☁ What is Cloud Storage?

Cloud storage is a technology that allows you to **store data (files, documents, photos, videos, etc.) on remote servers** that are **accessed through the internet**, instead of saving them on your local computer or external drive.

These servers are maintained by **cloud service providers** (like Google, Amazon, or Microsoft), who manage the hardware, security, and availability of your data.

When you upload a file to a cloud storage service (like **Google Drive**, **Dropbox**, or **OneDrive**), it gets stored on their remote data centers. You can then **access, share, or edit** that file anytime and from anywhere — using your computer, phone, or tablet.

🐾 Key Features of Cloud Storage

Feature	Description
Remote Access	Access your files from anywhere with an internet connection
Data Backup	Protects against data loss if your device crashes or is stolen
File Sharing	Easily share files or collaborate with others
Scalability	You can increase storage as your needs grow
Synchronization	Files update automatically across all devices
Security	Data is encrypted to prevent unauthorized access

🏢 Examples of Cloud Storage Providers

Service	Provider	Free Storage
Google Drive	Google	15 GB
Dropbox	Dropbox Inc.	2 GB
OneDrive	Microsoft	5 GB
iCloud	Apple	5 GB
Amazon Drive	Amazon	5 GB

🔐 Benefits of Cloud Storage

- No need for physical storage devices (like USB drives)
- Data is automatically backed up
- Enables teamwork and remote collaboration
- Accessible 24/7 globally
- Cost-effective (you pay only for what you use)

Google Drive

Google Drive is a **cloud storage service** developed by Google that lets you **store, access, and share files online** securely. It allows users to keep their documents, photos, videos, and other files in one place and access them from any device connected to the internet (computer, tablet, or smartphone).

🫧 What is Google Drive Used For?

Google Drive is mainly used to:

- Store files safely in the cloud
- Share files and folders with others
- Collaborate in real time on documents, spreadsheets, and presentations
- Access your files anytime, anywhere

🚀 How to Use Google Drive

1. Accessing Google Drive

- Go to https://drive.google.com
- Sign in with your **Google account** (Gmail ID).
- You'll see a dashboard showing your stored files and folders.

2. Uploading Files and Folders

- Click **"+ New"** → Choose **File upload** or **Folder upload**.
- Select the files from your computer to store them in Drive.

3. Creating New Files

- Click **"+ New"** → Choose from:

    - **Google Docs** (Word-like)
    - **Google Sheets** (Excel-like)
    - **Google Slides** (PowerPoint-like)
    - **Google Forms**, **Drawings**, etc.

4. Sharing Files

- Right-click a file → Select **"Share"**

- Add people's email addresses or create a **shareable link**.

- Choose permission levels:

    - **Viewer** – can only see
    - **Commenter** – can see and comment
    - **Editor** – can edit

5. Organizing Files

- Create **folders** to group related files.
- You can **drag and drop** files into folders.
- Use **color codes** or **stars** to mark important files.

6. Access Anywhere

- Download the **Google Drive app** (Android or iOS) to view or upload files on your phone.
- Install **Google Drive for Desktop** to sync files between your computer and Drive.

☀ Key Features of Google Drive

Feature	Description
Free Storage	15 GB free storage shared across Drive, Gmail, and Google Photos
File Sharing & Collaboration	Share and edit files in real time with multiple users
Version History	View or restore previous versions of files
Offline Access	Edit Docs, Sheets, and Slides without an internet connection
Integration	Works seamlessly with Gmail, Google Meet, and Google Classroom
Security	Files are encrypted during transfer and storage
Search Function	Advanced search with filters by type, owner, and date
Backup & Sync	Automatically back up computer files or phone photos

💡 Tips

- Use **"Priority" view** to quickly access recent or important files.
- Use **Drive shortcuts** (e.g., `Shift + T` to create a new document).
- Upgrade to **Google One** if you need more storage (e.g., 100 GB, 200 GB, etc.).

📁 Google Drive Practical Tasks

Task 1: Create Main Folder

- Create a new folder in Google Drive.
- **Folder Name:** *Your Degree Program Name (Example: BS Computer Science)*

Task 2: Create Semester Subfolders

- Inside your degree program folder, create **subfolders for each semester**. **Example:**
  - Semester 1
  - Semester 2

- Semester 3
- Semester 4
- Semester 5
- Semester 6
- Semester 7
- Semester 8

Task 3: Create Course Folders (for Semester 1)

- Open the **Semester 1** folder.

- Create **separate folders for each course** in the first semester. **Example:**

  - Introduction to Computing
  - English Composition
  - Calculus I
  - Islamic Studies
  - Programming Fundamentals

Task 4: Upload Course Notes

- In any **one course folder**, upload **a course notes file**.

  - Example file: `Lecture1_Notes.pdf` or `Unit1.docx`

Task 5: Upload a Scanned File

- Scan any handwritten notes or assignment using your phone or scanner.

- Upload the scanned file into the **same course folder**.

  - Example file: `Assignment1_Scan.jpg`

Task 6: Create Google Workspace Files

- In the same course folder, create the following files directly in Google Drive:

  1. **Google Docs:** `Course Summary`
  2. **Google Sheets:** `Marks Record`
  3. **Google Slides:** `Presentation Slides`

Task 7: Organize and Share

- Make sure all files and folders are properly named.
- Share the **Semester 1** folder with your teacher using "Viewer" access.

📇 Related Topics

> — *Wikipedia: Cloud Storage (https://en.wikipedia.org/wiki/Cloud_storage)*