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PEN. BENDAHARI KANAN
UNIT BAJET

22 MAC 2022
10.00 Pagi



TAJUK :
PENGURUSAN DOKUMEN
MENGGUNAKAN GOOGLE DRIVE





ISI KANDUNGAN :

1) PENGENALAN

2) KEBAIKAN & KEBURUKAN

3) FUNGSI / KONSEP

4) DEMO PENGGUNAAN

5) SESI SOAL JAWAB



Disclaimer

- Berdasarkan pengalaman
- Bukan pakar
- Explore berdasarkan keperluan kerja harian
- Tahap : Beginner

01

PENGENALAN



Kegunaan :

1. Simpan data
2. Kongsi data
3. Backup data



**ISU : FILE CORRUPT / VIRUS / HILANG / TERCICIR /
KAPASITI TERHAD**



UNLIMITED / FREE



PENGGUNAAN : 145 GB



LIMITED / PAID

- 2TB : \$9.99 monthly / Individual

- 3.75GB : Free




UniShare

UTMDigital

LIMITED / FREE

Questions Responses **21** Settings Total points: 2

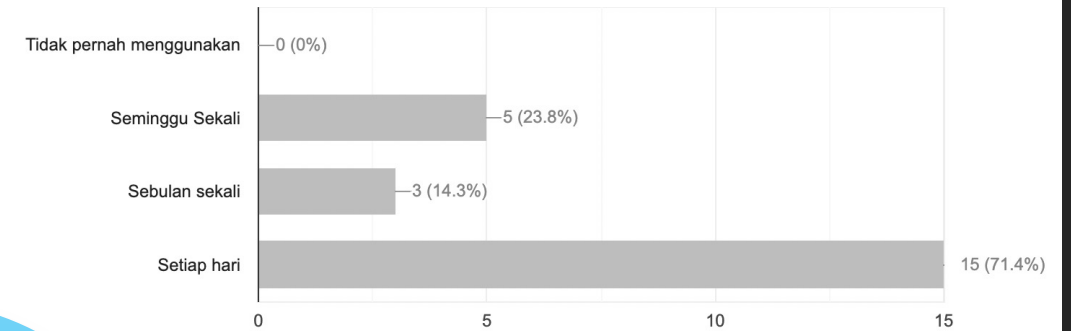


Survey Kaedah Penyimpanan Dokumen

Survey ini bertujuan untuk melihat kaedah/cara Tuan/Puan menyimpan data/fail dan tahap penggunaan google drive

Tahap penggunaan platform maya (Dropbox / Google Drive / One-Drive dll) bagi penyimpanan data/fail

0 / 21 correct responses

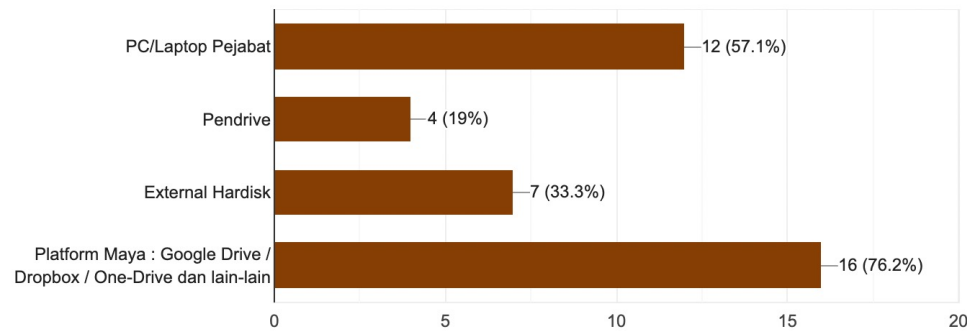


25%

Responden tidak menggunakan platform maya dalam pengurusan dokumen harian

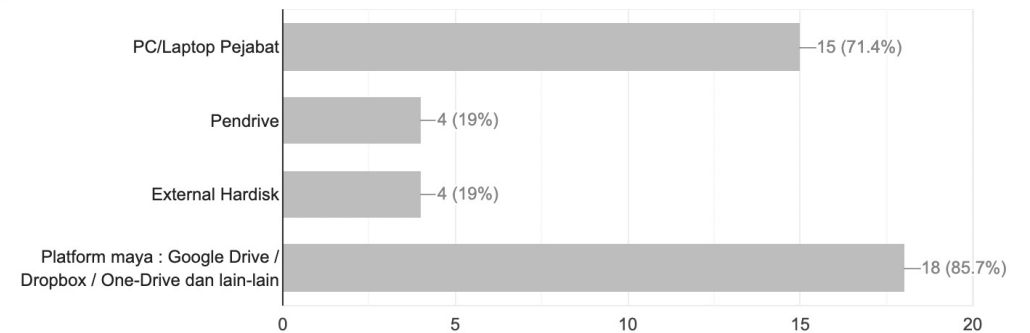
Dimanakan anda backup dokumen/fail kerja?

