Smartsheet Core Product Certification Exam (New 2023/ 2024) Questions

What can you customize when you insert a hyperlink in a cell? - ✓✓ANSW✓✓..Display text

Which takes priority when a sheet has 2 conditional formatting rules? - ✓✓ANSW✓✓..The rule on the top

Kai is building a sheet to track opportunities for his sales team. For each opportunity, the salesperson enters their Region and the Opportunity Value. Kai wants to know the total value of all opportunities in the Western region. Which formula should Kai use to add sales opportunities for the Western region? - ✓✓ANSW✓✓..=SUMIF(Region:Region, "Western", [Opportunity Value]:[Opportunity Value])

Sandra has an alert workflow that notifies a sales manager when an opportunity in their region is Closed-Won. A manager for a different region learned of this and wants one for their region.What is the most efficient way for Sandra to start the new workflow? - ✓✓ANSW✓✓..Duplicate the existing workflow

Valentino created an alert to notify a contact in the Assigned To column if their task is past due and incomplete. He realized that one of his external contractors did not receive the notification when this occurred. What is a likely reason the external collaborator would not receive an automated notification? - ✓✓ANSW✓✓..The Automation Permissions is not set to Unrestricted, so external collaborators can not receive the notification

Your project sheet includes a workflow that sends your manager a notification of changes each day. Your manager is off for the next week and doesn't want to receive notifications until they return. What is the recommended way to stop the notifications for the next week? - ✓✓ANSW✓✓..Disable the workflow

Tiffany manages a request sheet for her organization's procurement team. Her team's process requires that she keep a record of the original request, but the team needs to update the request with new information as they work on it.
Which workflow action could she use to keep a record of the original request? - ✓✓ANSW✓✓..Copy row

Which option serves as a trigger for an automated workflow? - ✓✓ANSW✓✓..When a date is reached

Naomi has a sheet that she is using to manage a project. If a task is not marked complete on the due date, she wants to remind her collaborators to update their task status without navigating to the sheet. Which workflow action should she use? - ✓✓ANSW✓✓..Request an update

Shauna, a sheet-level Admin, is receiving too many notifications from an established workflow. She still wants to receive notifications from this workflow, but not as often. How can she reduce the number of notifications sent for a workflow without changing the triggers? - ✓✓ANSW✓✓..Change the frequency by editing the Run workflow setting

Jean is building a workflow to remind collaborators to update their project status each week. They want to change the message if a project is past due. What is the most efficient way for them to do this? - ✓✓ANSW✓✓..Add a conditional path with a second action

Faisal is managing a project in a sheet. He has a symbol column to track tasks that are at risk. When a task becomes at risk, he wants to immediately notify the person assigned to the task. How could he do this? - ✓✓ANSW✓✓..Create an alert to notify the assignee when a task is marked at risk

Which action allows you to add additional actions after it within the same workflow? - ✓✓ANSW✓✓..Request an approval

Which statement about modifying reports is correct? - ✓✓ANSW✓✓..You can modify the name of the primary column

Pierre is managing projects using Smartsheet for the first time. His project teams communicate with email. He is struggling to get them to review their tasks and update task status each week. How can Pierre send his project teams a weekly email that shows them their tasks and reminds them to make updates if needed? - ✓✓ANSW✓✓..Build a task list report and schedule it to send as an attachment weekly

Which describes the difference between a row report and a sheet summary report? - ✓✓ANSW✓✓..Row reports show rows from the grid, sheet summary reports show fields from the sheet summary

What is the lowest permission needed to modify the criteria of a report? - ✓✓ANSW✓✓..Admin

Mariela has a sheet that she is using to track the status of a project. She has shared it to her stakeholders with Viewer permission. She has received feedback that the sheet is cluttered with completed tasks. How could she remove the completed tasks from view? - ✓✓ANSW✓✓..Create and share a filter

