

## 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.



Search in Drive



+ New

- Home
- Activity
- Workspaces
- My Drive
- Shared drives
- Shared with me
- Recent
- Starred
- Spam
- Trash
- Storage
- 4.5 MB used

My Drive > Unit 3 practical work



Type People Modified Source

Name	Owner	Date modified	File size	
Assignment	me	Dec 8	—	
Images	me	Dec 8	—	
Notes	me	Dec 8	—	