21 responses



Dimanakan anda simpan fail/dokumen kerja?

21 correct responses



Google



02

KEBAIKAN & KEBURUKAN



ADVANTAGES / KEBAIKAN

Ability to Access Files from Everywhere

1

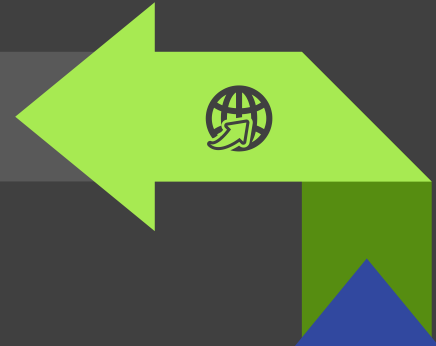


Compatibility with most devices
[IOS, Android, iPad, Mac, PC]

2



4



Free Storage space of up to 15 GB
(For UTM : Unlimited – Free)

3



Easy sharing

Others :

- Secured Files
- Compatibility with Microsoft
- Solid Data Backup (many device)
- Ability to view different file types
- Excellent User interface



Google Drive

UNLIMITED / FREE



OneDrive



Dropbox

LIMITED / PAID

- 2TB : \$9.99 monthly / Individual

- 3.75GB : Free



UniShare

UTMDigital

LIMITED / FREE