Which type of user can create or own a sheet in Smartsheet? - ✓✓ANSW✓✓..Licensed

What permission is required to hide and unhide columns? - ✓✓ANSW✓✓..Admin

Vivian uses a sheet to track the status of a project that she is managing. Several cells are cell linked to a sheet that the IT director uses to track all IT projects. Vivian updates her sheet.
When do the linked cells on the director's sheet update? - ✓✓ANSW✓✓..When Vivian's sheet is saved

Which column type tracks when a row was added to a sheet? - ✓✓ANSW✓✓..Created (Date) column

Which are the 3 column types that can enable Card View? - ✓✓ANSW✓✓..Contact List, Dropdown (Single Select), Symbol

Tyrone created a project plan sheet and is adding tasks. He added the first task, then moved to the next row to add his second task.
What will automatically be copied down to the new row? - ✓✓ANSW✓✓..Formatting

Which view must include 2 date columns in order to be displayed? - ✓✓ANSW✓✓..Gantt

Which file type can you insert in a cell? - ✓✓ANSW✓✓...gif

Alex is building a sheet to keep track of her tasks on a website project. She must perform the same set of tasks for each webpage. She listed each webpage on her sheet and has written out the tasks for the first one.
What is the fastest way for her to add the tasks to the remaining webpages? - ✓✓ANSW✓✓..Copy the rows with tasks, then paste them under each webpage

Which program files can you import into Smartsheet to create a new sheet? - ✓✓ANSW✓✓..Excel

Where can you see the hierarchy in a row? - ✓✓ANSW✓✓..Primary Column

You are building a sheet to keep track of opportunities for your sales team. You want a column to show which of the 4 regions each opportunity is assigned to.
Which column type would be best? - ✓✓ANSW✓✓..Dropdown (Single Select)

What is the minimum permission you need to add or edit the options in the column properties of a dropdown list column? - ✓✓ANSW✓✓..Admin

Sanjay is using a sheet to collect requests for his IT team. He has shared the sheet, giving them Editor permissions so they can update the status of tickets they are

assigned to. When a ticket is marked as "Complete," he doesn't want them to be able to edit the ticket.
How can Sanjay do this? - ✓✓ANSW✓✓..Lock the rows

Your manager wants to check on the status of each task in a project that you are managing periodically throughout the day. They do not use Smartsheet.
Which action should you take to allow this? - ✓✓ANSW✓✓..Publish the sheet

Jason is managing a new project and created a sheet to track its status. The project charter was just approved by his stakeholders. It is a PDF document.
What is the recommended way to include it in Smartsheet? - ✓✓ANSW✓✓..Attach the file to the sheet

How can you make sure that a specific collaborator receives a notification about a comment that you make? - ✓✓ANSW✓✓..Mention them with the @ symbol in the comment

Shawn is managing a project that includes a subcontractor. His sheet contains sensitive budget data that he does not want the subcontractor to view.
How can Shawn have the subcontractor make updates to his project sheet? - ✓✓ANSW✓✓..Send an update request

Maria manages requests for a marketing shared services team. She has separate sheets to track new requests, projects that are in progress, and archived requests.
What is the recommended way to share these assets with her team? - ✓✓ANSW✓✓..Put them in a workspace

You created a workspace to organize a program you manage. Inez told you that she has a few sheets to add to the workspace.
What permission does she need for her to be able to move these sheets into your workspace? - ✓✓ANSW✓✓..Admin

After returning from a week of vacation, you want to see what changes have been made to your sheet.
How can you see all of the cells that have changed? - ✓✓ANSW✓✓..Highlight Changes

You shared a sheet with Javier and gave him Admin permission. You then moved the sheet into a workspace that Javier has Viewer permission to.
What permission level does Javier have on the sheet? - ✓✓ANSW✓✓..Admin

Your project team is having a dispute about when a task was marked as complete.
How can you solve the dispute? - ✓✓ANSW✓✓..Check the Cell History

The sponsor of a project that you are managing wants an emailed update on the status of the project before their weekly meeting.