

## 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-

The screenshot shows a Google Drive interface. At the top, there's a search bar with "Search in Drive" and a "My Drive" button. Below the search bar are filter options: "Type", "People", "Modified", and "Source". The main area displays a list of files in the "UNIT-03 (practical work)" folder. The columns are "Name", "Owner", "Date modified", "File size", and "Sort". The files listed are:

Name	Owner	Date modified	File size	Sort
ASSIGNMENT	P me	Dec 8 me	—	⋮
IMAGE'S	P me	Dec 8 me	—	⋮
NOTES	P me	Dec 8 me	—	⋮

To the right of the file list, there's a sidebar titled "Activity". It shows "Today" and "This month" sections. The "Today" section shows a message from "P" about uploading two items: "ASSIGNMENT" (Web Dev.pdf) and "PROG WITH C...." (PROG WITH C....). The "This month" section shows a message from "P" about sharing ten items: "LECTURE 8.docx", "Unit3\_Lect4\_conte...", "NALS\_PRACTICAL...", "Unit3\_Lect6\_conte...", "UNIT - 3 (Assignme...", and "Unit3\_Lect7\_conte...". There are also messages from "naman.kumar@rungta.org" and "P" about sharing "Unit3\_Lect4\_conte...".