

Learning Log: Review file structure and naming conventions



Overview

In the previous lesson, you were introduced to file structuring and naming conventions. Now, you'll complete an entry in your learning log reviewing these concepts and reflecting on why they are so important. By the time you complete this entry, you will have a stronger understanding of how and why data analysts use file structuring and naming conventions on the job. This will help you think critically about file structuring and naming for your own projects in the future and keep your work more organized.

Review best practices

Before you begin thinking about what sort of naming conventions and patterns you would use in your own projects, take a moment to review the best practices for file structure and naming conventions.

When creating a file structure and naming convention pattern for a project, you should always:

- Work out your conventions early in your project. The earlier you start, the more organized you'll be.
- Align file naming conventions with your team. Conventions are most useful when everyone follows them.
- Make sure filenames are meaningful. Stick to a consistent pattern that contains the most useful information needed.
- Keep file names short and to the point.

This includes understanding the expected structure of folders and files in a project. Where does your data live? Your spreadsheets? Your data visualizations? Being able to navigate your folders easily makes for a well-structured project.

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:

<u>Formatting Convention</u>	<u>Example</u>
Format Dates as yyyyymmdd	SalesReport20201125
Lead revision numbers with 0	SalesReport20201125v02

<u>Formatting Convention</u>	<u>Example</u>
Use hyphens, underscores, or capitalized letters	SalesReport_2020_11_25_v02

You will reflect on the importance of these conventions and how you would approach file structuring and naming for your own projects in the learning log template linked below.