

## 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.

## ~OUTPUT~

The screenshot shows the Google Drive interface. On the left, the navigation bar includes 'New', 'Home', 'Activity', 'Workspaces', 'My Drive' (selected), 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage'. The main area displays 'My Drive > Unit 3 practical work'. The file list shows three items: 'Assignment', 'Images', and 'Notes', all owned by 'me' and modified on Dec 8. The right side shows the 'Activity' feed for the 'Unit 3 practical work' folder. It lists two notifications from 'Om': one at 9:31AM Dec 8 sharing three items (Time\_Speed (1).doc, Time\_Speed (1).pdf, IMG-20251206-WA...) with 'harshali.vaishnav@rungta.org' (Viewer), and another at 9:29AM Dec 8 sharing three items (IMG-20251206-WA..., Time\_Speed (1).pdf, Time\_Speed (1).doc) with 'harshali.vaishnav@rungta.org' (Editor). A 'Details' tab is also visible.

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

Details

Activity

This month

Om You shared 3 items 9:31AM Dec 8

Time\_Speed (1).doc

Time\_Speed (1).pdf

IMG-20251206-WA...

harshali.vaishnav@rungta.org Viewer

Om You shared 3 items 9:29AM Dec 8

IMG-20251206-WA...

Time\_Speed (1).pdf

Time\_Speed (1).doc

harshali.vaishnav@rungta.org Editor