1. You create a spreadsheet to document your organization's daily efficiency ratings. There are five sheets within the spreadsheet, each of which have data about five different facilities. To ensure each facility can only view their own sheet, you put restrictions on the spreadsheet. What practice does this scenario describe?
   a. Data security
   b. Data integrity
   c. Data hygiene
   d. Data preservation

2. What aspects of a file do file-naming conventions typically describe? Select all that apply.
   a. Collaborator names
   b. Content description
   c. Version number
   d. Creation date

3. A data analyst team revisits an old project and wants to understand how the file-naming conventions are structured. Where does the team locate this information?
   a. In aggregated data
   b. In SQL
   c. In the metadata
   d. In folder hierarchies

4. A data analyst works with a file from a customer satisfaction survey. The survey was sent to anyone who became a new customer between April and June, 2021. Which of the following are effective names for the file?
   a. April_May_June_2021_Responses_to_New_Customer_Survey_ANALYSI SDATA_928310
   b. Apr2021_CustSurvey_V
   c. NewCustomerSurvey_2021-6-20_V03
   d. Survey_Responses

5. Fill in the blank: A junior data analyst uses _____ to organize files in a way that keeps project-related files together.
   a. data grouping
   b. version control
   c. foldering
   d. data hygiene

6. A vendor asks a data team at their partner company to share a spreadsheet. The spreadsheet contains three tabs. Tabs 1 and 2 are meant for the vendor to

review, but tab 3 contains sensitive internal information. Which of the following tactics will enable the data team to keep tab 3 private? Select all that apply.
   a. Rename tab 3 "Sensitive," then share the spreadsheet with the vendor.
   b. Hide tab 3, then share the spreadsheet with the vendor.
   c. Copy tabs 1 and 2 into a separate spreadsheet, then share the new file with the vendor.
   d. Make a copy of the spreadsheet, delete tab 3, then share the new file with the vendor.

7. A data team at a manufacturing company finishes a project about production rates, so they delete the related files. However, they are later tasked with another production project, which the deleted files could have informed. What should the data team have done with the original project files?
   a. Save them on a USB device
   b. Archive them
   c. Keep them on their local drive
   d. Print them out

8. Fill in the blank: Broader-topic folders are located at the top of a _____, and more specific subfolders and files are contained within those folders.
   a. encryption
   b. file extension
   c. permission
   d. hierarchy