



FITK ICT CLUB

OLEH RENDI SAPUTRAMA

TUTORIAL GOOGLE SHARE
TUGAS VIA GOOGLE DRIVE



BUKA PENCARIAN DI GOOGLE, KETIK KATA KUNCI GGOGLE DRIVE

The screenshot shows a Google search for "google drive". The search bar contains "google drive" and the search button is visible. Below the search bar, there are navigation options like "Semua", "Belanja", "Buku", "Maps", "Video", "Lainnya", "Setelan", and "Alat". The search results show "Sekitar 7.190.000.000 hasil (0,40 detik)".

The first result is an advertisement for "Google Drive Untuk Bisnis - Penyimpanan Online Tanpa Batas". Below the ad, there are two buttons: "Coba Google Drive Gratis" and "Hubungi Bagian Penjualan".

The second result is "Google Drive: Free Cloud Storage for Personal Use" with a URL "www.google.com > drive". This result is circled in blue, and a blue arrow points to it with the word "KLIK" written in blue. Below the title, there is a snippet of text: "Business. With Drive Enterprise, businesses only pay for the storage employees use. It comes with Google Docs, Sheets, and Slides, and works seamlessly ...".

The third result is "Google Drive - Penyimpanan ..." and "Using Drive".

On the right side of the search results, there is a featured snippet for "Google Drive". It includes the Google Drive logo, a "15GB FREE" badge, and the text "Perangkat lunak yang dapat diunduh". Below this, there is a description: "Google Drive adalah layanan penyimpanan daring milik Google yang diluncurkan pada 24 April 2012. Layanan ini merupakan ekstensi dari Google Docs dan akan mengganti URL docs.google.com dengan drive.google.com setelah diaktifkan. Wikipedia". At the bottom of the snippet, it says "Tanggal diluncurkan: 24 April 2012".

The taskbar at the bottom shows various application icons including Windows, File Explorer, Edge, Chrome, WhatsApp, and several office applications like Microsoft Office and Adobe Photoshop.

KLIK KUNJUNGI GOOGLE DRIVE

The image shows a browser window displaying the Google Drive homepage. The browser's address bar shows 'google.com/drive/'. The page features the Google Drive logo and navigation links: 'Memperkenalkan Drive', 'Menggunakan Drive', 'Download', 'Untuk Bisnis', and 'Bantuan'. The main heading reads 'Semua file Anda, siap di mana saja Anda berada'. Below this, there are two white boxes. The left box is titled 'Pribadi' and contains the text 'Simpan, bagikan, dan akses file Anda dari perangkat mana pun. Dapatkan penyimpanan 15 GB pertama gratis.' Below this text is a blue button labeled 'Kunjungi Google Drive', which is circled in blue. The right box is titled 'Bisnis' and contains the text 'Dengan Drive Enterprise, bisnis hanya membayar penyimpanan yang digunakan karyawan. Dilengkapi dengan Google Dokumen, Spreadsheet, dan Slide — dan berfungsi lancar dengan Microsoft Office.' Below this text is a blue button labeled 'Pelajari lebih lanjut'. The Windows taskbar is visible at the bottom of the screen.

Google Drive

Memperkenalkan Drive Menggunakan Drive Download Untuk Bisnis Bantuan

Semua file Anda, siap di mana saja
Anda berada

Pribadi

Simpan, bagikan, dan akses file Anda dari perangkat mana pun. Dapatkan penyimpanan 15 GB pertama gratis.

[Kunjungi Google Drive](#)

Bisnis

Dengan Drive Enterprise, bisnis hanya membayar penyimpanan yang digunakan karyawan. Dilengkapi dengan Google Dokumen, Spreadsheet, dan Slide — dan berfungsi lancar dengan Microsoft Office.

[Pelajari lebih lanjut](#)

LOGIN AKUN GOOGLE

The screenshot shows a web browser window with the Google Drive login page. The browser's address bar displays the URL: `https://accounts.google.com/signin/v2/identifier?service=wise&passive=true&continue=http%3A%2F%2Fdrive.google.com%2F%3Futm_`. The page content includes the Google logo, the word "Login", and the text "Lanjutkan ke Google Drive". A text input field labeled "Email atau ponsel" contains the email address "rendisaputrama@gmail.com". Below the input field is a "Lupa email?" link. Further down, there is a message: "Bukan komputer Anda? Gunakan mode Tamu untuk login secara pribadi. [Pelajari selengkapnya](#)". At the bottom left of the login area is a "Buat akun" link, and at the bottom right is a blue "Berikutnya" button. The browser's taskbar at the bottom shows various application icons, and the system tray on the right shows the time as 19:01 on 01/04/2020. Blue hand-drawn circles highlight the email input field and the "Berikutnya" button.

