

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 mobile application interface. At the top, there are two tabs: 'Practical Work' on the left and 'Notes' on the right. Both tabs have search icons and three-dot menus. Below these tabs, the screen is divided into two main sections. The left section, under 'Practical Work', contains a folder icon labeled 'Assignments' and another folder icon labeled 'Images'. The right section, under 'Notes', contains four document icons labeled 'LECTURE 1.docx', 'LECTURE 2.docx', 'LECTURE 3.docx', and 'LECTURE 4.docx'. Each document icon includes a small blue 'W' icon and a three-dot menu.

The screenshot shows a mobile application interface. At the top, there is a back arrow, the word 'Assignments', and a magnifying glass search icon. Below this, the word 'Name' with an upward arrow indicates sorting. The main area displays two assignment items. The first item, 'UNIT - 3 ASSIGNMENT QUESTIONS', shows a preview of a document with a list of questions and a 'UNIT 3' label. The second item, 'UNIT 1 & 2 ASSIGNMENT QUESTIONS', shows a preview of a document with a list of questions and a 'UNIT 1 & 2' label. Each assignment item has a blue 'W' icon and a three-dot menu.