DISADVANTAGES / KEBURUKAN

1 Security risk (ie: hackers)

2 Requires Internet connection

3 Downloading and uploading speed
(millions of people using the platform simultaneously)

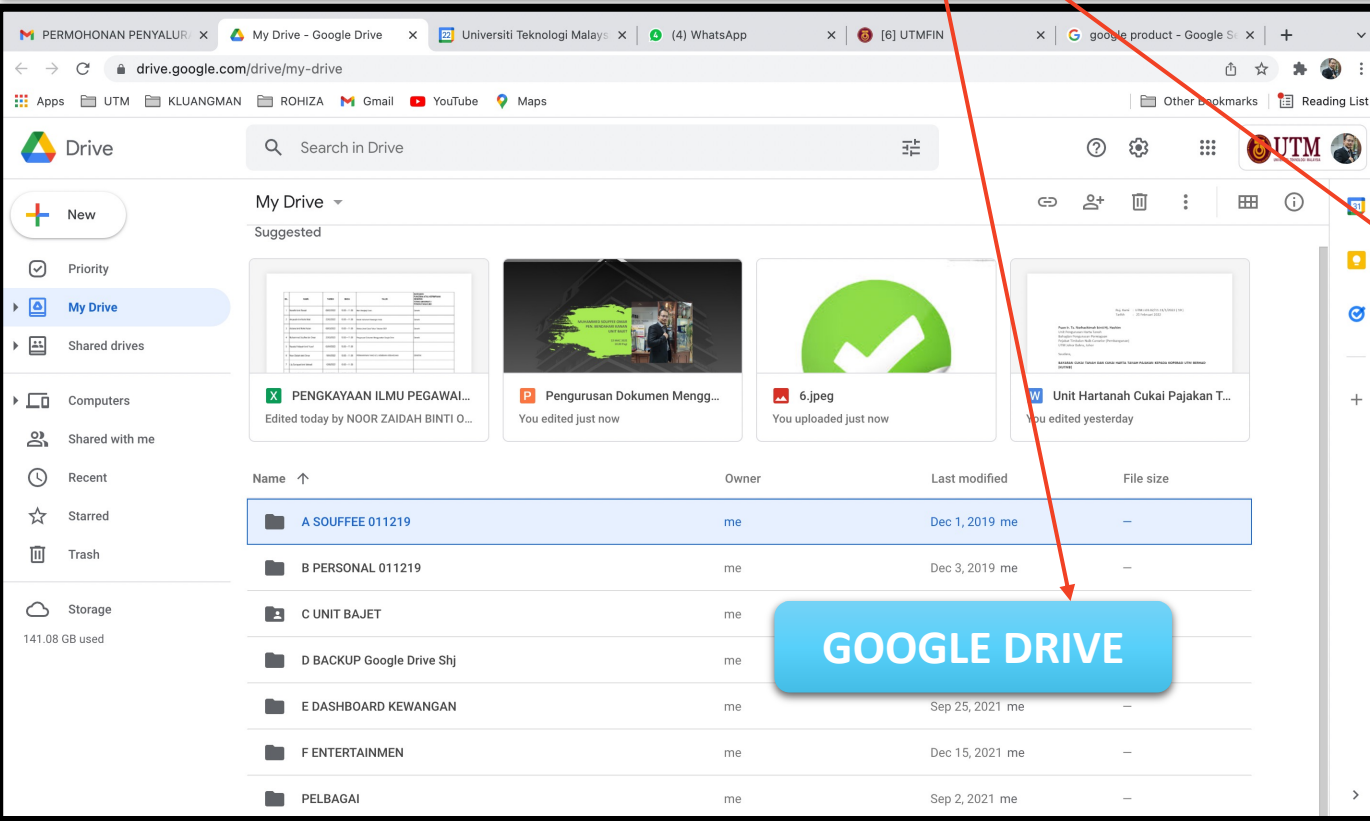
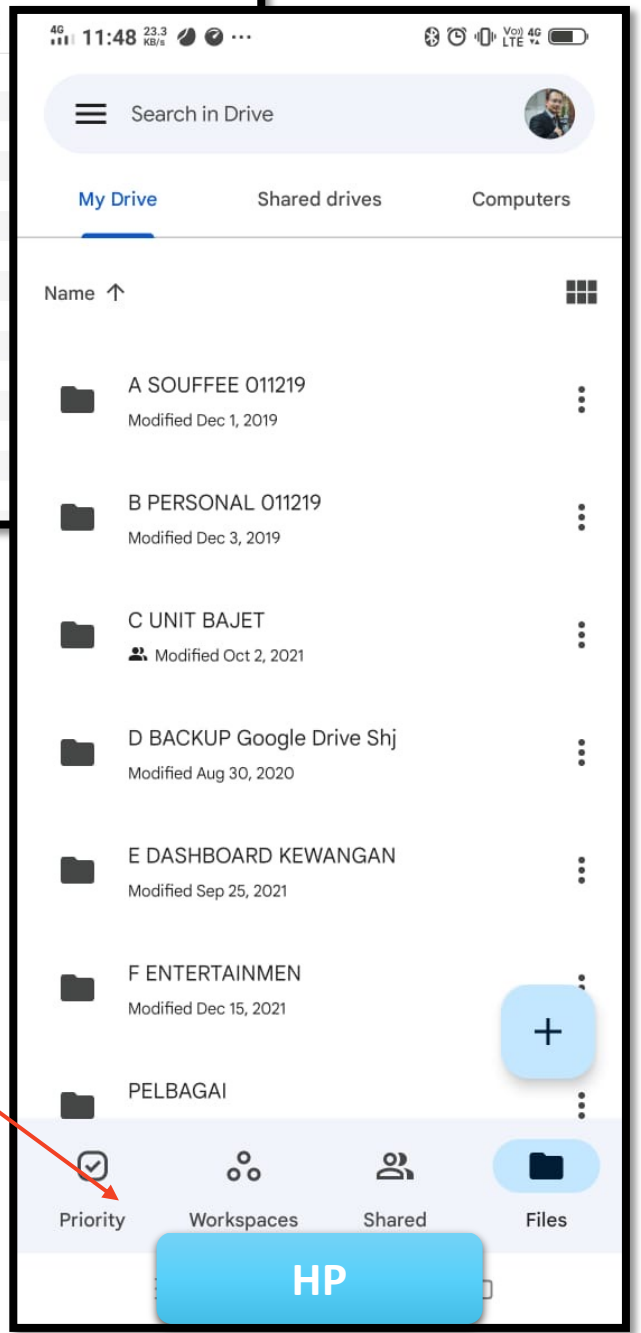
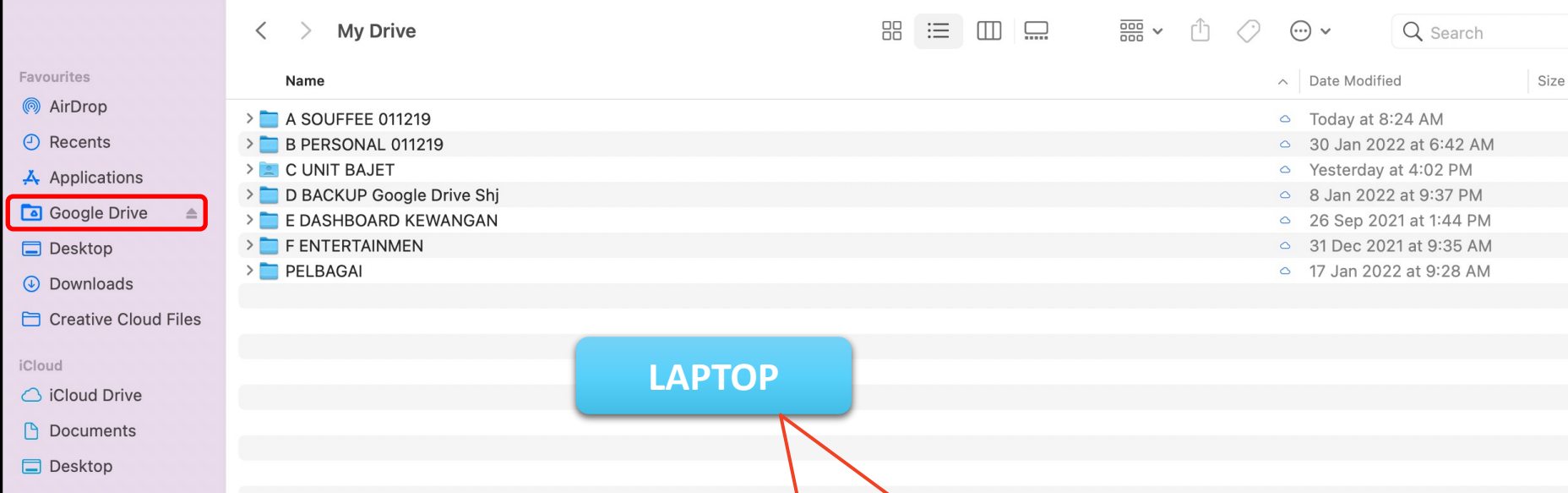
4 Has a limit of file size you can upload in a day (5 TB / day)

