



✓ **Congratulations! You passed!**  
TO PASS 80% or higher

Keep Learning

GRADE  
100%

## \*Weekly challenge 4\*

LATEST SUBMISSION GRADE

100%

1. What aspects of a file do file-naming conventions typically describe? Select all that apply.

1 / 1 point

☒ Creation date

✓ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

☐ Collaborators

☒ Content

✓ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

☒ Version number

✓ **Correct**

File-naming conventions describe a file's content, creation date, and version number.

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

☐ ElementarySchoolStudents\_EnrollingSeptember2021\_PlusRisingMiddleSchool\_FJPSKVND

☐ Elem\_9

☒ Elementary\_Students\_20090221\_V03

☐ Sept\_ElementaryStudents\_V1

✓ **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. Data analysts use a process called encryption to organize folders into subfolders.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Data analysts use foldering to organize folders into subfolders.

5. A data analyst completes a project. They move project files to another location to keep them separate from their current work. This is an example of what process?

1 / 1 point

☒ Archiving files

☐ Renaming files

☐ Destroying files

☐ Duplicating files

✓ **Correct**

Moving project files to another location to keep them separate from their current work is an example of archiving files.

6. Data analysts create hierarchies to organize their folders. They do this by structuring folders by specific topics at the top, then more broadly below.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Data analysts create hierarchies to organize their folders. They do this by structuring folders with broad topics at the top, then more specific topics below.

7. A data analyst adds sharing permissions to limit who can edit the data contained within a file. This is an example of what?

1 / 1 point

☐ Data validation

☐ Data integrity

☒ Data security

☐ Data ethics

✓ **Correct**

A data analyst adds sharing permissions to limit who can edit the data contained within a file. This is an example of data security.

8. To reduce clutter, a data analyst hides cells that contain long, complex formulas. To view the formulas again, the analyst will need to adjust the spreadsheet sharing or encryption settings.

1 / 1 point

☐ True

☒ False

✓ **Correct**

Hidden cells can be easily unhidden using the unhide feature. Hiding does not protect data.