# Electronic File Storage

In today’s exercises, you will set up a file naming convention and directory structure for all of your technology training content.

## Exercise 1: File Naming

Let’s take a look at how this course content is stored on a server. Here are the files for day 2. Do you see a pattern to the file names? Yes! This is called the file naming convention (FNC).

|  |  |  |
| --- | --- | --- |
|  |  | FDABI\_0102\_Data\_Set |
|  |  | FDABI\_0102\_Keyboarding\_Log |
|  |  | FDABI\_0102\_Lab\_Workbook |
|  |  | FDABI\_0102\_Turning\_Unstructured\_Data\_Into\_Structured\_Data |

1. The file names start with “FDABI” to indicate that the file is part of the “Fundamentals of Data Analysis and Business Intelligence” curriculum.
2. The first number after “FDABI” indicates the week of tech instruction. This is the first week of tech instruction, so the files all start with “FDABI\_01”.
3. The second number “02” indicates the day of tech instruction within each week.
4. FDABI\_0102 files are from week 1 and day 2.
5. The rest of the name indicates what the file is about e.g. “Keyboarding” or “Lab Workbook”
6. There are no blank spaces in the name. Underscores are used to indicate a space.

### Create Your File Naming Convention

Most days you will be provided a:

* PowerPoint document containing the lecture
* Word document containing the lab instructions
* Data set containing data or other files needed to complete the lab.

Create a file naming convention for the files that you will save and submit to Moodle for your instructor. Make sure that your file naming convention includes:

* The week and day of instruction
* Your name
* Some labs will have more than one exercise, so you need a way to indicate which exercise is contained in each file.

## Exercise 2: Directory Structure

All files are stored in a location. Let’s take a look at how the tech training files are stored on Moodle (note that you might be accessing this course through a different digital platform or system). Then you will create a directory structure on your computer (and/or virtual computer).

All of the files were stored in folders. Each unit folder had a name indicating the general topic of the week e.g. “Unit 1 Files and Formats”

|  |  |
| --- | --- |
| Unit 1 - Files and Formats | |
| Restricted | **Available from 28 January 2022** |
| Unit 2 - Manual Data Tidying | |
| Restricted | **Available from 4 February 2022** |
| Unit 3 - Automated Data Tidying | |
| Restricted | **Available from 18 February 2022** |
| Unit 4 - Bringing Data Together | |
| Restricted | **Available from 25 February 2022** |
| Unit 5 - Pulling Data from a Database | |
| Restricted | **Available from 4 March 2022** |
| Unit 6 - Data Modeling | |
| Restricted | **Available from 11 March 2022** |
| Unit 7 - Data Visualization | |
| Restricted | **Available from 18 March 2022** |
| Unit 8 - Final Project | |
| Restricted | **Available from 25 March 2022** |

**How are the files stored right now?**

Now take a look at how the files are stored on the server or digital platform you are accessing the course through at the moment. Are the files stored in a similar way using logical and easy-to-use file naming conventions?

**Let’s look inside the Unit 1 folder**

There were additional folders for each day of instruction. There are four days of instruction and four folders (Day 1 to Day 4).

|  |  |
| --- | --- |
| Unit 1 - Files and Formats | |
| Restricted | **Available from 28 January 2022** |

|  |  |
| --- | --- |
|  | Day 1: Path of Data |
|  | Day 2: Turning Unstructured Data into Structured Data |
|  | Day 3: Storage |
|  | Day 4: Practice Transporting and Storing Unstructured Data |

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**Let’s look inside the Day 2 folder**

Here we find the data set, the keyboarding log, the lab workbook, and the PowerPoint presentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Day 2: Turning Unstructured Data into Structured Data | | | |
|  |  |  |  |
|  |  |  | FADABI\_0102\_Data\_Set |
|  |  |  | FADABI\_0102\_Keyboarding\_Log |
|  |  |  | FADABI\_0102\_Lab\_Workbook |
|  |  |  | FADABI\_0102\_Turning\_Unstructured\_Data\_Into\_Structured\_Data |

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**Let’s look inside the data set**

Here we find all the materials (the house files) that you need to complete the lab.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day 2: Turning Unstructured Data into Structured Data | | | | |
|  |  |  |  | |
|  |  |  | FADABI\_0102\_Data\_Set | |
|  |  |  |  | House1.PDF |
|  |  |  |  | House2.PDF |
|  |  |  |  | House3.PDF |
|  |  |  |  | House4.PDF |
|  |  |  |  | House5.PDF |
|  |  |  | FADABI\_0102\_Keyboarding\_Log | |
|  |  |  | FADABI\_0102\_Lab\_Workbook | |
|  |  |  | FADABI\_0102\_Turning\_Unstructured\_Data\_Into\_Structured\_Data | |

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All of the course files in Moodle are stored in a hierarchical directory structure:

* The top level is the unit of instruction
* The second level is the day of instruction (this is where you find the presentation and lab instructions)
* The third level is the file set (this is where you find the materials needed to complete the lab).

### Create your Directory Structure

Create a directory structure on your computer (and/or your virtual computer) for storing all of your files for the technology training part of this course.

Store the files in a way that makes sense to you. Your final structure MUST include a hierarchy (i.e. you are not allowed to put everything in one, giant folder). Place all of your files for Unit 1/ days 1 to 3 in your file structure.

