✓ **Congratulations! You passed!**

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

Go to next item

Test your knowledge on how to organize data

Total points 5

1. Data analysts use guidelines to describe a file's version, content, and date created. What are these guidelines called?   `1 / 1 point`

- ◉ Naming conventions
- ○ Naming references
- ○ Naming attributes
- ○ Naming verifications

✓ **Correct**
Naming conventions are guidelines that describe the content, date, or version of a file.

2. Data analysts use foldering to achieve what goals? Select all that apply.   `1 / 1 point`

- ☑ To organize files into subfolders

✓ **Correct**
Data analysts use foldering to keep project-related files together and organize them into subfolders.

- ☐ To transfer files from one place to another
- ☐ To assign metadata about the folders
- ☑ To keep project-related files together

✓ **Correct**
Data analysts use foldering to keep project-related files together and organize them into subfolders.

3. Fill in the blank: To separate current from past work and reduce clutter, data analysts create _____. This involves moving files from completed projects to a separate location.   `1 / 1 point`

- ◉ archives
- ○ copies

○ backups

○ structures

✓ **Correct**
To separate current from past work and reduce clutter, data analysts create archives.

---

4. What is the process of structuring folders broadly at the top, then breaking down those folders into more specific topics?

1 / 1 point

⦿ Creating a hierarchy

○ Producing a backup

○ Assigning naming conventions

○ Developing metadata

✓ **Correct**
The process of structuring folders broadly at the top, then breaking down those folders into more specific topics, is creating a hierarchy.

---

5. Successful file naming conventions include information that's useful when trying to locate or update a file. Which of the following is an effective file name?

1 / 1 point

○ May30-2019_AirportAdvertisingCampaignResults_Terminals3-5_InclCustSurveyResponses_PLUS_IdeasforJune

○ CampaignData_03

⦿ AirportCampaign_2013_10_09_V01

○ Data_519

✓ **Correct**
AirportCampaign_2013_10_09_V01 is an effective file name because it is an appropriate length and it references the project name, creation date, and version.