

Congratulations! You passed!

TO PASS 80% or higher

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Weekly challenge 4

LATEST SUBMISSION GRADE

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1. A data analytics team labels its files to indicate their content, creation date, and version number. The team is using what data organization tool?

1 / 1 point

- ☐ File-naming references
- ☐ File-naming attributes
- ☐ File-naming verifications
- ☒ File-naming conventions



Correct

The team is using file-naming conventions, which are consistent guidelines that describe the content, creation date, or version of a file.

2. To align file naming and storage practices, it's useful to develop metadata practices with your data analytics team.

1 / 1 point

- ☒ True
- ☐ False



Correct

To align file naming and storage practices, it's useful to develop metadata practices with your data analytics team.

3. Data analysts use naming conventions to help them identify or locate a file. Which of the following is an example of an effective file name?

1 / 1 point

- ☐ Sept_ElementaryStudents_V1
- ☐ ElementarySchoolStudents_EnrollingSeptember2021_PlusRisingMiddleSchool_FJPSKVND
- ☒ Elementary_Students_20090221_V03
- ☐ Elem_9



Correct

Elementary_Students_20090221_V03 is an effective file name because it is an appropriate length and references the project name, creation date, and version.

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

1 / 1 point

- ☐ Versions
- ☒ Subfolders
- ☐ Databases
- ☐ Tables



Correct

Foldering may be used by data analysts to organize folders into subfolders.

5. Data analysts use archiving to separate current from past work. What does this process involve?

1 / 1 point

- ☐ Using secure data-erase software to destroy old files
- ☐ Reviewing current data files to confirm they've been cleaned
- ☒ Moving files from completed projects to another location
- ☐ Reorganizing and renaming current files



Correct

Archiving involves moving files from completed projects to a separate location.

6. Fill in the blank: Data analysts create _____ to structure their folders.

1 / 1 point

- ☐ ladders
- ☐ scales
- ☒ hierarchies
- ☐ sequences



Correct

Data analysts create hierarchies to structure their folders.

7. A data analyst wants to ensure only people on their analytics team can access, edit, and download a spreadsheet. They can use which of the following tools? Select all that apply.

1 / 1 point

- ☐ Filtering
- ☒ Sharing permissions



Correct

To control who can access or edit a spreadsheet, data analysts use encryption and sharing permissions.

☐ Templates

☒ Encryption



Correct

To control who can access or edit a spreadsheet, data analysts use encryption and sharing permissions.

8. A data analyst wants to share spreadsheet tab A with their team. They're still working with tabs B and C, and they don't want their team members to access them yet. Hiding tabs B and C will protect them from being accessed.

1 / 1 point

☐ True

☒ False



Correct

Hiding tabs B and C will not protect them from being accessed.