

Practical 8

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

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

Google Drive - SearchHome - Google DriveHome - Google Drive

https://drive.google.com/drive/u/1/home

Settings and more (Alt+F)

Drive

+ New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage

5.35 GB of 15 GB used

Get more storage

Search in Drive

Welcome to Drive

Suggested files

NALS MCQ

You opened • Dec 19

me

NALS

Sehte sehte

You opened • Nov 23

me

My Drive

eac84882-bb12-4d69-9c78-b9e759e09017

You opened • Sep 10

me

My Drive

4ab170ab_ticket.pdf

You created • Nov 12

me

My Drive

Ek talab

You opened • Nov 23

me

My Drive

Zoor (poem)

You opened • Nov 23

me

My Drive

Untitled document

You modified • Oct 17, 2024

me

My Drive

final list submitted

You opened • Nov 17

Piyush Barnwal

Shared wi...

b903ebc03fa24c98b8574c74c5e6e6c4_copy.pdf

You modified • May 13

me

My Drive

View more

19°C

Mostly clear

Search

ENG IN

10:16 PM

12/23/2025