

Let's Name Some Files

Now that you've learned about file naming conventions, let's test your skills. The following table contains five file names that need improvement. Type your suggested improvements, and why you believe your suggestion is an improvement, in the table below. Once the table is completed, you can save the file using the "Create Image" button; right-click or long-press to save the image.

Bad File Name: Pic0001.jpg

Suggested Improvement:

Buisness_How_To_Type_Pic#1.jpg

Why Is Your Suggestion Better:

It is descriptive, tells you the course and you can search up any of these phrases to get the file

Bad File Name: \$\$assignment.docx

Suggested Improvement:

Math_Money_Assignment.docx

Why Is Your Suggestion Better:

It is descriptive, tells you the course and you can search up any of these phrases to get the file

Bad File Name: MyAnswers.pdf

Suggested Improvement:

Buisness_Anser_Key_How_To_Type.pdf

Why Is Your Suggestion Better:

It is descriptive, tells you the course and you can search up any of these phrases to get the file

Bad File Name: thestoryiwassuppodded to writeaboutthepartsofacomputer.txt

Suggested Improvement:

Parts_Of_A_Computer.txt

Why Is Your Suggestion Better:

It is descriptive and you can search up any of these phrases to get the file

Bad File Name: January.xlsx

Suggested Improvement:

Memory_January_2024.xlsx

Why Is Your Suggestion Better:

It is descriptive and you can search up any of these phrases to get the file