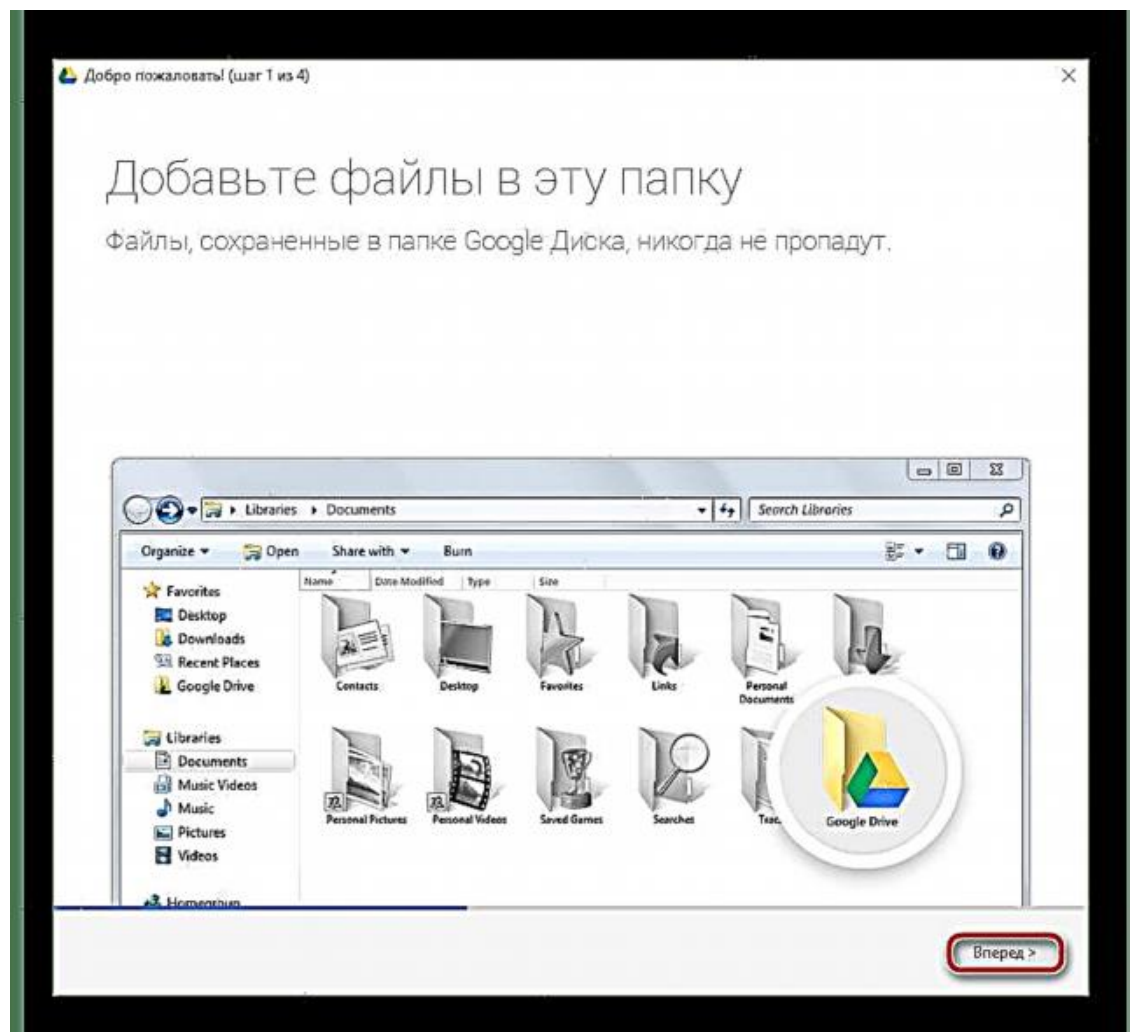
4. Keyin, kutib olish oynasida tugmachani bosibing *"Ishni boshlash"*.



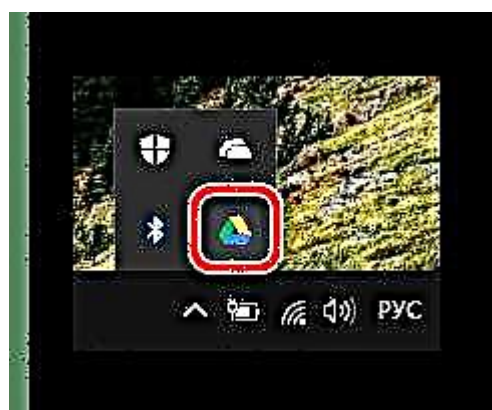
5. Shundan so'ng, biz Google hisobimizdan foydalanib, dasturga kirishimiz kerak.



