

Module 3 - Managing and Sharing Documents Online

Creating and Managing Files on the Cloud

What is it?

Cloud storage platforms like Google Drive, OneDrive, and Dropbox allow you to create and manage your files directly on the internet. This means you don't need to save your files only on your computer or a pen drive. Instead, you can use an internet connection to access your work from any device.

How it works:

- You can create new documents (like essays, notes, or assignments), spreadsheets (for data and calculations), and presentations (for class projects).
- For example, on Google Drive, you can use:
  - Google Docs to write and format text documents (like MS Word),
  - Google Sheets for data work (like MS Excel),
  - Google Slides for presentations (like MS PowerPoint).
- These tools run online in your browser, so you don't need to install any special software.
- All your files are saved automatically while you work. You don't have to press "Save" every few minutes.

Managing your files:

- Just like on your computer, you can create folders to keep your files organized.
- You can rename, move, or delete files anytime.
- You can also search for files quickly by typing a word from the file name or its content.
- Since everything is stored online, your files are safe even if your computer or phone breaks down.

Example:

Let's say you're working on a history project. You can:

- Create a folder called "History Project"
- Inside that, make a document for your report, a spreadsheet for your research data, and a presentation for your final submission.
- You can access all of these from your phone at home, or your school computer the next day—no need to carry a USB.

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Sharing and Collaborating on Documents

What is it?

One of the biggest advantages of cloud storage is the ability to share files with others and work together on the same document at the same time—even from different places.

How it works:

- Instead of copying a file and sending it through email or a pen drive, you can just share a link to the file.
- When you click “Share,” you can choose whether someone:
  - Can only view the file (good for teachers or classmates to just see your work),
  - Can comment (useful for feedback),
  - Or can edit (great for group work where everyone is contributing).

Real-time collaboration:

- Multiple people can edit the same file together, and you can see each other’s changes live.
- You can also chat or leave comments within the document, so everyone stays on the same page.

Why it’s useful:

- Saves time—no need to send multiple versions back and forth.
- Makes teamwork easier—everyone can add their part in one file.
- Great for group assignments, projects, or even peer review of homework.

Example:

Your English teacher gives a group project. You and your two friends:

- Open a shared Google Doc.
- One of you writes the introduction, another adds research, and the third corrects grammar.
- The teacher can also check your progress by viewing the same document online.

Syncing Files Across Devices

What is syncing?

“Syncing” means your files are connected and updated across all your devices. Whether you are using your mobile phone, laptop, or tablet, your files will look the same everywhere.

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**How it works:**

- If you edit a document on your phone, the same version will appear when you open it later on your laptop.
- You don't need to email the file to yourself or transfer it using a USB—it happens automatically in the background.

**Why it's useful:**

- You can start a project at school on the computer and finish it later at home on your phone.
- If you forget your pen drive or laptop, you can still access your files from another device by logging into your cloud account.
- Saves time and effort—you're always working on the latest version.

**Example:**

You write a science lab report on your school computer using OneDrive. Later, you open the same file on your mobile at home, add your conclusion, and it gets saved. The next day, your teacher opens the same synced file from her computer to check your work.



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