MONDAY.COM WORK MANAGEMENT CORE CERTIFICATION PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. Which view in Monday.com is best for managing tasks in a structured way with deadlines?

A. List view

B. Gantt view

C. Kanban view

D. Calendar view

2. When adding a map view and chart view to a board, which view serves as the default?

A. Map view

B. Chart view

C. Main table view

D. Kanban view

3. What are the three important steps in managing workflow change?

A. Planning, Training, Implementing

B. Preparing for change, Executing the change, Reinforcing the change

C. Evaluating, Adjusting, Sustaining

D. Communicating, Implementing, Reviewing

4. How can alerts and notifications be set in Monday.com?

A. By configuring automation rules and notification settings for specific events

B. Users cannot set alerts

C. By sending email updates manually

D. It is only available for administrators

5. What is established during the project kickoff stage?

A. Project deliverables and deadlines

B. Roles and responsibilities of team members

C. Final budget and resource allocation

D. Completion timelines for each phase

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6. What methods should you use to build a project workflow on Monday.com?

A. Vertical single board

B. Agile with iterations

C. Waterfall method

D. Hybrid with subitems

7. Which tool in Monday.com helps project managers to see task dependencies and timelines?

A. Task board

B. Timeline view

C. Automations

D. Priority levels

8. Can an invitation for a user on monday.com be canceled after it has been sent?

A. Yes

B. No

C. Only if there is an admin approval

D. Only before the user accepts

9. How can automation enhance task management in monday.com?

A. By reducing team communication

B. By automating the creation of reports

C. By automatically notifying relevant parties based on task status

D. By organizing meetings

10. What does the status column allow you to communicate?

A. Only if an item is completed

B. Team members' roles

C. Task progress and priorities

D. Budget status of projects

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Answers

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1. C
2. C
3. B
4. A
5. B
6. D
7. B
8. A
9. C
10. C

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Explanations

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1. Which view in Monday.com is best for managing tasks in a structured way with deadlines?

A. List view

B. Gantt view

C. Kanban view

D. Calendar view

The Gantt view is particularly effective for managing tasks in a structured way with deadlines, as it visually represents project timelines and dependencies. In this view, tasks are displayed as horizontal bars along a timeline, allowing users to easily see the duration of each task and how they overlap or relate to one another. This is especially beneficial for project management, where deadlines are critical, as it allows team members to track progress visually and adjust schedules as needed. The Gantt view facilitates planning by showcasing start dates, end dates, and the overall timeline of the project at a glance. It enhances the ability to manage multiple tasks and ensures that deadlines are not only set but also honored, making it a top choice for structured task management. Each of the other views serves different purposes. For instance, while a list view can display tasks and deadlines, it does not offer the same visual representation of timelines or dependencies found in the Gantt view. The Kanban view is great for visualizing task status and workflow but does not inherently emphasize deadlines as strongly. The calendar view effectively displays deadlines on a calendar format but lacks the structured relationship of tasks within a timeline. Hence, the Gantt view stands out as the optimal choice for comprehensive task management with deadlines.

2. When adding a map view and chart view to a board, which view serves as the default?

A. Map view

B. Chart view

C. Main table view

D. Kanban view

The default view for a board in Monday.com is the main table view. This view serves as the foundational layout where all the data is displayed in a structured format, allowing users to see all their items and corresponding information at a glance. It's essential because it provides an intuitive interface for entering, editing, and managing data efficiently. Other views, such as the map view and chart view, are designed to enhance specific aspects of data visualization and analysis, but they do not replace the main table as the default setting. These additional views can provide unique insights and facilitate different ways of interacting with the data, such as geographical representation in the case of the map view, or trend visualization through the chart view. However, they serve as complementary tools rather than primary interfaces for data management. The main table view remains the initial point of interaction for users working on a board.

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3. What are the three important steps in managing workflow change?

A. Planning, Training, Implementing

B. Preparing for change, Executing the change, Reinforcing the change

C. Evaluating, Adjusting, Sustaining

D. Communicating, Implementing, Reviewing

The three important steps in managing workflow change are preparing for change, executing the change, and reinforcing the change. Preparing for change involves assessing the current workflow, identifying the need for change, and developing a well-thought-out plan to guide the transition. This step is crucial because it sets the foundation for successful implementation by addressing potential challenges and ensuring all stakeholders understand the reasons for the change. Executing the change focuses on the actual implementation of the new processes or workflows. This stage requires clear communication, coordination among team members, and effective management of resources to ensure the transition occurs smoothly. Successful execution directly impacts how well the change is adopted by the team. Reinforcing the change involves supporting individuals and teams as they adjust to the new workflow. This could include providing additional training, addressing any issues that arise, and celebrating small victories to maintain motivation. Reinforcement is vital to embed the change into the organization's culture and to ensure that the new workflow is sustained over time. The other options do not encapsulate the entire scope of managing workflow change as effectively, emphasizing steps that may be part of the process but miss the comprehensive approach of preparing, executing, and reinforcing change.

