

✔ Congratulations! You passed!

Grade received **100%** To pass 80% or higher

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in **23h 58m**

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Weekly challenge 4

Latest Submission Grade **100%**

1. What aspects of a file do file-naming conventions typically describe? Select all that apply.

1 / 1 point

☒ Content

✔ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

☒ Creation date

✔ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

☒ Version number

✔ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

☐ Collaborators

2. A data analytics team uses data about data to indicate consistent naming conventions for a project. What type of data is involved in this scenario?

1 / 1 point

☐ Aggregated data

☒ Metadata

☐ Big data

☐ Long data

✔ **Correct**

Metadata is data about data. Metadata practices can help analytics teams create consistent naming conventions and storage practices for their files.

3. A data analyst creates a file that lists people who donated to their organization's fund drive. An effective name for the file is FundDriveDonors_20210216_V01.

1 / 1 point

- ☒ True
- ☐ False

✓ **Correct**

FundDriveDonors_20210216_V01 is an effective file name because it is an appropriate length and references the project name, creation date, version.

4. Foldering may be used by data analysts to organize folders into what?

1 / 1 point

- ☒ Subfolders
- ☐ Databases
- ☐ Tables
- ☐ Versions

✓ **Correct**

Foldering may be used by data analysts to organize folders into subfolders.

5. Data analysts use archiving to separate current from past work. What does this process involve?

1 / 1 point

- ☐ Reviewing current data files to confirm they've been cleaned
- ☐ Reorganizing and renaming current files
- ☐ Using secure data-erase software to destroy old files
- ☒ Moving files from completed projects to another location

✓ **Correct**

Archiving involves moving files from completed projects to a separate location.

6. Data analysts create hierarchies to organize their folders. How are folder hierarchies structured?

1 / 1 point

- ☐ Broad topics at the right, then more specific topics at the left
- ☐ Broad topics at the left, then more specific topics at the right
- ☒ Broad topics at the top, then more specific topics below

☐ Specific topics at the top, then more broad topics below

☒ **Correct**

Folder hierarchies are structured with broad topics at the top, then more specific topics below.

7. A data analyst wants to ensure only people on their analytics team can access, edit, and download a spreadsheet. They can use which of the following tools? Select all that apply.

1 / 1 point

☒ Encryption

☒ **Correct**

To control who can access or edit a spreadsheet, data analysts use encryption and sharing permissions.

☒ Sharing permissions

☒ **Correct**

To control who can access or edit a spreadsheet, data analysts use encryption and sharing permissions.

☐ Filtering

☐ Templates

8. To reduce clutter, a data analyst hides cells that contain long, complex formulas. To view the formulas again, the analyst will need to adjust the spreadsheet sharing or encryption settings.

1 / 1 point

☐ True

☒ False

☒ **Correct**

Hidden cells can be easily unhidden using the unhide feature. Hiding does not protect data.