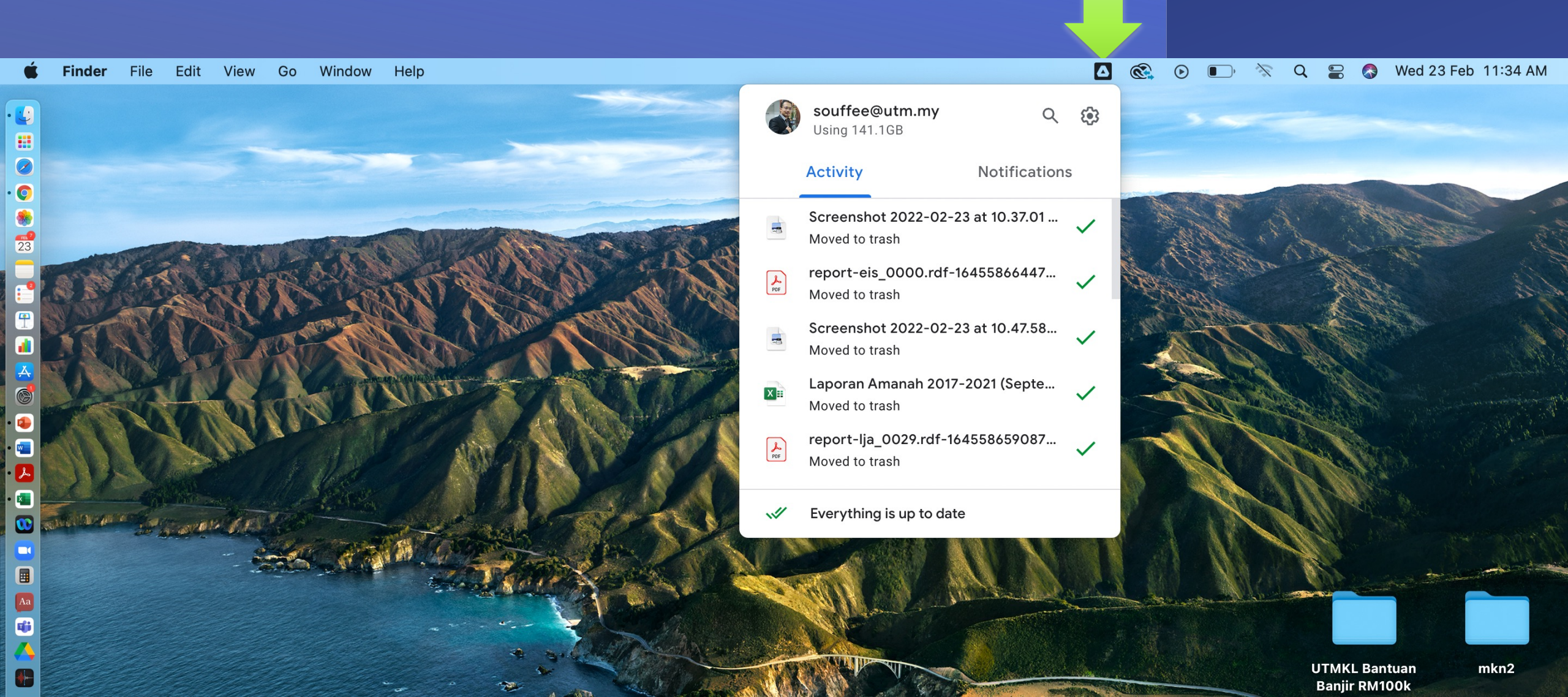
03

**FUNGSI /
KONSEP**

Cloud / Awan

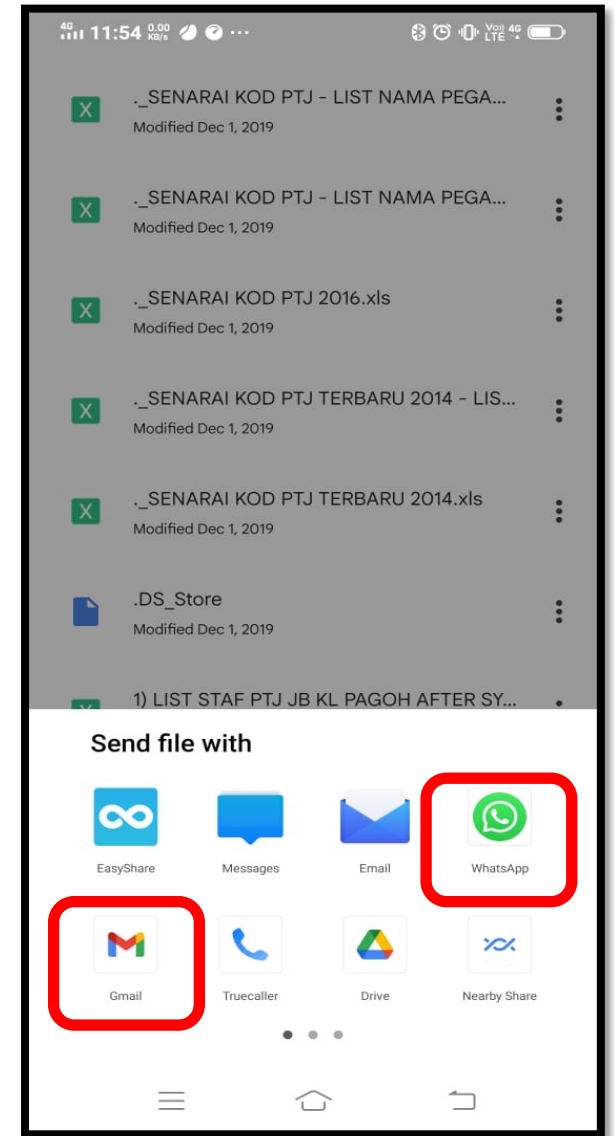
