



✓ **Congratulations! You passed!**

TO PASS 80% or higher

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GRADE
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Weekly challenge 4

LATEST SUBMISSION GRADE

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

1 / 1 point

☐ Collaborators

☒ Content

✓ **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.

☒ Creation date

✓ **Correct**

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

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

☒ Metadata

☐ Aggregated data

☐ Long data

☐ Big 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_V03 is an effective file name because it is an appropriate length and references the project name, creation date, version.

4. Data analysts use a process called encryption to organize folders into subfolders.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Data analysts use foldering to organize folders into subfolders.

5. A data analyst completes a project. They move project files to another location to keep them separate from their current work. This is an example of what process?

1 / 1 point

☐ Renaming files

☐ Destroying files

☐ Duplicating files

☒ Archiving files

✓ **Correct**

Moving project files to another location to keep them separate from their current work is an example of archiving files.

6. Data analysts create hierarchies to organize their folders. They do this by structuring folders by specific topics at the top, then more broadly below.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Data analysts create hierarchies to organize their folders. They do this by structuring folders with broad topics at the top, then more specific topics below.

7. Using encryption to protect data is an example of what?

1 / 1 point

☐ Data integrity

☐ Data validation

☐ Data ethics

☒ Data security

✓ **Correct**

Using encryption to protect data is an example of data security.

8. A data analyst creates a spreadsheet with five tabs. They want to share the data in tabs 1-4 with a client. Tab 5 contains private information about other clients. Which of the following tactics will enable them to keep tab 5 private? Select all that apply.

1 / 1 point

☐ Hide tab 5, then share the spreadsheet with the client.

☒ Copy tabs 1-4 into a separate spreadsheet, then share the new file with the client.

✓ **Correct**

Copying tabs 1-4 into a separate spreadsheet, then sharing the new file with the client will keep tab 5 private. In addition, making a copy of the spreadsheet, deleting tab 5, then sharing the new file with the client will keep tab 5 private.

☒ Make a copy of the spreadsheet, delete tab 5, then share the new file with the client.

✓ **Correct**

Copying tabs 1-4 into a separate spreadsheet, then sharing the new file with the client will keep tab 5 private. In addition, making a copy of the spreadsheet, deleting tab 5, then sharing the new file with the client will keep tab 5 private.

☐ Rename tab 5 to include the word "private" then share the spreadsheet with the client.