

## *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

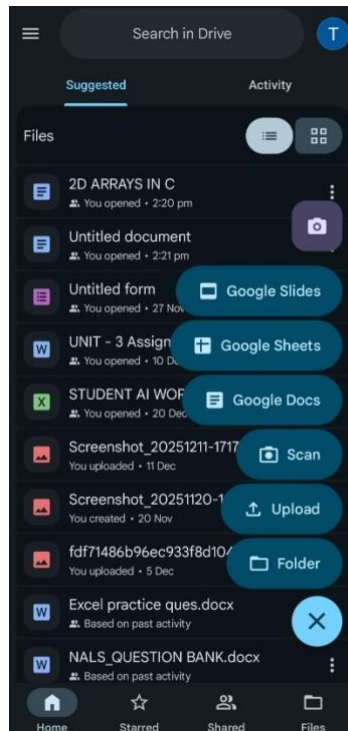
- Google Drive / OneDrive account

#### 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.

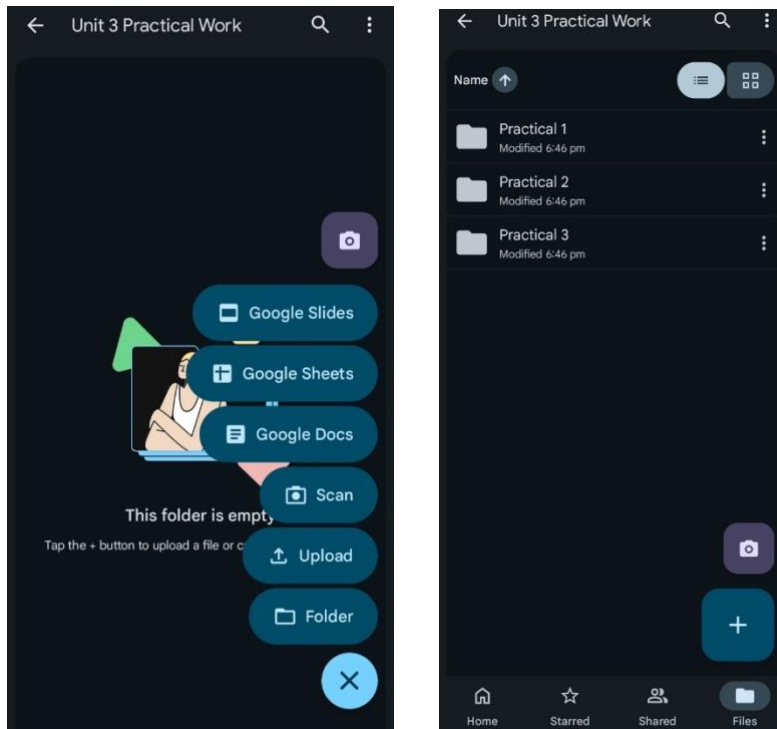


## 2. Upload documents

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.

