Name:

Date:

Google Drive:

Google Drive is used to [_____] the files on cloud

Click on [_____] to create a new Google Doc.

The web address to access Google Drive is [_____]

The [_____] allows you to search for the files in Google Drive

You can create [_____] to organise the related files

Trash folder contains [_____] files

Additional information about the selected file or folder can be viewed by clicking on [_____]

   New | Search bar | deleted

folders | store | Drive.google.com