Prepare Data for Exploration
Google

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Prepare Data for Exploration

Week 4

Discuss the topic here.

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Organizing and protecting your data

🇬 Google Career Certificates

Good organization skills are a big part of most types of work, and data analytics is no different. In this part of the course, you'll learn the best practices for organizing data and keeping it secure. You'll also learn how analysts use file naming conventions to help them keep their work organized.

⌃ Less

Learning Objectives

- Explain steps that can be taken to secure data
- Discuss the use of file-naming conventions by data analysts
- Describe best practices for organizing data

⌃ Less

Effectively organize data

▶ **Video:** Feel confident in your data 53 sec   [Resume]

▶ **Video:** Let's get organized 4 min

📖 **Reading:** Organization guidelines 10 min

▶ **Video:** All about file naming 2 min

📖 **Reading:** Learning Log: Review file structure and naming conventions 20 min

</> Effective naming and organization methods 15 min

📑 **Practice Quiz:** Test your knowledge on how to organize data 5 questions

Securing data

▶ **Video:** Security features in spreadsheets 3 min

📖 **Reading:** Balancing security and analytics 10 min

📑 **Practice Quiz:** Self-Reflection: Protecting your resources 1 question

📑 **Practice Quiz:** Test your knowledge on securing your data 3 questions

Weekly challenge 4

📖 **Reading:** Glossary: Terms and definitions 5 min

📑 **Quiz:** *Weekly challenge 4* 8 questions   Due Aug 2, 1:59 AM CDT