

Week - 4 Security & Organization

- Naming conventions
- Archiving
- Foldering

Organize
clutter

Naming Convention:

Consistent guidelines that describe the content, date, or version.

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Sales_April_V2

Foldering:

Organizing files into folders helps keep project oriented files together in one place.

Archiving:

Moving old files & folders to another place to reduce clutter.

- Align naming + storage practices with the team

- Develop metadata practices.

File names:

- Discuss with team
- Meaningful
- Short
- Date formatted
- Lead numbers with 0.
- Hyphens, Underscores, capitalized letter.

Data Security:

Protecting data from unauthorized access or corruption by adopting safety measures.

Spreadsheets have access control, ...

NOTE: Week 5 is all about building an online presence.
Not written here.