



# 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> 2022_02_16	<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>	<div>When creating a file structure and naming convention pattern for a project, you should always:</div> <div><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></div> <div>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:</div> <div><table><tr><th><u>Formatt ing Convent ion</u></th><th><u>Exampl e</u></th></tr><tr><td>Format Dates</td><td>SalesRe port202</td></tr></table></div>	<u>Formatt ing Convent ion</u>	<u>Exampl e</u>	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>Because they help us to find &amp; data easily, helps to avoid doing mistakes during analysis, saves time, protect our data and keep us well structured. Poor organization leads to more complexity for managing data, let everyone follow their own conventions so same data might be duplicated or named differently, and gets really hard for someone new or outsiders to understand the data.</i></li><li>• How would you structure folders and files? What naming conventions would you use? <i>Because it would help me keeping my data organized and I can easily access any file very quickly. Now I will prefer to use the naming conventions that I have learnt from this course.</i></li><li>• What appeals to you about these choices? <i>Very meaningful and structural way to name folders and files.</i></li></ul>						