

## 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.



My Drive > SATYAMSINGH					
Name	Owner	Date modified	File size	Sort	
DOC-20251012-WA0006..pdf	me	21 Nov me	876 KB		
SATYAM (1).docx	me	30 Nov me	3.6 MB		
satyam pic.jpeg	me	29 Nov me	42 KB		