

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.

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 Drive

New

Home

Activity

Workspaces

My Drive

Shared drives

Shared with me

Recent

Starred

Spam

Trash

Storage

4.5 MB used

Search in Drive

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	—

Unit 3 practical work

Details

Activity

This month

You shared 3 items

9:31AM Dec 8

Time_Speed (1).doc

Time_Speed (1).pdf

IMG-20251206-WA...

harshali.vaishnav@rungta.org

Viewer

You shared 3 items

9:29AM Dec 8

IMG-20251206-WA...

Time_Speed (1).pdf

Time_Speed (1).doc

harshali.vaishnav@rungta.org

Editor