

QUESTION 7

Using Google Drive or OneDrive:

1. Create a new folder named “Unit 3 Practical Work”.
2. Upload 3 different files (PDF, image, document).
3. Organize them in subfolders: Notes, Images, Assignments.
4. Share the main folder with your teacher with View Only permission.

Sol:

The screenshot shows the Google Drive interface. The user is in the 'Unit 3 Practical Works' folder. Inside, there are three subfolders: 'Assignments', 'Images', and 'Notes'. All three subfolders were created in step 3. The 'Assignments' folder was shared in step 4. The sidebar on the left shows other sections like Home, My Drive, and Shared with me. A notification at the bottom left says 'Get Drive for desktop'.

The screenshot shows the Google Drive interface with the 'Assignments' folder selected. A sharing dialog box is open, showing the email 'firdaus.jahan@rungta.org' with 'Editor' access selected. The 'Notify people' checkbox is checked, and a message box contains the text: 'Please find the attached Unit 3 Practical Works in this mail'. At the bottom of the dialog are 'Cancel' and 'Send' buttons.