Google
Login
Lanjutkan ke Google Drive

Email atau ponsel
rendisaputrama@gmail.com

Lupa email?

Bukan komputer Anda? Gunakan mode Tamu untuk login secara pribadi. [Pelajari selengkapnya](#)

Buat akun

Berikutnya

Afrikaans ▾ Bantuan Privasi Persyaratan

19:01
01/04/2020

SETELAH MASUK AKUN GOOGLE DRIVE KEMUDIAN KLIK BARU

The screenshot shows the Google Drive interface. The 'Baru' button in the left sidebar is circled in blue. The main area displays 'Akses Cepat' with four recent files:

- MAGANG 2 MTK'3 2018 (Anda mengeditnya sebulan yang lalu)
- PENDAFTARAN OPEN RECU... (Anda mengeditnya sebulan yang lalu)
- MAGANG 2 MTK'3 2018 (Res... (Anda membukanya hari ini)
- _Getintopc.com_MSetup_x64... (Yang Anda buka sebulan yang lalu)

Below this, a table lists files:

Nama	Pemilik	Terakhir diubah	Ukuran file
SERTIFIKAT RENDI	saya	13 Agu 2019 saya	-
RENDI APLIKASI MATEMATIKA	saya	26 Feb 2020 saya	-
Media Tranformasi Geometri	saya	11 Okt 2019 saya	-
Media Pembelajaran rendi	saya	11 Sep 2019 saya	-

KLIK FOLDER

The screenshot shows the Google Drive web interface. A context menu is open over the file list, displaying options: Folder, Upload file, Upload folder, Google Dokumen, Google Spreadsheet, Google Slide, and Lainnya. The file list below has columns for file name, owner, last modified date, and file size. The taskbar at the bottom shows various application icons and the system clock.

	Pemilik	Terakhir diubah	Ukuran file	
RTIFIKAT RENDI	saya	13 Agu 2019	saya	—
NDI APLIKASI MATEMATIKA	saya	26 Feb 2020	saya	—
dia Tranformasi Geometri	saya	11 Okt 2019	saya	—
dia Pembelajaran rendi	saya	11 Sep 2019	saya	—
MEDIA PEMBELAJARAN GEOMETRI TRANSFORMASI BERBASIS IC...	saya	2 Des 2019	saya	—
ILMU PEDIA TELKOMSEL	saya	31 Mar 2020	saya	—
Formulir tanpa judul (File responses)	saya	3 Feb 2020	saya	—
DATA FITK ICT CLUB	saya	17 Okt 2019	saya	—
DATA DOWNLOAD ICT MEDIA	saya	6 Nov 2019	saya	—
Classroom	saya	17 Mar 2020	saya	—

BERILAH NAMA PADA FOLDER BARU

The image shows a screenshot of the Google Drive web interface. A modal dialog box titled "Folder baru" is centered on the screen. Inside the dialog, there is a text input field containing the text "Folder tanpa nama", which is highlighted with a blue circle. Below the input field are two buttons: "BATAL" and "BUAT". The background shows the Google Drive interface with a sidebar on the left containing navigation options like "Baru", "Drive Saya", "Dibagikan kepada saya", "Terbaru", "Berbintang", "Sampah", and "Penyimpanan". The main area displays a list of folders and files, including "MAGANG 2 MTK'3 2018", "SERTIFIKAT RENDI", "RENDI APLIKASI MATEMATIKA", "Media Tranformasi Geometri", and "Media Pembelajaran rendi". The Windows taskbar is visible at the bottom of the screen.

Nama		Terakhir diubah	Ukuran file
SERTIFIKAT RENDI	saya	13 Agu 2019 saya	—
RENDI APLIKASI MATEMATIKA	saya	26 Feb 2020 saya	—
Media Tranformasi Geometri	saya	11 Okt 2019 saya	—
Media Pembelajaran rendi	saya	11 Sep 2019 saya	—

FOLDER BARU TELAH JADI

The screenshot shows the Google Drive web interface. At the top, the browser address bar displays 'drive.google.com/drive/u/0/my-drive'. The main content area shows a grid of four items: 'MAGANG 2 MTK'3 2018', 'PENDAFTARAN OPEN RECLUTMENT FITK ICT CLUB 2020', 'MAGANG 2 MTK'3 2018 (Res...', and '_Getintopc.com_MSetup_x64...'. Below this grid is a table listing files and folders. The folder 'TUGAS VIDEO' is highlighted with a blue circle. The table columns are 'Nama', 'Pemilik', 'Terakhir diubah', and 'Ukuran file'. The taskbar at the bottom shows various application icons including Windows, Chrome, WhatsApp, and others.

