

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 - Search | Home - Google Drive | Home - Google Drive | +

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

Drive

Search in Drive

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

Welcome to Drive

Suggested files

File	Last Action	Owner	Location	More
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

https://accounts.google.com/SignOutOptions?hl=en&continue=https://drive.google.com/drive/u/1/%3Fogss%3D1%26pli%3D1&service=write&ec=GBRAMQ

19°C Mostly clear

Search

ENG IN 10:16 PM 12/23/2025