4. How can alerts and notifications be set in Monday.com?

A. By configuring automation rules and notification settings for specific events

B. Users cannot set alerts

C. By sending email updates manually

D. It is only available for administrators

Setting alerts and notifications in Monday.com can be effectively accomplished by configuring automation rules and notification settings for specific events. This process allows users to create tailored responses to various activities on their boards, such as when a status changes, a due date approaches, or when there's an update on a task. The automation feature enables users to specify actions, such as sending notifications to specific team members based on predefined triggers. This level of customization helps teams stay informed and ensures that critical updates are communicated promptly, enhancing workflow efficiency and collaboration. In contrast to the other choices, the available options don't provide the same comprehensive avenue for setting alerts. Users indeed have the capability to set alerts, contrary to the option suggesting that they cannot. Additionally, while sending manual email updates is an option, it lacks the automation and integration capabilities that make alerts more efficient and timely in Monday.com. Lastly, the idea that alerting functions are restricted only to administrators is incorrect, as all users can set alerts and notifications based on their role and permissions within the platform.

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5. What is established during the project kickoff stage?

A. Project deliverables and deadlines

B. Roles and responsibilities of team members

C. Final budget and resource allocation

D. Completion timelines for each phase

During the project kickoff stage, the focus is primarily on establishing the roles and responsibilities of team members. This initial phase is crucial to set the foundation for effective collaboration and communication throughout the project. Clearly defining who is responsible for what helps to minimize confusion, streamline workflow, and ensure accountability within the team. When team members understand their specific roles, it enhances commitment and engagement, as each person can see how their contributions fit into the larger project goals. Additionally, setting these roles at the beginning fosters a culture of collaboration, making it easier to address issues and adapt as the project progresses. While aspects such as project deliverables, deadlines, budgets, and completion timelines are critical components of a project, these are typically discussed in more detail after the roles and responsibilities have been established. This ensures that everyone understands their contributions toward achieving those objectives.

6. What methods should you use to build a project workflow on Monday.com?

A. Vertical single board

B. Agile with iterations

C. Waterfall method

D. Hybrid with subitems

Building a project workflow on Monday.com using a hybrid approach with subitems is effective because this method allows for flexibility and detailed task management. A hybrid approach can combine elements of different methodologies, accommodating various project needs and team preferences. This versatility is particularly useful in dynamic environments where teams may find it beneficial to switch between more structured and fluid workflows. Subitems allow you to break down larger tasks into manageable pieces, enabling better organization and clearer visibility of tasks. This granularity helps teams track progress and ensure that all aspects of the project are being addressed. By utilizing subitems within a hybrid framework, teams can customize their workflows to improve communication, adapt to changing priorities, and enhance overall project efficiency. While other methodologies, such as agile or waterfall, provide distinct advantages, a hybrid approach with subitems typically balances structure and flexibility, making it a popular choice for managing complex projects effectively.

7. Which tool in Monday.com helps project managers to see task dependencies and timelines?

A. Task board

B. Timeline view

C. Automations

D. Priority levels

The Timeline view in Monday.com is designed specifically to help project managers visualize task dependencies and manage timelines effectively. This tool allows users to see how tasks are interconnected, as well as to understand the durations and scheduling of tasks over a specified period. With the visual representation of the project timeline, project managers can easily identify which tasks need to be completed before others can begin, thus providing a clearer overview of the project's flow and critical paths. By using the Timeline view, project managers can make informed decisions about resource allocation, identify potential bottlenecks, and adjust schedules as necessary to keep the project on track, ultimately enhancing project management efficiency and effectiveness.

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8. Can an invitation for a user on monday.com be canceled after it has been sent?

A. Yes

B. No

C. Only if there is an admin approval

D. Only before the user accepts

An invitation for a user on monday.com can indeed be canceled after it has been sent. This feature allows administrators to manage user access effectively, ensuring that if there are changes in the team structure or if the invited user is no longer needed, the invitation can be retracted. This capability is crucial for maintaining control over the workspace and ensuring that only the intended users have access to the platform. While there could be specific scenarios concerning user acceptance or admin involvement, the fundamental functionality of canceling an invitation exists, providing flexibility for team management.

9. How can automation enhance task management in monday.com?

A. By reducing team communication

B. By automating the creation of reports

C. By automatically notifying relevant parties based on task status

D. By organizing meetings

Automation can significantly enhance task management in monday.com by automatically notifying relevant parties based on task status. This feature ensures that team members are alerted to important updates, such as when a task is completed, overdue, or requires attention. By automating these notifications, team members can stay informed without manually checking the status of every task, which improves efficiency and helps maintain workflow continuity. Effective communication is crucial in task management, and automated notifications bridge the gap by keeping everyone updated in real time. This way, issues can be addressed promptly, deadlines can be managed more efficiently, and the overall accountability within the team increases. In contrast, while reducing team communication might seem beneficial, it can lead to misunderstandings or a lack of necessary context among team members. Automating reports is also useful, but it doesn't directly influence how tasks are managed day-to-day. Organizing meetings is important for teamwork, but it's more about collaboration than task management itself. Thus, the automatic notification feature stands out as a key automation benefit specifically for enhancing task management.

10. What does the status column allow you to communicate?

A. Only if an item is completed

B. Team members' roles

C. Task progress and priorities

D. Budget status of projects

The status column is a vital feature within Monday.com because it provides a clear and visual representation of task progress and priorities. This allows users to quickly assess how far along a task is in relation to its completion, which is essential for managing workflows effectively. By customizing these statuses, teams can communicate important information about each task, such as whether a task is pending, in progress, or completed. Additionally, the status can indicate priority levels, helping team members focus on urgent tasks versus those that can wait. The versatility of the status column in conveying both progress and priority makes it a key tool for enhancing collaboration and ensuring everyone is aligned with the current state of various tasks.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://workmgmtcorecert.examzify.com

We wish you the very best on your exam journey. You've got this!

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