6. O'rnatish jarayonida siz Google Drive-ning asosiy xususiyatlarini yana bir bor ko'rib chiqishingiz mumkin.

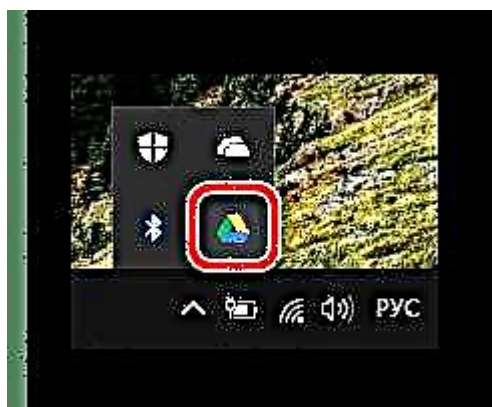


7. Ilovani o'rnatishning oxirgi bosqichida tugmachani bosing *Bajarildi.*

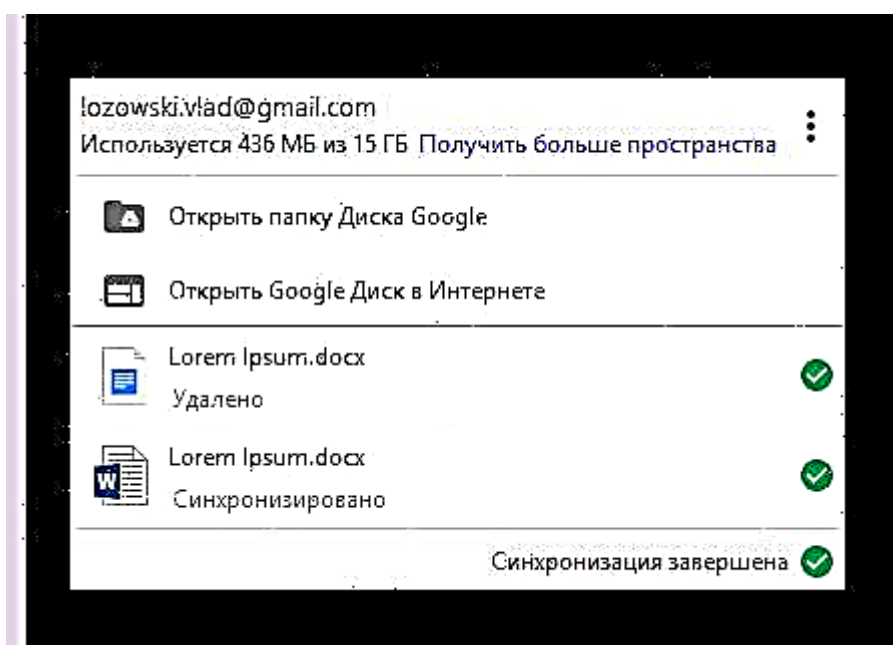


Компьютер uchun Google Drive dasturidan qanday foydalanish

Endi biz fayllarimizni "bulut" bilan sinxronlashtira olamiz, ularni maxsus papkaga joylashtiramiz. Siz unga Windows Explorer-dagi tezkor kirish menyusidan va laganda belgisini ishlatib kirishingiz mumkin.



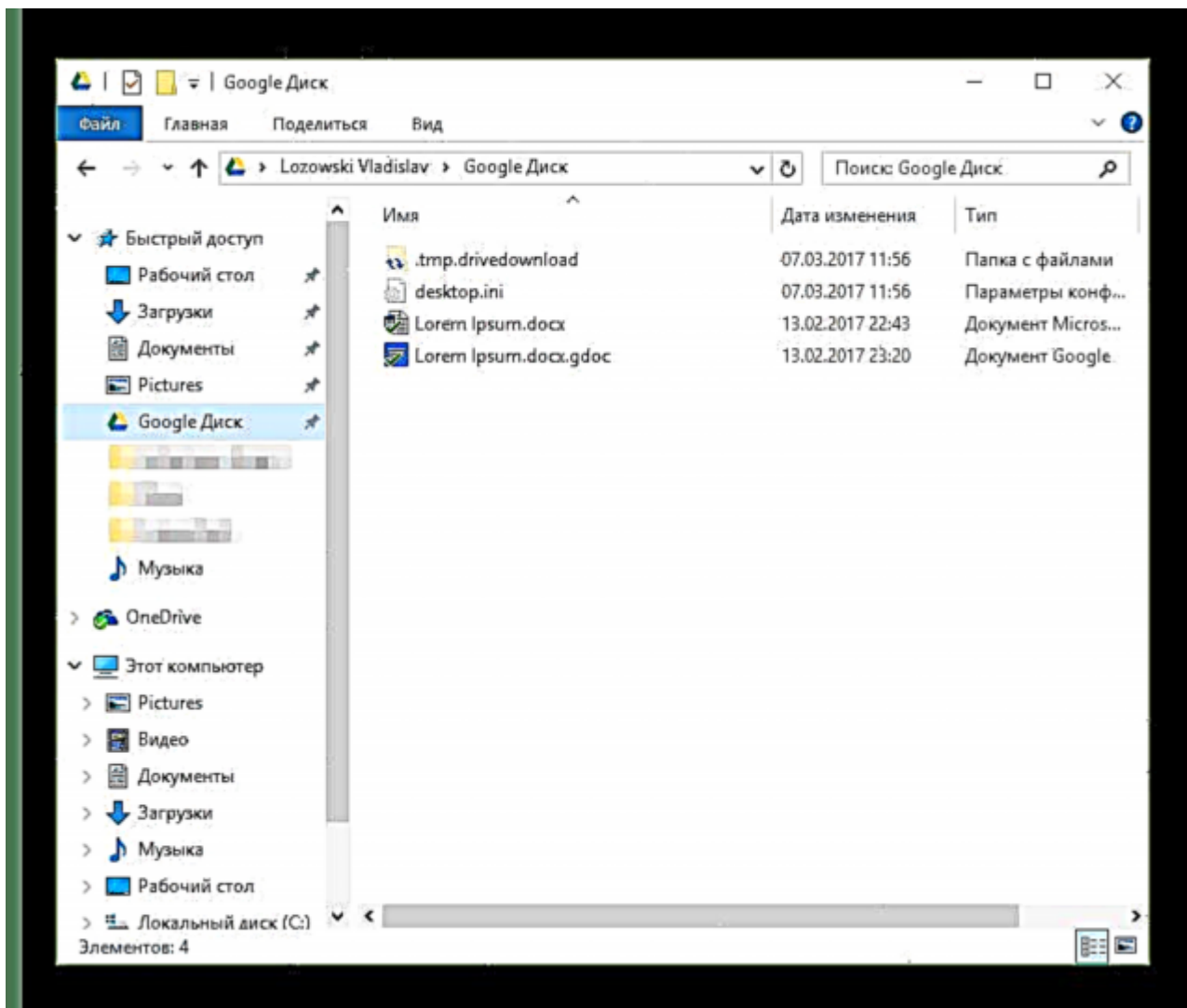
Ushbu belgi sizning kompyuteringizdagi Google Drive papkasiga yoki xizmatning veb-versiyasiga tezda kirishingiz mumkin bo'lgan oynani ochadi.



Bu yerda siz yaqinda bulutda ochilgan hujjatlarning biriga o'tishingiz mumkin.

*Bizning veb-saytimizda o'qing: **Google-hujjatni qanday yaratish.***

Aslida, hozirdan boshlab faylni bulutli saqlashga yuklashingiz kerak bo'lgan narsa uni papkaga joylashtiradi *Google Drive* kompyuteringizda.



