

# Topic: Storing Information on the Cloud

When I am done this lesson, I will know:

- What the cloud is
- Some common cloud services and basic features



## Pre and Post Self-Assessment

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know what the cloud is				
I know some of the most common cloud services				



## New Words and Terms

cloud services  
encryption

## What is the Cloud?

The cloud is a term used for online storage. Cloud services are online storage systems. Cloud services let you store digital files online by uploading using your computer or mobile device. Your files are then accessible through the web wherever you are as long as you have Internet access. The data or files are physically held or saved on big servers. The servers are usually owned by whoever provides the service you use (Google, Microsoft etc.). The servers can be anywhere in the world.



To use a cloud service, you have to find a service and create an account if you don't already have one. Some services let you download and install an app or software. You can usually use the app or software to back up your files to the cloud or adjust your settings so certain files or folders back up automatically. You can also access your files through a web browser by logging into your account.

Most of the cloud services today will let you share your files by generating a link you can share. For example, you may want to share a file with a work colleague or a folder of pictures with a family member.




### DISCUSSION QUESTION


1. Can you think different reasons you would want to share files?
2. Who would you share files with?


Cloud storage companies usually use encryption to keep your files safe. Encryption is a process where the data in a file is scrambled so someone without the proper login cannot access it. However, there is always a chance that your account can be accessed by someone who is not authorized when your information is in the cloud. You should also be careful about uploading sensitive information to the cloud. Creating a strong password is important when using cloud services.


Cloud storage services offer different amounts of storage. Most companies offer a certain amount for free. Once you reach the limit, you have to pay for more storage.

## Popular Cloud Services with Free Account Options

<p><b>GOOGLE DRIVE</b></p> 	<ul style="list-style-type: none"><li>• Provides 15 GB of free storage</li><li>• Integrates with other Google services</li><li>• Allows you to sync from your device</li><li>• Has offline service that lets a user view files and photos saved online when they are having network issues</li></ul> <p><a href="https://accounts.google.com">https://accounts.google.com</a></p>
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	<p><b>Watch</b> this video “Google Drive: One safe place for all your stuff” to learn more about Google Drive</p> <p>Source: Google Help last accessed July 5, 2019</p>	<p><a href="https://www.youtube.com/watch?v=02DV21OtV3c">https://www.youtube.com/watch?v=02DV21OtV3c</a></p>
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	<p><b>Watch</b> this video “How to Use Google Drive – Beginners Tutorial” to learn how to use Google Drive</p> <p>Source: <a href="#">Vrtical</a> last accessed July 5, 2019</p>	<p><a href="https://www.youtube.com/watch?v=cCZj5ojxRAA">https://www.youtube.com/watch?v=cCZj5ojxRAA</a></p>
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	<ul style="list-style-type: none"><li>• Provides 2 GB of free storage space</li><li>• Integrates with Microsoft Office</li><li>• Allows you to sync from your device</li></ul> <p><a href="https://www.dropbox.com/register">https://www.dropbox.com/register</a></p>
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- Provides 5 GB of free storage space
- Integrates with Microsoft Office
- Allows you to sync from your device
- Pre-installed in the Windows operating system

<https://onedrive.live.com/about/en-ca/>



**Watch** this video to learn how to use OneDrive for Windows

Source: e-Top Technology Inc. last accessed July 6, 2019

<https://www.youtube.com/watch?v=uVnppwxnLgo>



**Watch** this video to learn how to use OneDrive for MAC operating systems

Source: e-Top Technology Inc. last accessed July 6, 2019

<https://www.youtube.com/watch?v=tscROtfUz3U>




### CHECK YOUR KNOWLEDGE

1. Which Cloud service provider gives you the most free storage space?
2. Which Cloud service provider(s) allow you to sync from your device?



## TRY THIS/PRACTICE

Choose one of the cloud service providers and create an account.

 Ontario Adult Literacy Curriculum Framework Connection	
Competency	Task Group(s)
Find and Use Information	<ul style="list-style-type: none"><li>• Read Continuous Text (L2)</li><li>• Interpret Documents (L2- tables, charts)</li><li>• Extract Information from Films, Broadcasts and Presentations (not levelled)</li></ul>
Communicate Ideas and Information	<ul style="list-style-type: none"><li>• Interact with Others (L1 - share and exchange information)</li><li>• Complete and Create Documents (L2 - pre and post assessment)</li></ul>