

Practical 7: Using Google Drive / OneDrive

Aim

To upload and organize files in cloud storage.

Objectives

- To manage files online
- To share files

Materials Required

- Google Drive / OneDrive

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:-

The screenshot shows the Google Drive interface. On the left, there's a sidebar with navigation links: Home, My Drive (which is selected and highlighted in blue), Computers, Shared with me, Recent, Starred, Spam, Bin, and Storage (71% full). The main area is titled 'My Drive' and shows a list of files. The columns are Name, Owner, Date modified, File size, and a Sort button. The files listed are:

Name	Owner	Date modified	File size
Unit 3 practical work	me	8 Dec me	—
.jpg	me	1 Nov me	522 KB
BRCCO_2025_30150363.pdf	me	10 Dec me	133 KB
C download.pdf	me	22 Sept me	1.5 MB
cde notes.pdf	me	13 Oct me	14.3 MB
certificate.png	me	26 Sept me	387 KB
chhath puja photo.pdf	me	28 Oct me	32.7 MB

This screenshot shows the contents of a folder named 'Unit 3 practical work'. The sidebar is identical to the first screenshot. The main area shows a list of three sub-folders: Assignment, Images, and Notes. The columns are Name, Owner, Date modified, File size, and a Sort button.

Name	Owner	Date modified	File size
Assignment	me	8 Dec me	—
Images	me	8 Dec me	—
Notes	me	8 Dec me	—