Smartsheet Certification Exams (New 2023/2024 with 50 questions)

How is tagging a shared collaborator in a comment, via the use of @mention, an effective means of collaboration?

It shares that collaborator a published view of the sheet so they can view the comment.

It instantly sends the @mentioned individual an alert with the comment.

It begins keeping track of the @mentioned individual within activity log.

It adds the @mentioned individual to your My Smartsheet Contacts - ✓✓ANSW✓✓..It instantly sends the @mentioned individual an alert with the comment.

A snapshot of a sheet or report can be shared via email using the "Send as Attachment..." action. The sheet can be sent once or on a recurring basis. Select the two file formats the attachment can be sent as.

Excel

PDF

CSV

PNG - ✓✓ANSW✓✓..Excel and PDF

When viewing a sheet, you want to have certain rows grab your attention, if the task is at risk or past its due date. You can accomplish this by using which feature?

Highlight changes

Conditional formatting

Alerts

Format painter - ✓✓ANSW✓✓..Conditional formatting

Which of the following can be inserted into a formula to automate the checking of a box, raising of a flag or filling in of a star?

1

"Return"

100%

"Yes" - ✓✓ANSW✓✓..1

You've created a form to gather new customer information. When new submissions are made, you must go into the sheet and assign a member of your sales team as the lead, who will then follow-up with the customer.

Which of the following workflows best addresses your need to quickly take action after a form submission is made?

Use the "Send as Attachment" feature to send yourself a daily email with directions to assign a lead.

Create an alert to notify you when anything on the sheet changes.

Send yourself the activity log, hourly, so you can adjust the assigned individual.

Create an alert to notify yourself when a new row has been added to the sheet. - ✓✓ANSW✓✓..Create an alert to notify yourself when a new row has been added to the sheet.

The "Send..." action, available from the row menu, allows you to provide a view-only version of one or more rows to anyone you specify. Which two of the following options can be customized?

File format of the rows (PDF or Excel)

Custom message to recipient

Delivery recurrence (once, every hour, every day, etc.)

Columns included - ✓✓ANSW✓✓..Custom message to recipient and columns included

Which feature allows licensed collaborators [with at least Editor permissions] to audit changes made to the sheet?

Conditional formatting

Activity log

View cell history

Highlight changes - ✓✓ANSW✓✓..Activity Log

How can a user modify a report to get different results?

Add/delete rows from the report

Apply conditional formatting to the report

Change the criteria in the Report Builder

Select Edit Report from the File menu - ✓✓ANSW✓✓..Change the criteria in the Report Builder

I have a handful of tasks that are falling behind schedule and I want to quickly view which items are marked "Red" in my project status column. To identify this information WITHOUT having to leave the sheet, I should:

Turn on highlight changes

Write a formula

Create a filter

Send an update request to my collaborators - ✓✓ANSW✓✓..Create a filter

Date based alerts help keep collaborators aware of key project dates. Date based alerts can be triggered on a specific date or based off a date in any date column. Which of the following is a possible use case for establishing a date based alert?

Samuel wants to automatically inform his boss when the status of a task becomes at-risk

Samuel wants to notify all collaborators when a task is over budget

Samuel wants to be sent an email five days before the start of each task so he can check in with key collaborators

Samuel wants to automatically let external vendors know when a task is not complete - ✓✓ANSW✓✓..Samuel wants to be sent an email five days before the start of each task so he can check in with key collaborators

Auto-fill is automatically applied by Smartsheet within every sheet. Which two of the following functions does auto-fill perform?

Copy manual update requests to generate recurring updates

Continue patterns of formatting

Apply formulas and adjust cell references to adjacent rows

Generate a numeric value based on conditional formatting rules - ✓✓ANSW✓✓..Continue patterns of formatting

Apply formulas and adjust cell references to adjacent rows

The _____ widget uses a URL or embed code to surface interactive content on a dashboard.

Title

Report

Image

Web Content - ✓✓ANSW✓✓..Web Content

In order to enable Card View, your sheet must have a least one of three specific column types. Two of those columns are dropdown list and symbol. What is the third column type?

Date column

Text/Number column

System Generated column

Contact List column - ✓✓ANSW✓✓..Text/Number column