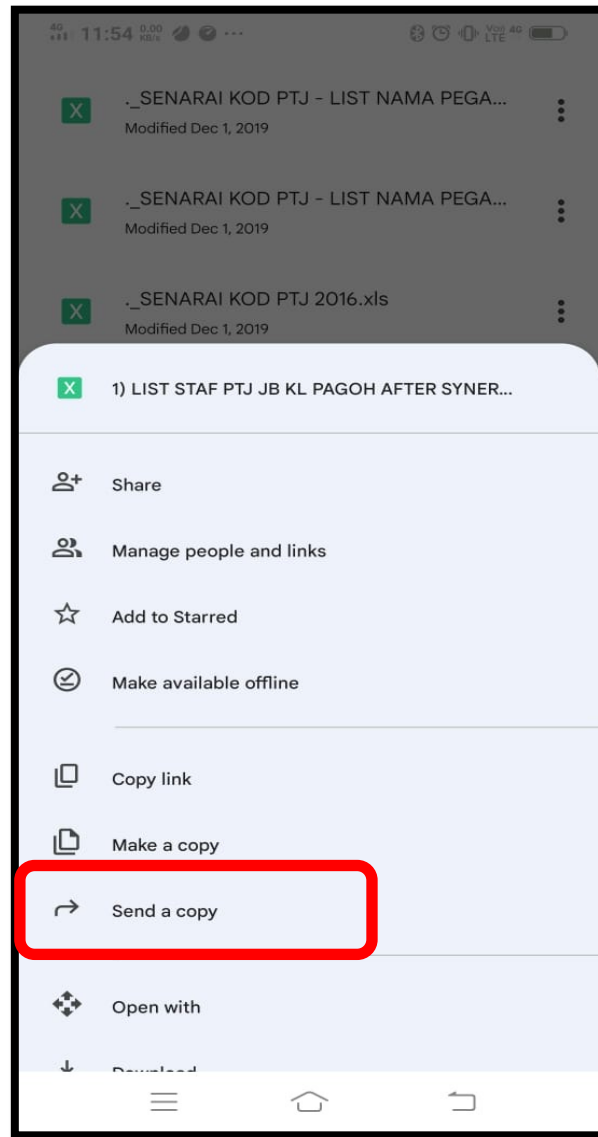
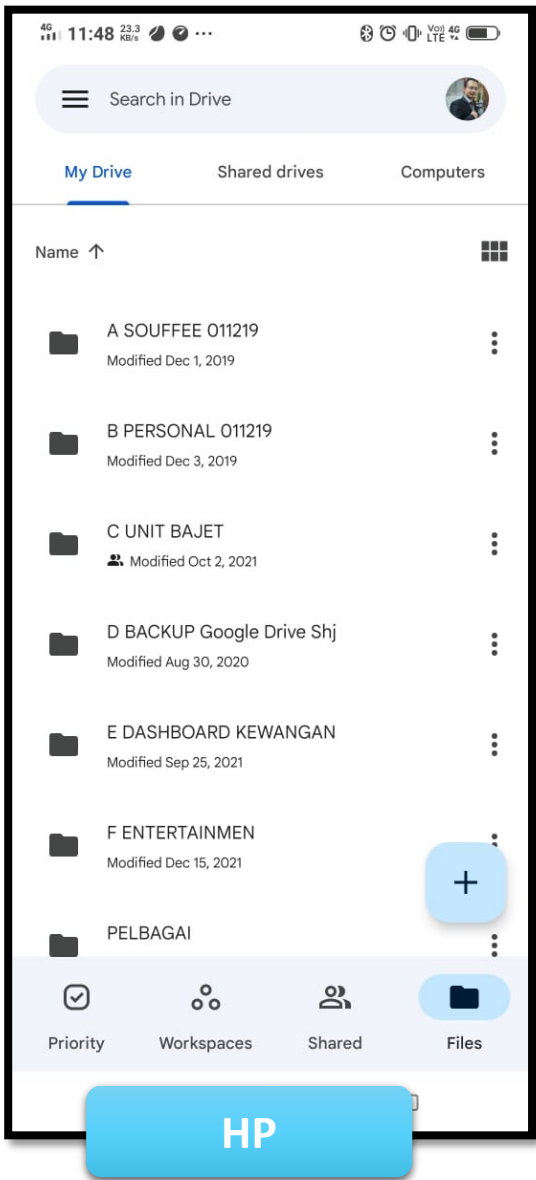