Nama	Pemilik	Terakhir diubah	Ukuran file
TUGAS VIDEO	saya	19.03 saya	-
SERTIFIKAT RENDI	saya	13 Agu 2019 saya	-
RENDI APLIKASI MATEMATIKA	saya	26 Feb 2020 saya	-
Media Tranformasi Geometri	saya	11 Okt 2019 saya	-
Media Pembelajaran rendi	saya	11 Sep 2019 saya	-

TARIK FILE YANG MAU DI KUMPULKAN DAN DI UPLOAD TUNGGU SAMPAI UPLOAD SELESAI

The screenshot shows a Google Drive web interface. The browser address bar displays the URL: `drive.google.com/drive/u/0/folders/174zBgHPmbPlfkehRbydk2r9c4xD_AYf_`. The page title is "TUGAS VIDEO - Google Drive". The main content area shows a folder named "TUGAS VIDEO" with a large circular placeholder for file upload. The placeholder contains a stack of papers icon and the text: "Tarik dan lepaskan file di sini atau gunakan tombol 'Baru'".

On the left sidebar, there are navigation options: "Baru", "Drive Saya", "Dibagikan kepada saya", "Terbaru", "Berbintang", "Sampah", and "Penyimpanan". The "Penyimpanan" section shows a progress bar and text: "2,7 GB dari 15 GB telah digunakan" and a link "Beli penyimpanan".

In the bottom right corner, a notification bubble is visible, circled in blue. It contains the following text: "Mengupload 1 item", "Kurang dari satu menit lagi", and "BATAL". Below this, there is a progress indicator for "Kuota Gratis dari Telkomsel UIN Raden F..." with a circular progress bar.

The Windows taskbar at the bottom shows various application icons including Windows, File Explorer, Edge, Chrome, WhatsApp, Telegram, MI, GIMP, Photoshop, PowerPoint, and Zoom. The system tray on the right shows the time as 19:04 and the date as 01/04/2020.

UPLOAD SELESAI

The screenshot shows a Google Drive web interface. The browser address bar displays the URL: `drive.google.com/drive/u/0/folders/174zBgHPmbPlfkehRbydk2r9c4xD_AYf_`. The page title is "TUGAS VIDEO - Google Drive". The main content area shows the "TUGAS VIDEO" folder containing one file: "Kuota Gratis dari Telkomsel UIN Raden Fatah.mp4". A blue hand-drawn circle highlights this file. A notification box in the bottom right corner states "1 upload selesai" (1 upload complete) with a green checkmark. The Windows taskbar at the bottom shows various application icons and the system tray with the date "01/04/2020" and time "19:04".

Nama	Pemilik	Terakhir diubah	Ukuran file
Kuota Gratis dari Telkomsel UIN Raden Fatah.mp4	saya	19.04 saya	10 MB

KLIK TUGAS VIDEO KEMUDIAN KLIK DAPATKAN LINK YANG DAPATT DIBAGIKAN

The screenshot shows a Google Drive web interface. The browser address bar displays the URL: `drive.google.com/drive/u/0/folders/174zBgHPmbPIfkehRbydk2r9c4xD_AYf_`. The page title is "TUGAS VIDEO - Google Drive". The main content area shows a folder named "TUGAS VIDEO" containing a video file titled "Kuota Gratis". A context menu is open over the video file, listing various actions. The option "Dapatkan link yang bisa dibagikan" (Get shareable link) is highlighted in grey. Other options include "Buka dengan", "Folder baru", "Bagikan", "Tambah pintasan ke Drive", "Pindahkan ke", "Tambahkan ke Berbintang", "Ganti nama", "Ubah warna", "Telusuri dalam TUGAS VIDEO", "Download", and "Hapus".

Nama	Pemilik	Terakhir diubah	Ukuran file
Kuota Gratis	saya	19.04 saya	10 MB

1 upload selesai

Kuota Gratis dari Telkomsel UIN Raden F...

Windows taskbar at the bottom shows icons for File Explorer, Edge, Chrome, WhatsApp, and other applications. The system tray shows the date and time: 19:05, 01/04/2020.

COPY LINK DAN SHARE KE EMAIL, WHATSAAP, ATAU APLIKASI KIRIM PESAN LAINNYA

The screenshot shows a Google Drive web interface. A file named 'Kuota Gratis dari Telk...' is selected, and a sharing dialog box is open. The dialog box contains the following text:

- Berbagi link: aktif (with a green toggle switch)
- Siapa saja yang memiliki link dapat melihat
- <https://drive.google.com/open?id=174zBgHI>
- Setelan berbagi

The background interface shows the 'TUGAS VIDEO' folder, a search bar, and a table of files. A notification banner at the bottom of the page reads: 'Berbagi link diaktifkan. Siapa saja yang memiliki link sekarang dapat melihat.' with a 'URUNGKAN' button.

Nama	milik	Terakhir diubah	Ukuran file
Kuota Gratis dari Telk...		19.04 saya	10 MB

**TERIMA KASIH
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