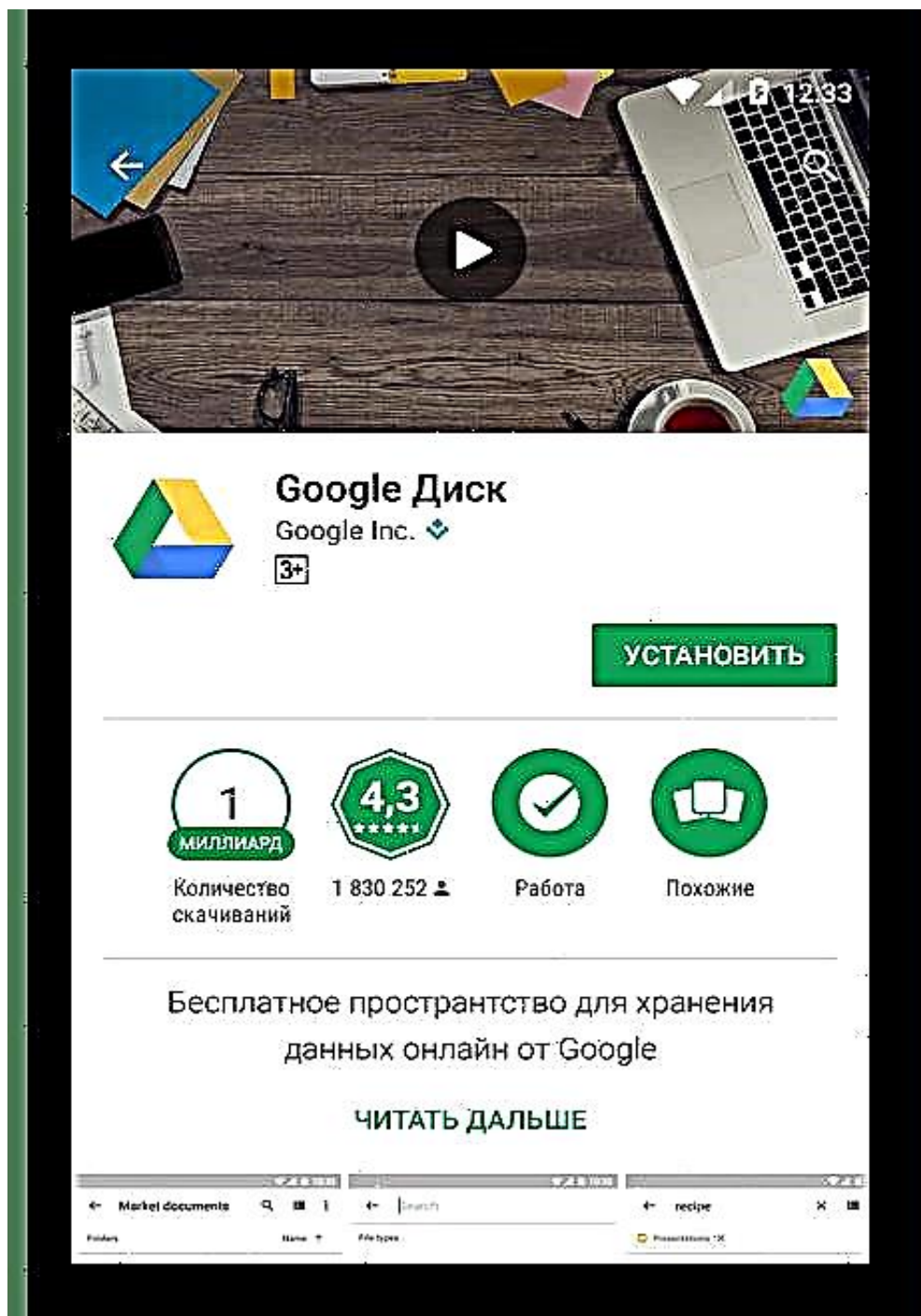
Siz shuningdek ushbu katalogdagi hujjatlar bilan muammosiz ishlashingiz mumkin. Faylni tahrirlash tugallangandan so'ng yangilangan versiya avtomatik ravishda "bulut" ga yuklanadi.

Biz Windows kompyuterining misolidan foydalanib, Google Drive-ni o'rnatishni ko'rib chiqdik. Yuqorida aytib o'tilganidek, MacOS bilan ishlaydigan qurilmalar uchun dasturning versiyasi mavjud. Apple operatsion tizimida Drive bilan ishlash printsipi yuqorida aytilganlarga mutlaqo o'xshash.

Android uchun Google Drive

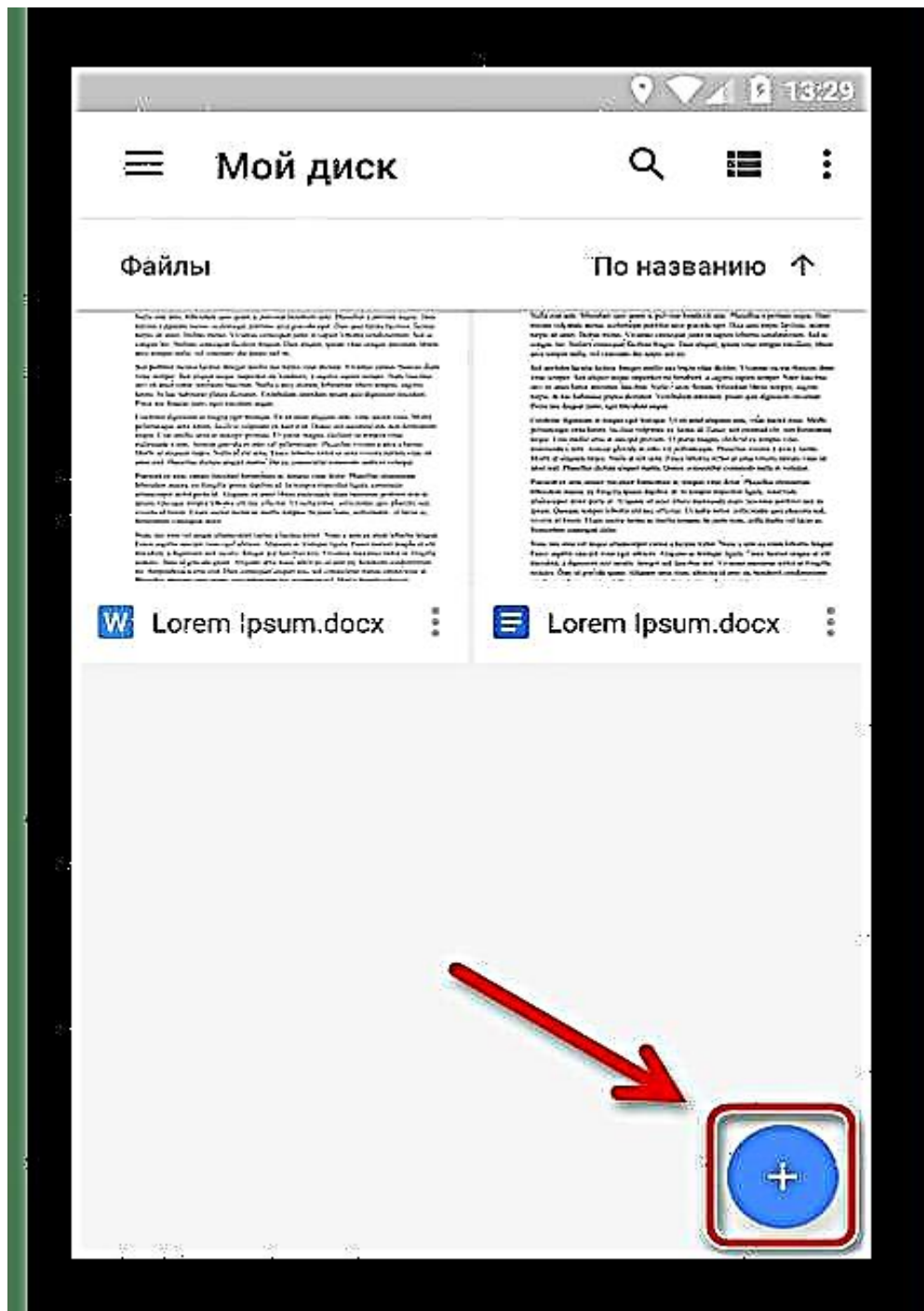
Google bulutli xotirasi bilan fayllarni sinxronlashtirish uchun dasturning ish stoli versiyasiga qo'shimcha ravishda, albatta, mobil qurilmalar uchun mos keladigan dastur mavjud.

