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BEWERTUNG
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Test your knowledge on organizing data

GESAMTPUNKTZAHL 5

1. Data analysts use guidelines to describe a file's version, content, and date created. What are these guidelines called?

1 / 1 Punkten

- ☐ Naming verifications
- ☒ Naming conventions
- ☐ Naming references
- ☐ Naming attributes

✓ Richtig

Naming conventions are guidelines that describe the content, date, or version of a file.

2. Data analysts use foldering to achieve what goals? Select all that apply.

1 / 1 Punkten

- ☐ To transfer files from one place to another
- ☐ To assign metadata about the folders
- ☒ To organize folders into subfolders

✓ Richtig

Data analysts use foldering to keep project-related files together and organize them into subfolders.

- ☒ To keep project-related files together

✓ Richtig

Data analysts use foldering to keep project-related files together and organize them into subfolders.

3. Fill in the blank: To separate current from past work and reduce clutter, data analysts create _____. This involves moving files from completed projects to a separate location.

1 / 1 Punkten

- ☒ archives
- ☐ backups
- ☐ copies
- ☐ structures

✓ Richtig

To separate current from past work and reduce clutter, data analysts create archives.

4. What is the process of structuring folders broadly at the top, then breaking down those folders into more specific topics?

1 / 1 Punkten

- ☐ Assigning naming conventions
- ☒ Creating a hierarchy
- ☐ Developing metadata
- ☐ Producing a backup

✓ Richtig

The process of structuring folders broadly at the top, then breaking down those folders into more specific topics, is creating a hierarchy.

5. Successful file naming conventions include information that's useful when trying to locate or update a file. Which of the following are effective file names? Select all that apply.

1 / 1 Punkten

- ☐ May30-2019_AirportAdvertisingCampaignResults_Terminals3-5_InclCustSurveyResponses_PLUS_IdeasforJune
- ☒ May2019_AirportCampaignData_V03

✓ Richtig

AirportCampaign_53019_V01 and May2019_AirportCampaignData_V03 are effective file names because they are an appropriate length and reference the project name, creation date, and version.

- ☐ Data_519
- ☒ AirportCampaign_53019_V01

✓ Richtig

AirportCampaign_53019_V01 and May2019_AirportCampaignData_V03 are effective file names because they are an appropriate length and reference the project name, creation date, and version.