

1. Fill in the blank: Naming \_\_\_\_\_ are consistent guidelines used to describe the content, date, or version of a file.
  - a. descriptors
  - b. attributes
  - c. references
  - d. conventions
2. What are the key goals of foldering in data analytics? Select all that apply.
  - a. Transfer files from one place to another
  - b. Assign metadata about the folders
  - c. Organize files into subfolders
  - d. Keep project-related files together
3. What is the process of structuring folders broadly at the top, then breaking down those folders into more specific topics?
  - a. Creating a hierarchy
  - b. Producing a backup
  - c. Assigning naming conventions
  - d. Developing metadata
4. Which of the following examples would be the most effective file name?
  - a. Data\_519
  - b. CampaignData\_03
  - c. May30-2019\_AirportAdCampaignResults\_Terminals3-5\_InclCustSurveyResponses\_Ideas
  - d. AirportCampaign\_2013\_10\_09\_V01