Siz Google Drive-ni smartfon yoki planshetingizga yuklab olishingiz va o'rnatishingiz mumkin **dastur sahifalari** Google Play-da.

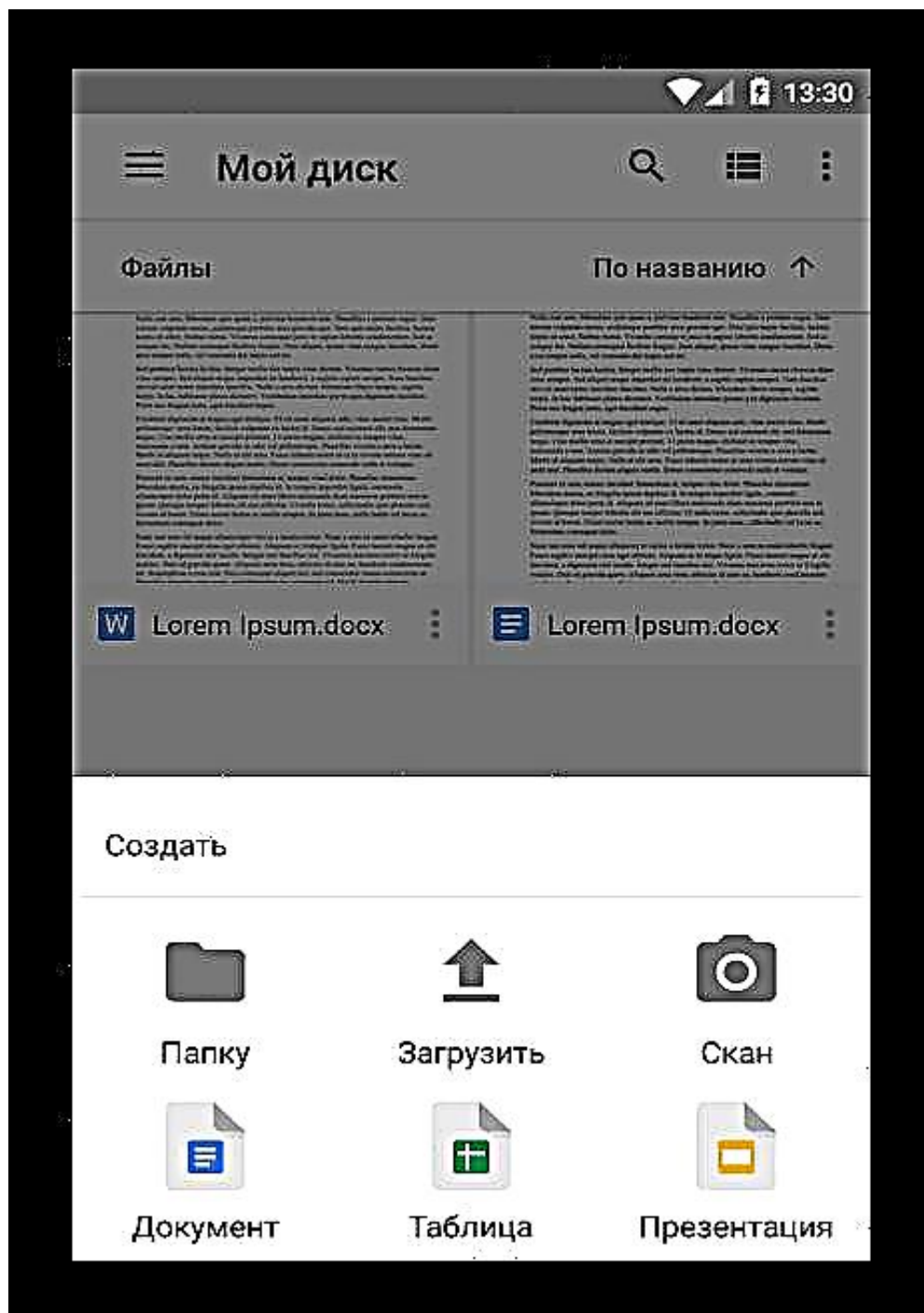


Shaxsiy kompyuter dasturidan farqli o'laroq, Google-ning mobil versiyasi sizga bulutli saqlashning Internetga asoslangan interfeysi kabi hamma narsani qilishga imkon beradi. Va umuman, dizayn juda o'xshash.

