

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.

Output-

Search in Drive

My Drive > UNIT-03 (practical work)

✓

Type

People

Modified

Source

Name <div></div>	Owner	Date modified	File size	Sort
<div></div> ASSIGNMENT	<div></div> me	Dec 8 me	—	
<div></div> IMAGE'S	<div></div> me	Dec 8 me	—	
<div></div> NOTES	<div></div> me	Dec 8 me	—	

UNIT-03 (practical work) X

DetailsActivity

Today

You uploaded 2 items
12:05 PM Dec 27

ASSIGNMENT

Web Dev.pdf

PROG WITH C....

This month

You shared 10 items
9:29 AM Dec 8

LECTURE 8.docx

Unit3_Lect4_conte...

NALS_PRACTICAL ...

Unit3_Lect6_conte...

UNIT - 3 (Assignme...

Uint3_Lect7_conte...

Show all

naman.kumar@runhta.org
Viewer

You shared 10 items
9:27 AM Dec 8

Unit3_Lect4_conte...