

## **Practical 7: Using Google Drive / OneDrive**

### **Aim**

To upload and organize files in cloud storage.

### **Objectives**

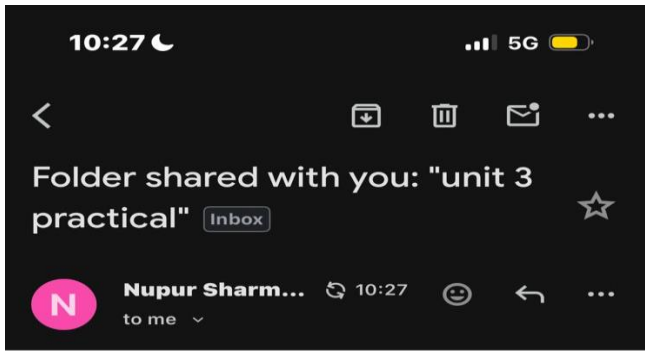
- To manage files online
- To share files securely

### **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.



Nupur Sharma shared a folder

**N** Nupur Sharma  
(nupur.sharma@runga.org) has invited you to **view** the following shared folder:

unit 3 practical

Open

Does this item look suspicious?  
[Block sender](#)