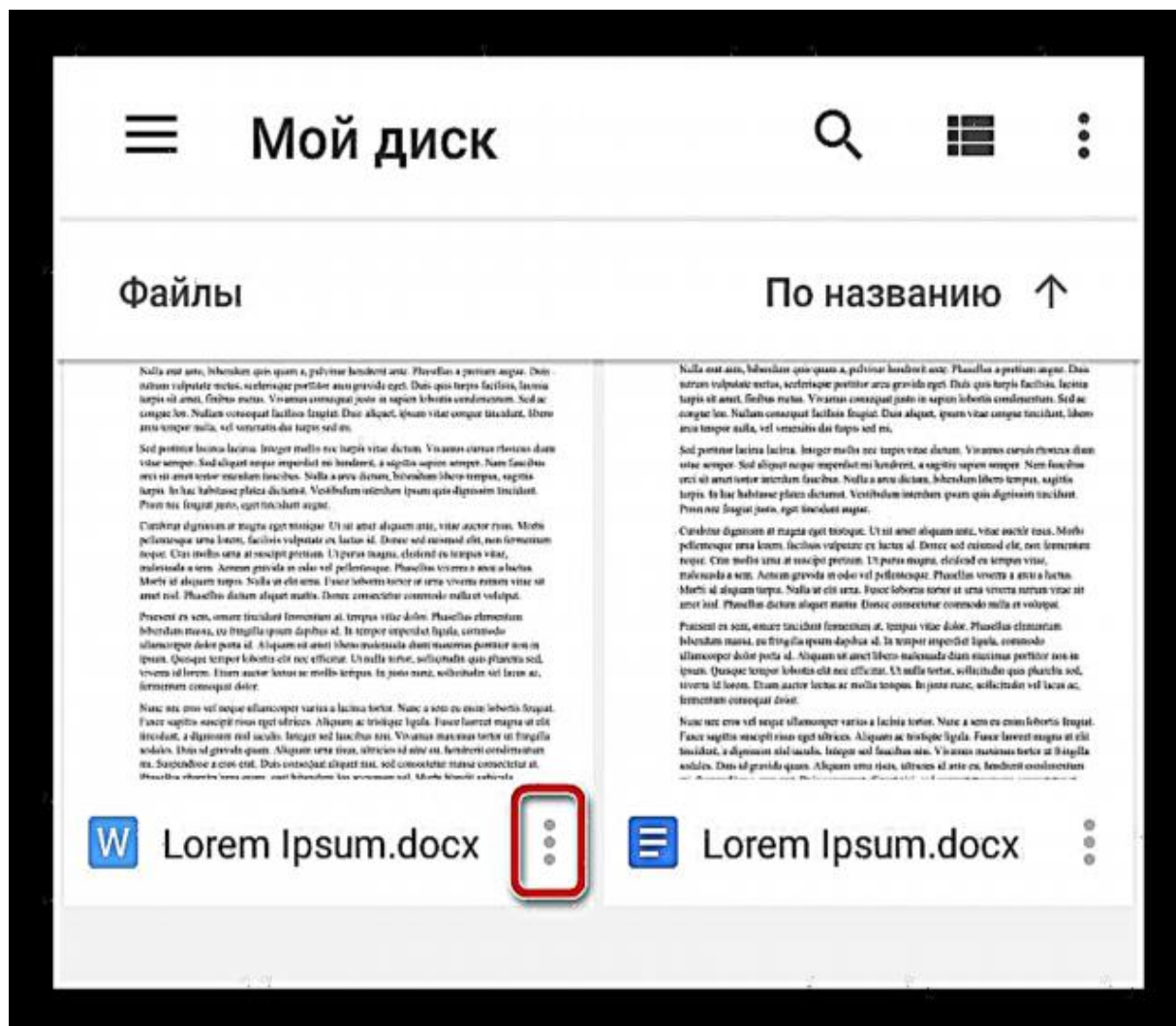
Tugmadan foydalanib, bulutga fayl (lar) ni qo'shishingiz mumkin +.



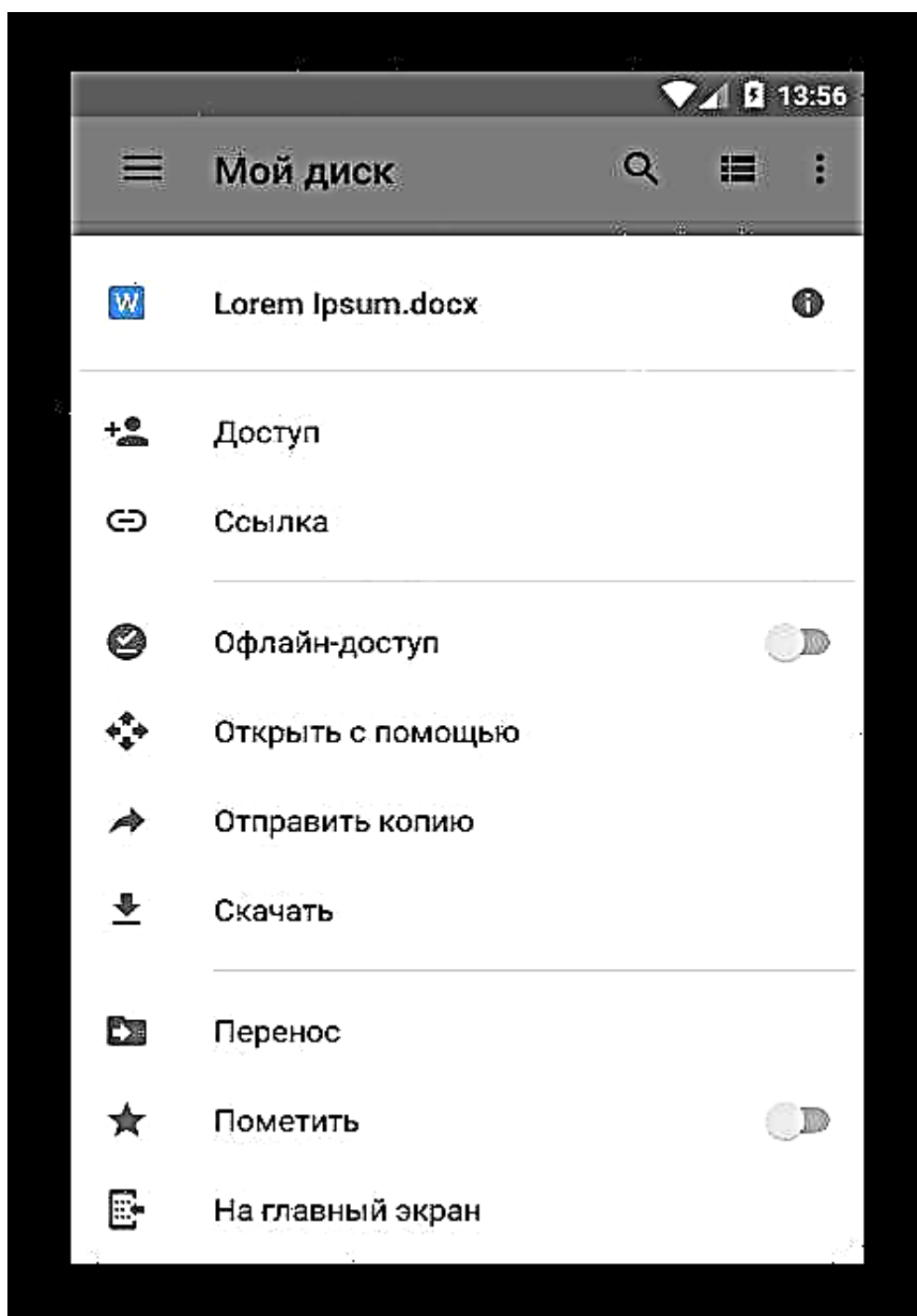
Bu yerda ochilgan menyuda papka, skanerlash, matnli hujjat, jadval, taqdimot yoki faylni qurilmadan yuklab olish uchun imkoniyatlar mavjud.



