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.