1. Buat kerja (edit file/create file/save/delete dll) di device utama : Laptop/PC
2. Setiap aktiviti akan appear notification
3. File akan auto sync pada google drive dan device lain (hp/tablet dll) yang ada google drive





1. BUKA GOOGLE DRIVE DI HP
2. PILIH DOKUMEN

SEND A COPY

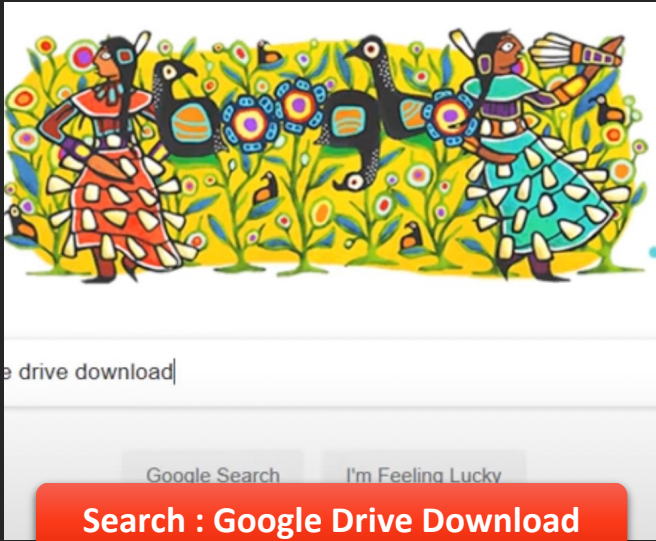
PILIH MEDIUM PENGHANTARAN



CARA DOWNLOAD / SETTING

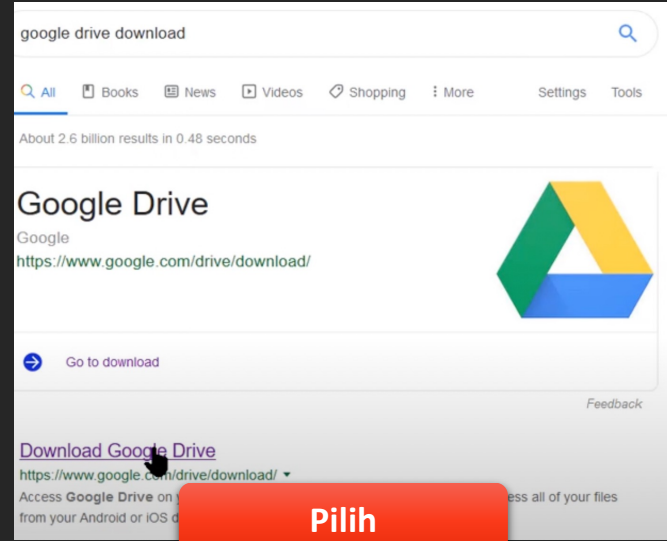


1



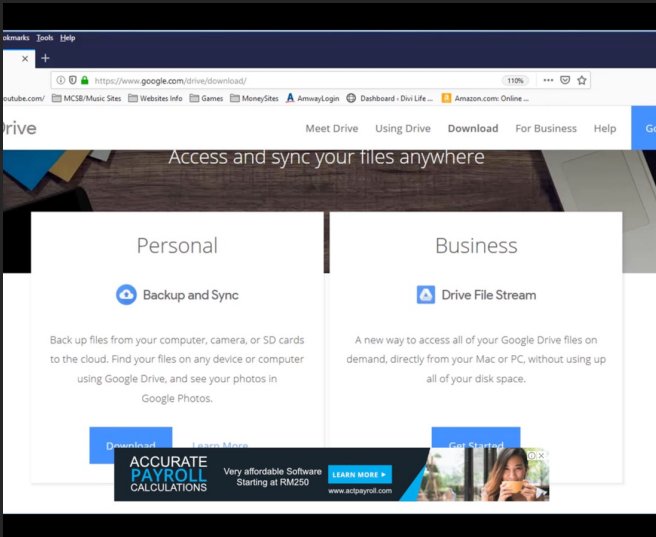
Search : Google Drive Download

2