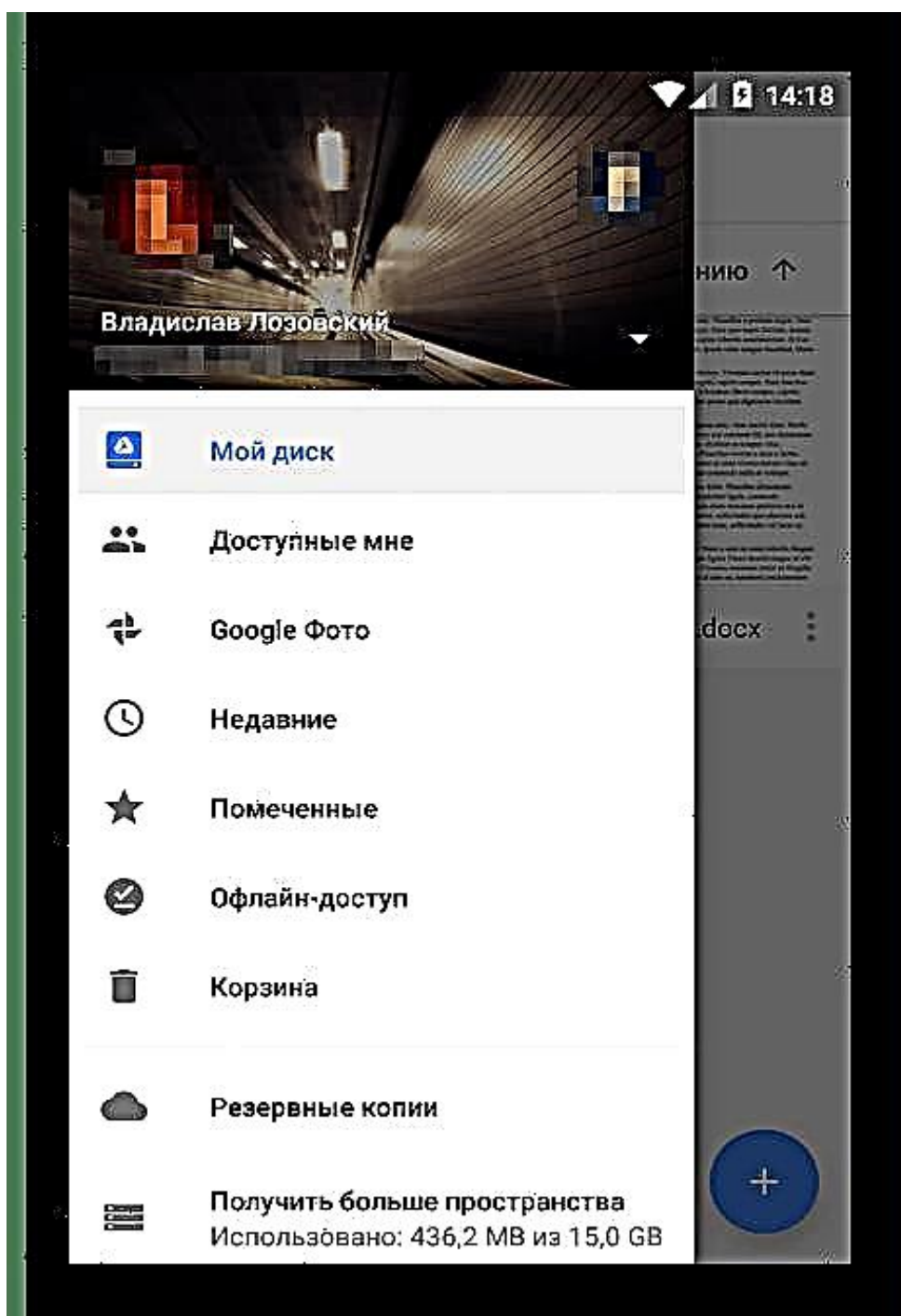
Fayl menyusi kerakli hujjat nomiga yaqin vertikal ellips tasviri bilan belgini bosish orqali chaqirilishi mumkin.



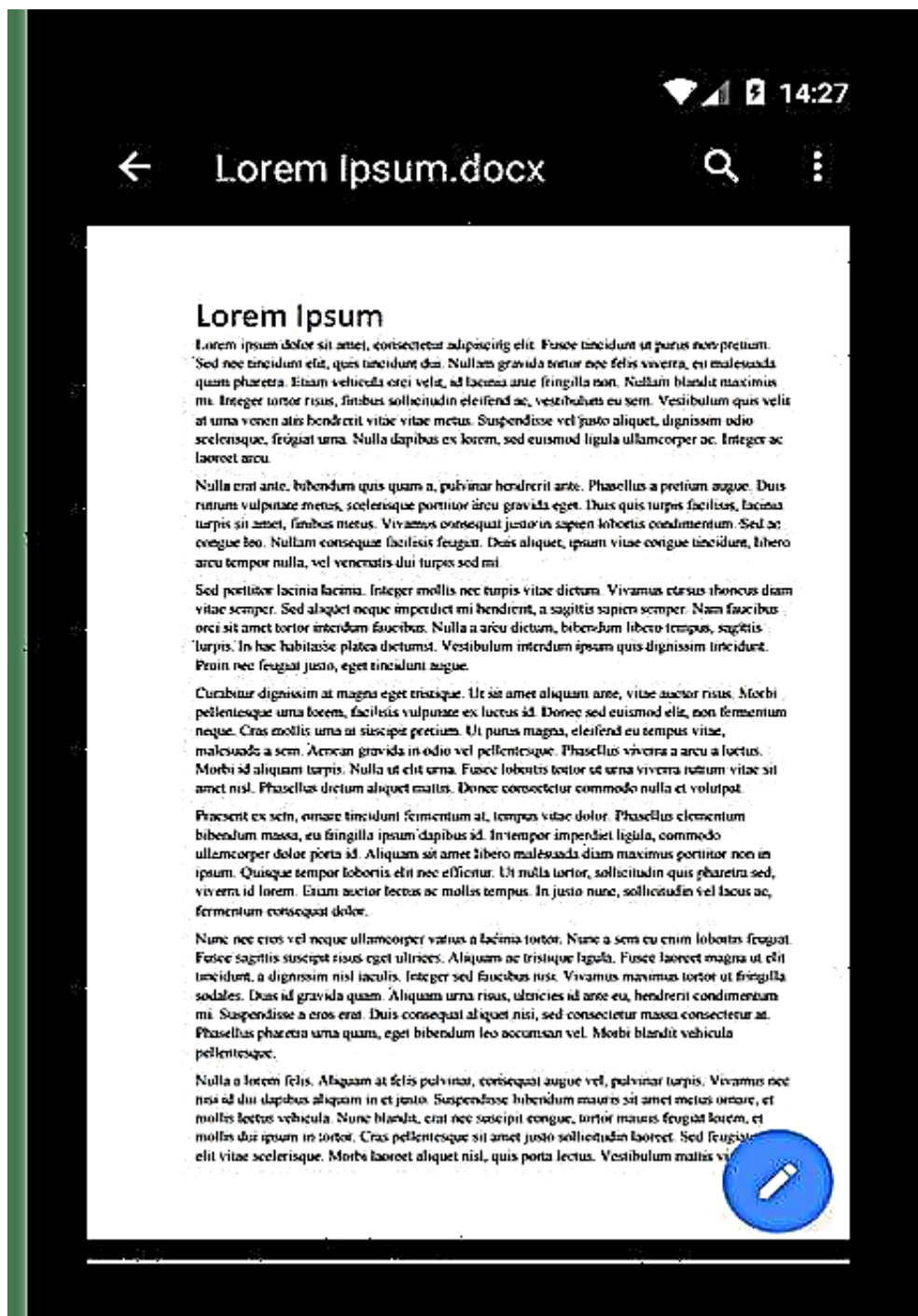
Bu yerda keng funksiyalar mavjud: faylni boshqa katalogga saqlashdan uni qurilma xotirasida saqlashgacha.



