



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE

80%

Test your knowledge on how to organize data

TOTAL POINTS 5

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 attributes
- ☒ Naming conventions
- ☐ Naming verifications

✓ **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 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.

- ☒ To keep project-related files together

✓ **Correct**

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

- ☐ To assign metadata about the folders

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

- ☐ copies
- ☐ structures
- ☐ 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?

0 / 1 point

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

✗ **Incorrect**

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.