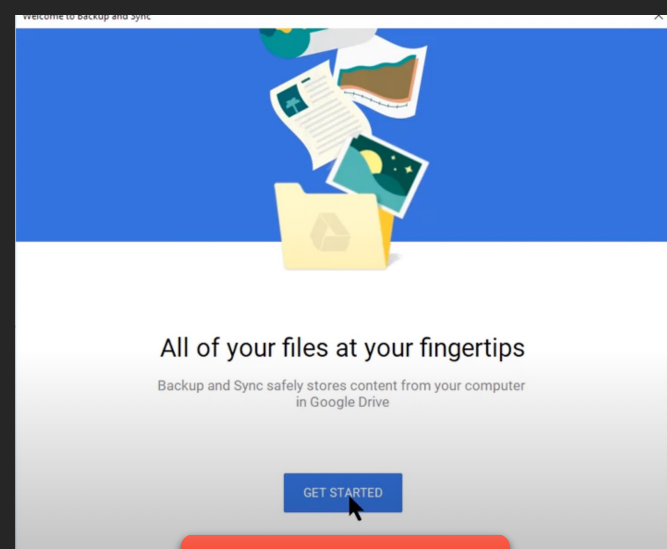
Pilih

3



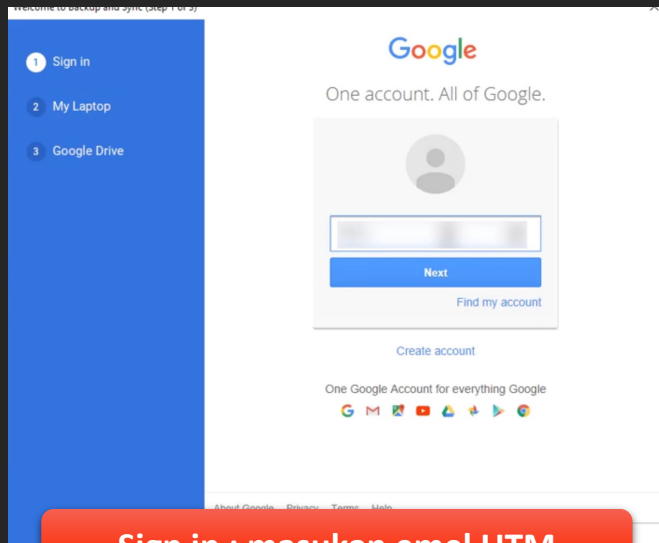
Pilih : Personal

4



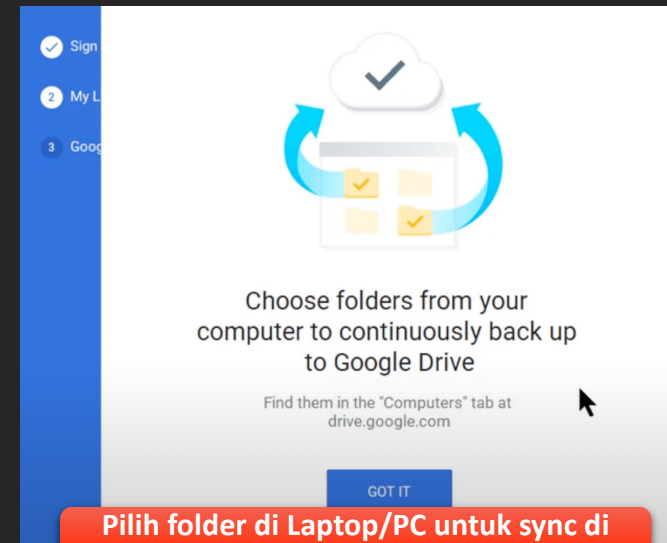
Get started

4



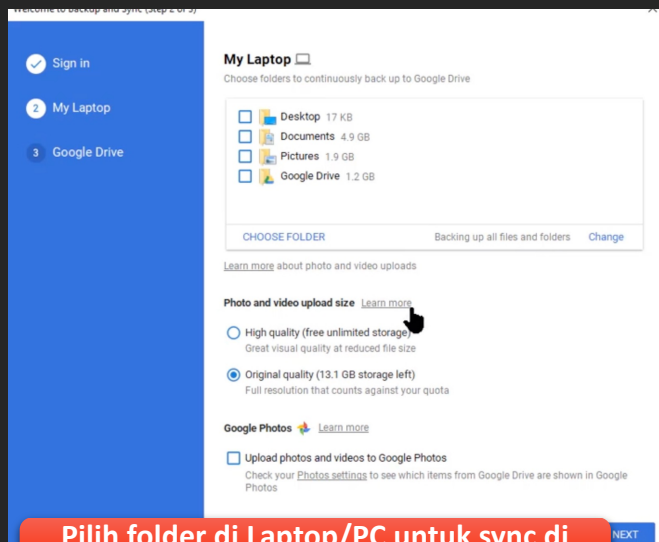
Sign in : masukan emel UTM

5



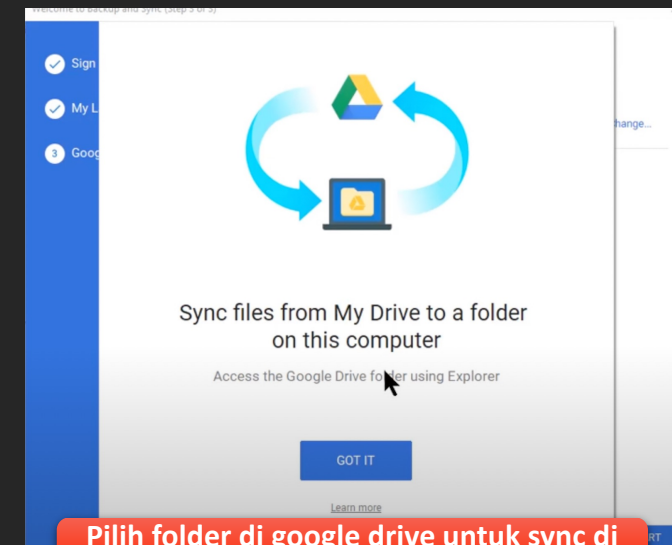
Pilih folder di Laptop/PC untuk sync di google drive

6



Pilih folder di Laptop/PC untuk sync di google drive

7



Pilih folder di google drive untuk sync di pc/laptop

04

**DEMO
PENGUNAAN**

05

**SESI
SOAL JAWAB**

THANK YOU