It's also critical to ensure that file names are meaningful, consistent, and easy-to-read. File names should include:

* The project’s name
* The file creation date
* Revision version
* Consistent style and order

**Glossary terms from module 4**

**Terms and definitions for Course 3, Module 4**

**Access control:** Features such as password protection, user permissions, and encryption that are used to protect a spreadsheet

**Data security:** Protecting data from unauthorized access or corruption by adopting safety measures

**Inbox:** Electronic storage where emails received by an individual are held