

✔ **Congratulations! You passed!**

Grade received **100%** To pass 80% or higher

[Go to next item](#)

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

1 / 1 point

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

✔ **Correct**

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 point

- ☐ To assign metadata about the folders
- ☒ To keep project-related files together

✔ **Correct**

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

- ☐ To transfer files from one place to another
- ☒ To organize files into subfolders

✔ **Correct**

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 point

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

✔ **Correct**

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 point

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



Correct

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 is an effective file name?

1 / 1 point

- ☐ May30-2019_AirportAdvertisingCampaignResults_Terminals3-5_InclCustSurveyResponses_PLUS_IdeasforJune
- ☐ CampaignData_03
- ☐ Data_519
- ☒ AirportCampaign_2013_10_09_V01



Correct

AirportCampaign_2013_10_09_V01 is an effective file name because it is an appropriate length and it references the project name, creation date, and version.