# Learning Log: Review file structure and naming conventions

## Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: Learning Log: Review file structure and naming conventions.

| Date: <enter date> | Course/topic: Course 3: Prepare Data for Exploration |
|---|---|
| | Learning Log: Review file structure and naming conventions |

| Review best practices | When creating a file structure and naming convention pattern for a project, you should always: |
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| | <ul><li>Work out your conventions early in your project. The earlier you start, the more organized you'll be.</li><li>Align file naming conventions with your team. Conventions are most useful when everyone follows them.</li><li>Make sure filenames are meaningful. Stick to a consistent pattern that contains the most useful information needed.</li><li>Keep file names short and to the point.</li></ul><br>Remember, there are some stylistic choices you'll need to make when it comes to filename conventions. However, there are still best practices you should follow here, too: |

| Formatting Convention | Example |
|---|---|
| Format Dates as 'yyyymmdd' | SalesReport20201125 |
| Lead revision numbers with 0 | SalesReport20201125v02 |
| Use hyphens, underscores, or capitalized letters | SalesReport_2020_11_25_v02 |

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| **Reflection:** | Write 2-3 sentences (40-60 words) responding to each of the questions about file structuring and naming conventions below: |
| **Questions and responses:** | <ul><li>Why are file structure and naming conventions so important? What are the consequences of poor organization for data analysts at work?<br>*By seeing it we can get an idea what this file is about so we don't have to open the file and check the data.*</li><br><li>How would you structure folders and files? What naming conventions would you use?<br>*FileName_Date_Version*</li><br><li>What appeals to you about these choices?<br>*It will describe the information that particular file want to display*</li></ul> |