

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 84.38%

To pass 80% or higher

Quiz • 40 min

Go to next item

Review Learning Objectives

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

0.75 / 1 point

☒ Version control

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

☒ Collaborators

✔ Receive grade

✘ This should not be selected

To Pass 80% or higher, Please review [the video on data organization](#). ↗.

Your grade

84.37%

View Feedback

We keep your highest score

☒ Content

☒ Correct👍 Like 🗨 Dislike 🚩 Report an issue

☒ Creation date

☒ Correct

2. Fill in the blank: A data analytics team uses \_\_\_\_\_ to indicate consistent naming conventions for a project. This is an example of using data about data.

1 / 1 point

☐ version control

☒ metadata

☐ folder hierarchies

☐ classifications

☒ Correct

3. A data analyst creates a file that lists people who donated to their organization's fund drive. An effective name for the file is FundDriveDonors\_20210216\_V01.

1 / 1 point

☒ True

☐ False

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

1 / 1 point

☐ Data organization

☐ Version control

☒ Foldering

☐ Data hygiene

☒ Correct

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

1 / 1 point

☐ True

☒ False

☒ Correct

6. An analyst team is organizing their project files in a hierarchical fashion. They decide to implement best practices. How do they structure their folders?

1 / 1 point

☒ Broad topics at the top, then more specific topics below

☐ Broad topics at the right, then more specific topics at the left

☐ Specific topics in the main folder, then more broad topics in the subfolders

☐ Broad topics at the left, then more specific topics at the right

☒ 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 Security

☐ Data preservation

☐ Data cleanliness

☐ Data hygiene

☒ Correct

8. As a data analyst, you are building a spreadsheet containing multiple tabs. You would like to show your manager your completed work which will allow them to review your progress.. What should you do to only make completed tabs available?

0 / 1 point

☒ Hide tabs that have not been completed

☐ Rename the uncompleted tabs

☐ Make a copy of the spreadsheet and delete tabs that have not been completed

☐ Share the spreadsheet and only grant view permissions

✘ Incorrect

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