Fack Weekly challenge 4*

Graded Quiz • 40 min

Weekly challenge 4

Effectively organize data

Securing data

Weekly challenge 4

Reading: Glossary: Terms and definitions
10 min

Quiz: *Weekly challenge 4*
8 questions

Congratulations! You passed! Go to next item **Review Learning Objectives** 1. Which of the following are best practices when organizing data? Select all that apply. 0.75 / 1 point Use folders gto organize files into folders Try again Correct Due Jul 9, 11:59 PM +08 Attempts 3 every 24 hours ✓ Delete your old project data Receive grade Your grade **View Feedback** ★ This should not be selected
 To Pass 80% or higher Please review the Video on data organization
 □. 84.37% We keep your highest score Apply logical and descriptive naming conventions **⊘** Correct **△** Like **¬** Dislike **¬** Report an issue ✓ Align your naming and storage practices with your team **⊘** Correct **2.** What is metadata used to describe? 1 / 1 point The company name The project manager of the project The data O The name of the analyst who completed the project **⊘** Correct 3. A grocery store is collecting inventory data from their produce section. What is an appropriate naming convention for this file? Todays_Produce O Todays Produce 2022-15-09 Produce_Inventory_2022-09-15_V01 O Inventory_Produce 2022-09-15 V01 **⊘** Correct **4.** You've just started a new job as a junior data analyst. Your first task is to organize files in a way that allows you to 1 / 1 point keep project-related files together in one place. What is this process known as? O Data hygiene O Data organization Foldering O Version control **⊘** Correct 5. Data analysts use archiving to copy and keep backups of important files. These backups are used if original files 0 / 1 point are lost. True False igotimes Incorrect 6. A data analyst working for a pet supply company has just started a new project. They organize their project folders 1 / 1 point to be broad topics at the top with more specific topics in the subfolders. This folder structure is known as what? O Broad approach O Bottom to top approach O Top to bottom approach Hierarchical approach **⊘** Correct 7. A data analyst wants to ensure only people on their analytics team can access, edit, and download a spreadsheet. 0.5/1 point They can use which of the following tools? Select all that apply. ✓ Filtering X This should not be selected Sharing permissions **⊘** Correct Templates igotimes This should not be selected Encryption **⊘** Correct 8. You are working on an in-depth spreadsheet that contains multiple complex formulas. You decide that these 1/1 point formulas are creating clutter in the spreadsheet. What housekeeping step can you take to clean up the spreadsheet? O Delete the tab

O Protect the tab

Hide the tab

O Copy the tab

⊘ Correct

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