



# Learning Log: Review file structure and naming conventions

## Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Review file structure and naming conventions](#).

<b>Date:</b> <enter date>	<b>Course/topic:</b> Course 3: Prepare Data for Exploration				
	<b>Learning Log:</b> Review file structure and naming conventions				
<b>Review best practices</b>	<p>When creating a file structure and naming convention pattern for a project, you should always:</p> <ul style="list-style-type: none"><li>• Work out your conventions early in your project. The earlier you start, the more organized you'll be.</li><li>• Align file naming conventions with your team. Conventions are most useful when everyone follows them.</li><li>• Make sure filenames are meaningful. Stick to a consistent pattern that contains the most useful information needed.</li><li>• Keep file names short and to the point.</li></ul> <p>Remember, there are some stylistic choices you'll need to make when it comes to filename conventions. However, there are still best practices you should follow here, too:</p> <table><tr><td><b>Formatt ing Convent ion</b></td><td><b>Exampl e</b></td></tr><tr><td>Format Dates</td><td>SalesRe port202</td></tr></table>	<b>Formatt ing Convent ion</b>	<b>Exampl e</b>	Format Dates	SalesRe port202
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<b>Reflection:</b>	Write 2-3 sentences (40-60 words) responding to each of the questions about file structuring and naming conventions below:						
<b>Questions and responses:</b>	<ul style="list-style-type: none"><li>Why are file structure and naming conventions so important? What are the consequences of poor organization for data analysts at work? <i>Type your response here</i>  <i>Messy and unorganized data creates disturbance and takes great amount of time to understand. It creates confusion among the teams or members</i></li><li>How would you structure folders and files? What naming conventions would you use? <i>Simple and properly named folders will definitely help you to understand more easily. While looking at the folder names it will provide you all the insights or stored information</i></li><li>What appeals to you about these choices? <i>These routines helps you to organize and structure data more easily and in a readable manner.</i></li></ul>						