

Effectively organize data

Securing data
Weekly challenge 4*

Glossary: Terms and definitions

10 min

Quiz: Weekly challenge 4*

8 questions

Congratulations! You passed!

Grade received 84.3%

Latest Submission Grade 84.3% To pass 80% or higher

Go to next item

Review Learning Objectives

Use folders to organize files into folders

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

Submit your assignment

Delete your old project data

Receive grade This should not be selected Please review the video on data organization.

This should not be selected

Apply logical and descriptive naming conventions

Correct Like Dislike Report an issue

Align your naming and storage practices with your team

Correct

Your grade 84.37%

View Feedback We keep your highest score

Try again

Which of the following are best practices when organizing data? Select all that apply.

0.75 / 1 point

What is metadata used to describe?

1 / 1 point

A grocery store is collecting inventory data from their produce section. What is an appropriate naming convention for this file?

1 / 1 point

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 keep project-related files together in one place. What is this process known as?

1 / 1 point

Data analysts use archiving to copy and keep backups of important files. These backups are used if original files are lost.

0 / 1 point

A data analyst working for a pet supply company has just started a new project. They organize their project folders to be broad topics at the top with more specific topics in the subfolders. This folder structure is known as what?

1 / 1 point

A data analyst wants to ensure only people on their analytics team can access, edit, and download a spreadsheet. They can use which of the following tools? Select all that apply.

0.5 / 1 point

You are working on an in-depth spreadsheet that contains multiple complex formulas. You decide that these formulas are creating clutter in the spreadsheet. What housekeeping step can you take to clean up the spreadsheet?

1 / 1 point