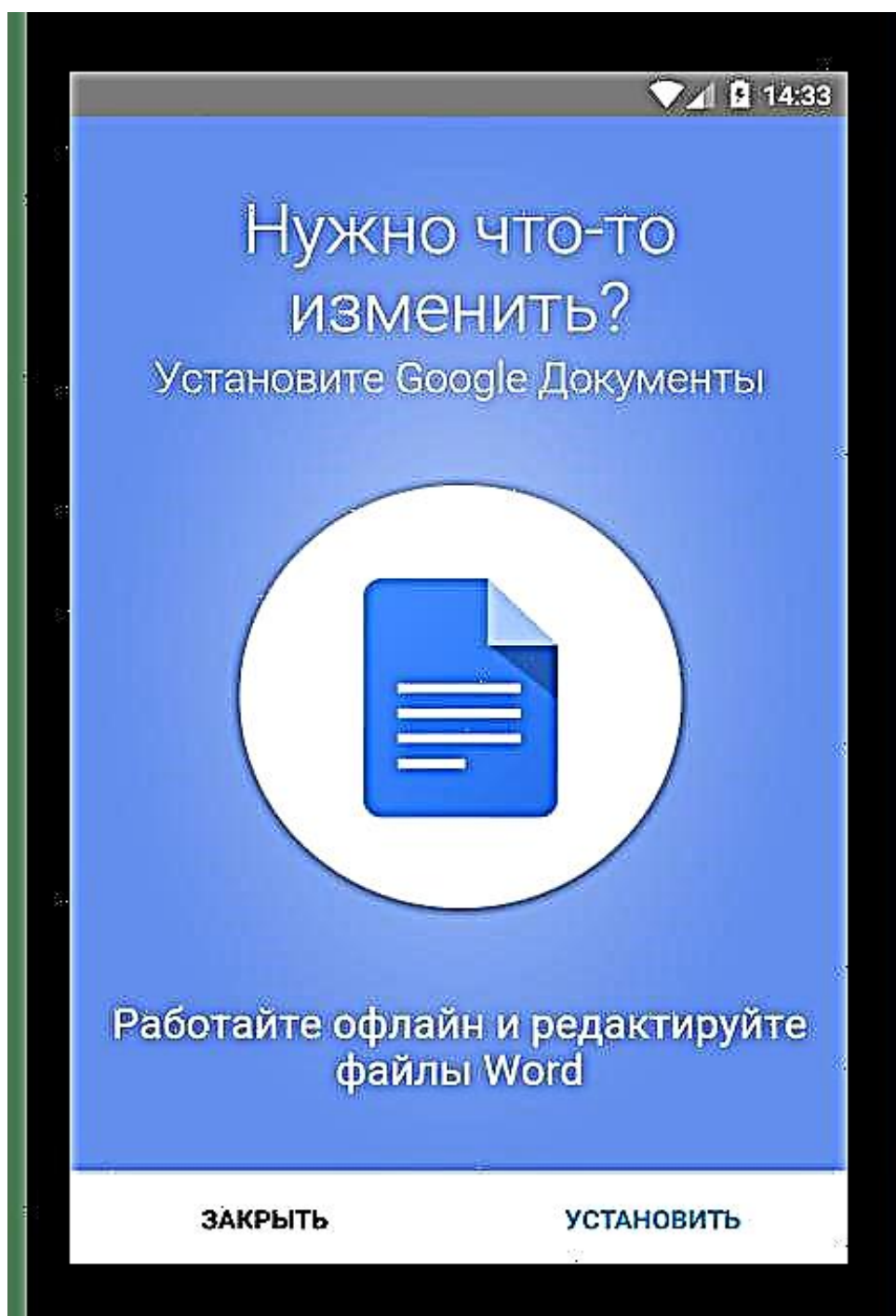
Yon menyuda siz Google Rasmlar xizmatidagi rasmlar to'plamiga, boshqa foydalanuvchilar va boshqa fayl toifalari tomonidan mavjud hujjatlar to'plamiga o'tishingiz mumkin.



Hujjatlar bilan ishlashga kelsak, odatdagidek ularni ko'rish imkoniyati mavjud.



Agar biror narsani tahrirlash kerak bo'lsa, sizga Google paketidan tegishli echim kerak bo'ladi: Hujjatlar, jadvallar va taqdimotlar. Agar kerak bo'lsa, fayl yuklab olinishi va uchinchi tomon dasturida ochilishi mumkin.



Umuman olganda, Drive mobil ilovasi bilan ishlash qulay va juda sodda. Xo'sh, dasturning iOS versiyasi haqida alohida gapirish endi mantiqiy emas - uning funktsionalligi bir xil.

