

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:-

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drive.google.com/drive/u/0/my-drive

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Drive

Search in Drive

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Home

My Drive

Computers

Shared with me

Recent

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Spam

Bin

Storage (71% full)

10.72 GB of 15 GB used

Get more storage

My Drive

Type People Modified Source

Name	Owner	Date modified	File size	Sort
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	⋮
cdc 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	⋮

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drive.google.com/drive/u/0/folders/136MEuyY_OCSHmYVNPJ_YbYyeTrVAJpF

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Storage (71% full)

10.72 GB of 15 GB used

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My Drive > Unit 3 practical work

Type People Modified Source

Name	Owner	Date modified	File size	Sort
Assignment	me	8 Dec me	—	⋮
Images	me	8 Dec me	—	👤 ⬇️ 📄 ☆ ⋮
Notes	me	8 Dec me	—	⋮

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