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coursera

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Effectively organize data

Securing data

Weekly challenge 4



Reading: ReadingGlossary: Terms and definitions

. Duration: 10 minutes10 min



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Quiz: *Weekly challenge 4*

8 questions

Weekly challenge 4

Quiz 40 minutes • 40 min

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1.

Question 1

Which of the following are best practices when organizing data? Select all that apply.

1 / 1 point



Align your naming and storage practices with your team



Correct



Use foldering to organize files into folders



Correct



Delete your old project data



Apply logical and descriptive naming conventions



Correct

2.

Question 2

Your boss assigns you a new multi-phase project and you create a naming convention for all of your files. With this project lasting years and incorporating multiple analysts it's crucial that you create data explaining how your naming conventions are structured.

What is this data called?

1 / 1 point



Metadata



Named convention



Labeled data



Descriptive data



Correct

3.

Question 3

A grocery store is collecting inventory data from their produce section. What is an appropriate naming convention for this file?

1 / 1 point



Today's Produce 2022-15-09



Produce_Inventory_2022-09-15_V01



Inventory_Produce 2022-09-15 V01



Todays_Produce



Correct

4.

Question 4

Foldering may be used by data analysts to organize folders into what?

1 / 1 point



Databases



Subfolders



Versions



Tables



Correct

5.

Question 5

Data analysts use archiving to copy and keep backups of important files. These backups are used if original files are lost.

0 / 1 point



True



False



Incorrect

Please review [the video on organizing files](#).

6.

Question 6

As a data analyst, folder organization is key to being efficient at your job. A common practice is to lay out your folders with broad topics at the top with more specific topics at the bottom. What's the name of this approach?

1 / 1 point



Bottom to top



Left to right



Heterarchy



Hierarchy



Correct

7.

Question 7

Using encryption to protect data is an example of what?

1 / 1 point



Data security



Data validation



Data integrity



Data ethics



Correct

8.

Question 8

A data analyst creates a spreadsheet with five tabs. They want to share the data in tabs 1-4 with a client. Tab 5 contains private information about other clients. Which of the following tactics will enable them to keep tab 5 private? Select all that apply.

1 / 1 point

☐☐

Hide tab 5, then share the spreadsheet with the client.

☐☐

Rename tab 5 to include the word “private” then share the spreadsheet with the client.

☒☒

Copy tabs 1-4 into a separate spreadsheet, then share the new file with the client.



Correct

☒☒

Make a copy of the spreadsheet, delete tab 5, then share the new file with the client.



Correct