✓ **Congratulations! You passed!**

| Grade received 100% | Latest Submission Grade 100% | To pass 80% or higher | **Go to next item** |

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 attributes

   ⦿ File-naming conventions

   ○ File-naming references

   ○ File-naming verifications

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

2. Fill in the blank: A data analytics team uses _____ to indicate consistent naming conventions for a project. This is an example of using data about data.   **1 / 1 point**

   ○ version control

   ○ classifications

   ⦿ metadata

   ○ folder hierarchies

   ✓ **Correct**
   A data analytics team uses metadata to indicate consistent naming conventions for a project. This is an example of using data about data.

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**

   ○ ElementarySchoolStudents_EnrollingSeptember2021_PlusRisingMiddleSchool_FJPSKVND

   ○ Sept_ElemtaryStudents_V1

   ⦿ 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. What process do data analysts use to keep project-related files together and organize them into subfolders?   **1 / 1 point**

   ○ Editing

   ○ Naming

   ⦿ Foldering

   ○ Encrypting

   ✓ **Correct**
   Data analysts use foldering to keep project-related files together and organize them 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

○ Reorganizing and renaming current files

◉ Moving files from completed projects to another location

○ Reviewing current data files to confirm they've been cleaned

> ⊘ **Correct**
> Archiving involves moving files from completed projects to a separate location.

6. Data analysts create hierarchies to organize their folders. How are folder hierarchies structured?   `1 / 1 point`

○ Broad topics at the left, then more specific topics at the right

◉ Broad topics at the top, then more specific topics below

○ Broad topics at the right, then more specific topics at the left

○ Specific topics at the top, then more broad topics below

> ⊘ **Correct**
> Folder hierarchies are structured with broad topics at the top, then more specific topics below.

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`

☑ Sharing permissions

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

☐ Filtering

☐ 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.