

QUESTION 7

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.

Sol:

The screenshot shows the Google Drive interface. The user is in the 'Unit 3 Practical Works' folder. Inside, there are three subfolders: 'Assignments', 'Images', and 'Notes'. All three were created on November 29 and are owned by the user ('me'). The interface includes standard Google Drive navigation and sharing controls.

The screenshot shows the Google Drive interface with the sharing dialog open for the 'Unit 3 Practical Works' folder. The dialog allows selecting a recipient (firdaus.jahan@rungta.org) and setting their role to 'Viewer'. A message box contains the text: 'Please find the attached Unit 3 Practical Works in this mail'. The 'Send' button is visible at the bottom right of the dialog.