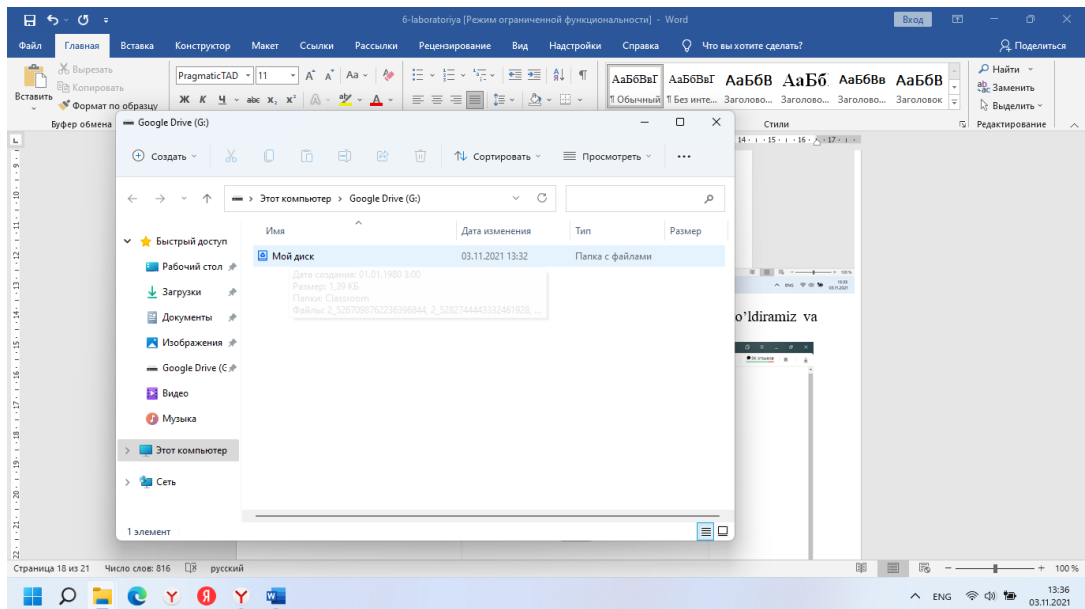
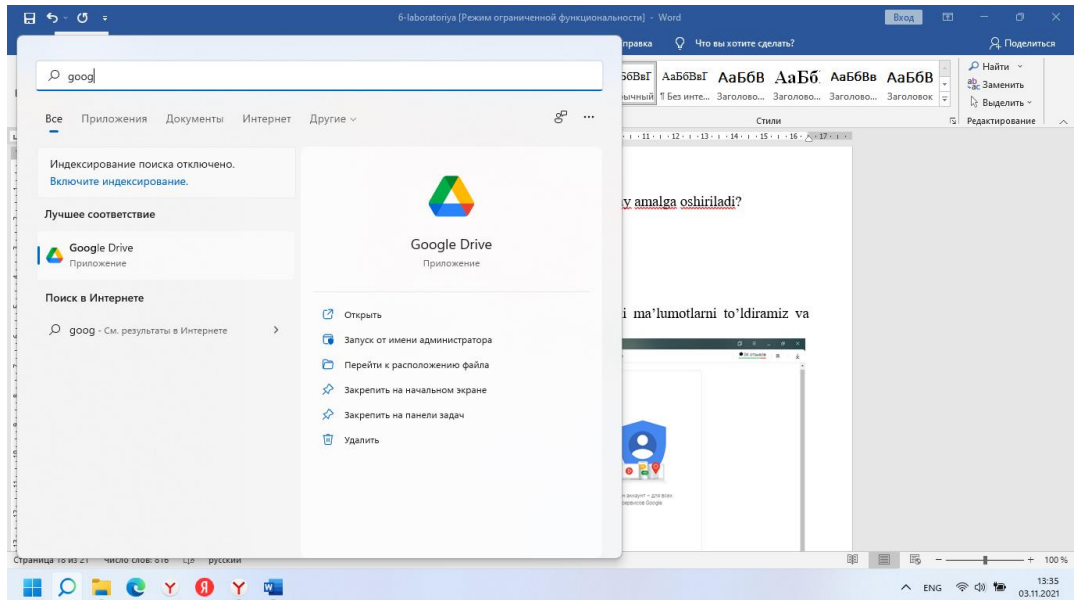
Kompyuter va mobil qurilmalar uchun ilovalar, shuningdek Google Drive veb-versiyasi hujjatlar bilan ishlash va ularni uzoqdan saqlash uchun butun ekotizimni anglatadi. Uning ishlatilishi to'liq ofis ofis paketini almashtirishga qodir.

6-Laboratoriya ishi topshirig'i:

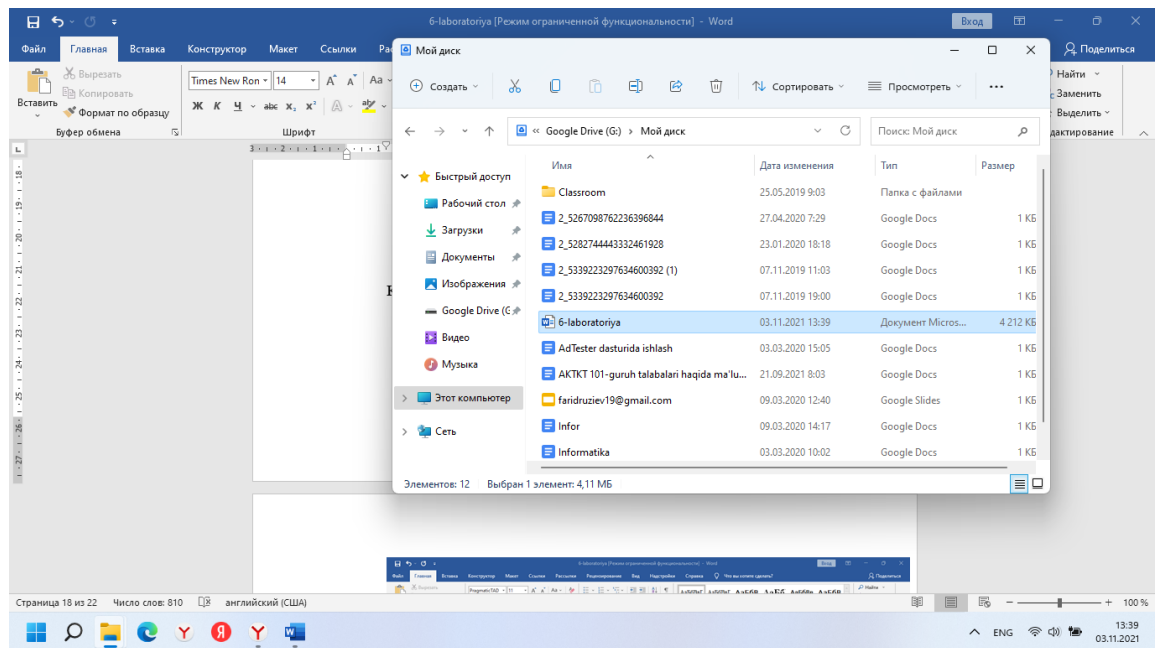
Google driveda ma'lumotlarni yuklash qanday amalga oshiriladi?

Laboratoriya ishini bajarish tartibi:

Dastlab google drive dasturiga kiramiz:



Kerakli fayli google diskka joylashtirmiz:



Xulosa:

Laboratoriya ishi topshirig'i:

Har bir talaba o'z ism-familyasi asosida gmail.com sayti google drive da 6-laboratoriya ishini yuklashlari talab etiladi.