









GOOGLE DRIVE

TIPS AND TRICKS

<u>Create a New Folder</u> 	<u>Create a New File</u> 	<u>Share Files</u> 
<u>Upload a Folder</u> 	<u>Upload a File</u> 	<u>Force Copy</u> 
<u>Star Files or Folders</u> 	<u>Move Files</u> 	<u>Transfer Ownership</u> 