

Effectively organize data

Securing data

Weekly challenge 4

Reading: Glossary: Terms and definitions
10 min

Quiz: *Weekly challenge 4*
8 questions

✔ Congratulations! You passed!

Grade received

84.37%

Latest Submission

Grade 71.88%

To pass 80% or higher

Quiz • 40 min

Review Learning Objectives

Retake the assignment in **23h 52m**

Go to next item

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

0.75 / 1 point

- ☐ Version number
- ☐ Collaboration
- ☒ Content

✔ Correct

✔ Receive grade

☒ Creation date

☒ Correct

You didn't select all the correct answers

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Due Jul 9, 11:59 PM +08 Attempts 3 every 24 hours

Try again

Retake the quiz in **23h 52m**

Your grade

84.37%

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We keep your highest score

2. To align file naming and storage practices, it's useful to develop metadata practices with your data analytics team.

1 / 1 point

- ☒ True
- ☐ False
- ✔ Correct

3. A data analyst is working with a file from a customer satisfaction survey. The survey was sent to anyone who became a new customer between April and June, 2020. Which of the following are effective names for the file?

0 / 1 point

- ☐ Survey_Responses
- ☐ NewCustomerSurvey_2020-6-20_V03
- ☐ Apr2020_CustSurvey_V
- ☒ April_May_June_2020_Responses_to_New_Customer_Survey_ANALYSISDATA_928310
- ✘ Incorrect

Please review [the video on naming conventions](#).

4. As a data analyst, you will have multiple files for any given project. What is the process called to organize these files in a useful manner?

1 / 1 point

- ☒ Foldering
- ☐ Decluttering
- ☐ Naming convention
- ☐ Project structure
- ✔ Correct

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

- ☐ Destroying files
- ☐ Duplicating files
- ☒ Archiving files
- ☐ Renaming files
- ✔ Correct

6. Fill in the blank: Data analysts create _____ to structure their folders.

1 / 1 point

- ☐ sequences
- ☐ ladders
- ☒ hierarchies
- ☐ scales
- ✔ Correct

7. A data analyst is working on a spreadsheet. The analyst decides to send out the spreadsheet with restrictions so that users cannot manipulate the data. What data practice does this describe?

1 / 1 point

- ☐ Data hygiene
- ☐ Data cleanliness
- ☒ Data Security
- ☐ Data preservation
- ✔ Correct

8. Your manager shares a spreadsheet with you that contains the company's customer data. You notice that you cannot modify the spreadsheet or view any hidden cells. What settings should you ask your manager to modify so you can complete your work?

0 / 1 point

- ☒ Modification security
- ☐ Hidden settings
- ☐ Server settings
- ☐ Data security
- ✘ Incorrect

Please review [the video on spreadsheet security](#).