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Cloud Storage Organisation and Sharing

Experiment 12 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To save, organise and share dummy academic files with appropriate permissions.

Principle

Cloud storage provides remote file access and often version history. Sharing permission determines who can view or edit; a convenient link can expose more information than intended if its scope is not checked.

Requirements

- Institution-approved cloud account and dummy files.
- A second approved practice account or instructor for a sharing check.

Procedure

1. Organise

Create a clearly named course/activity folder in the approved storage area.

2. Upload

Upload the correct dummy files and confirm names, formats and completion status.

3. Choose permission

Select the minimum access required, such as named viewers rather than unrestricted editors.

4. Check access

Verify through the approved test recipient that the intended file opens and editing is permitted only when needed.

5. Use history

Locate version history and demonstrate restoration of a disposable practice version where allowed.

6. Close review

Record sharing recipients, revoke unnecessary test access and verify the final version. Do not upload real patient data for the exercise.

Fundamentals of Computer Operations

Observations and Record

Cloud action	Permission / version	Verification
Upload / folder	_____	_____
View or edit sharing	_____	_____
Version / revoked test access	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- A named instructor with view access may be sufficient for a PDF submission. Public edit access would give broader powers than this task requires.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What is the difference between viewing and editing?

Editing permits changes; viewing does not normally permit them.

2. Why test access?

The owner's ability to open a file does not prove the recipient can.

3. What can version history help with?

Reviewing or recovering earlier changes where the platform supports it.

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