

Effectively organize data

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Video: Feel confident in your data

53 sec
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Video: Let's get organized

4 min
- ▢

Reading: Organization guidelines

10 min
- ▶

Video: All about file naming

2 min
- ▢

Reading: Learning Log: Review file structure and naming conventions

20 min
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Ungraded Plugin: Effective naming and organization methods

30 min
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Practice Quiz: Test your knowledge on how to organize data

5 questions

Securing data

Weekly challenge 4

Learning Log: Review file structure and naming conventions



Overview

In the previous lesson, you were introduced to file structuring and naming conventions. Now, you’ll complete an entry in your learning log reviewing these concepts and reflecting on why they are so important. By the time you complete this entry, you will have a stronger understanding of how and why data analysts use file structuring and naming conventions on the job. This will help you think critically about file structuring and naming for your own projects in the future and keep your work more organized.

Review best practices

Before you begin thinking about what sort of naming conventions and patterns you would use in your own projects, take a moment to review the best practices for file structure and naming conventions.

When creating a file structure and naming convention pattern for a project, you should always:

- Work out your conventions early in your project. The earlier you start, the more organized you’ll be.
- Align file naming conventions with your team. Conventions are most useful when everyone follows them.
- Make sure filenames are meaningful. Stick to a consistent pattern that contains the most useful information needed.
- Keep file names short and to the point.

This includes understanding the expected structure of folders and files in a project. Where does your data live? Your spreadsheets? Your data visualizations? Being able to navigate your folders easily makes for a well-structured project.

Remember, there are some stylistic choices you’ll need to make when it comes to filename conventions. However, there are still best practices you should follow here, too:

Formatting Convention	Example
Format Dates as yyyyymmdd	SalesReport20201125
Lead revision numbers with 0	SalesReport20201125v02
Use hyphens, underscores, or capitalized letters	SalesReport_2020_11_25_v02

You will reflect on the importance of these conventions and how you would approach file structuring and naming for your own projects in the learning log template linked below.

Access your learning log

To use the learning log for this course item, click the link below and select “Use Template.”

Link to learning log template: [Review file structure and naming conventions](#)

OR

If you don’t have a Google account, you can download the template directly from the attachment below.



Learning Log Template_ Review file structure and naming conventions
DOCX File

Reflection

In your learning log template, write 2-3 sentences (40-60 words) responding to each of the questions about file structuring and naming conventions below:

- Why are file structure and naming conventions so important? What are the consequences of poor organization for data analysts at work?
- How would you structure folders and files? What naming conventions would you use?
- What appeals to you about these choices?

Mark as completed

