1. You are the manager of your organization's monthly purchasing spreadsheet. It has eight sheets, each of which denotes a different department's purchases. You apply restrictions on the spreadsheet to ensure each department can only access their own sheet. What practice does this scenario describe?

   1 / 1 point

   ○ Data integrity

   ○ Data hygiene

   ○ Data preservation

   ⦿ Data security

   ✓ **Correct**

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

   1 / 1 point

   ☑ Version number

   ✓ **Correct**

   ☑ Creation date

   ✓ **Correct**

   ☑ Content description

   ✓ **Correct**

   ☐ Collaborator names

3. A data analytics team uses data about data to indicate consistent naming conventions for a project. What type

   1 / 1 point

3. 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`

○ Aggregated data

○ Big data

○ Long data

⦿ Metadata

⊘ **Correct**

4. A data analyst works with a file from a customer satisfaction survey. The survey was sent to anyone who became a new customer between April and June, 2021. Which of the following are effective names for the file?

`1 / 1 point`

○ Survey_Responses

⦿ NewCustomerSurvey_2021-6-20_V03

○ April_May_June_2021_Responses_to_New_Customer_Survey_ANALYSISDATA_928310

○ Apr2021_CustSurvey_V

⊘ **Correct**

5. Fill in the blank: A data team establishes _____ best practices in order to ensure all team members keep project-related files together and organize the correct folders into subfolders.

`1 / 1 point`

⦿ foldering

○ version control

○ data grouping

5. Fill in the blank: A data team establishes _____ best practices in order to ensure all team members keep project-related files together and organize the correct folders into subfolders.

   1 / 1 point

- ⦿ foldering
- ○ version control
- ○ data grouping
- ○ data hygiene

> ⊘ **Correct**

6. A marketing manager asks a data professional in human resources to share a spreadsheet. The spreadsheet contains four tabs. Tabs 1-3 are meant for the marketing manager to edit, but tab 4 contains sensitive employee information. Which of the following tactics will enable the data professional to keep tab 4 private? Select all that apply.

   1 / 1 point

- ☑ Copy tabs 1-3 into a separate spreadsheet, then share the new file with the manager.

> ⊘ **Correct**

- ☑ Make a copy of the spreadsheet, delete tab 4, then share the new file with the manager.

> ⊘ **Correct**

- ☐ Hide tab 4, then share the spreadsheet with the manager.
- ☐ Rename tab 4 to "For HR only," then share the spreadsheet with the manager.

7. A junior data analyst finishes an employee performance analysis project, so they delete the related files. A few months later, their supervisor assigns them another project related to employee performance, for which the deleted files could have been very useful. What would have been a better course of action?

   1 / 1 point

☐ Hide tab 4, then share the spreadsheet with the manager.

☐ Rename tab 4 to "For HR only," then share the spreadsheet with the manager.

7. A junior data analyst finishes an employee performance analysis project, so they delete the related files. A few months later, their supervisor assigns them another project related to employee performance, for which the deleted files could have been very useful. What would have been a better course of action?   **1 / 1 point**

   ⦿ Archive the project files

   ○ Keep the project files on their local drive

   ○ Print out the project files

   ○ Email the project to their supervisor

   ✓ **Correct**

8. Fill in the blank: Broader-topic folders are located at the top of a _____, and more specific subfolders and files are contained within those folders.   **1 / 1 point**

   ○ file extension

   ⦿ hierarchy

   ○ encryption

   ○ permission

   ✓ **Correct**