Week 13

Benefits of organizing data:

* Makes it easier to find and use
* Helps you avoid making mistakes during your analysis
* Helps to protect your data

Naming conventions: Consistent guidelines that describe the content, date, or version of a file in its name.

Best practices when organizing data:

* Naming conventions
* Foldering
* Archiving older files
* Align your naming and storage practices with your team
* Develop metadata practices

**FIleName\_yy\_mm\_dd\_versionNumber**