SLACK ADMIN CERTIFICATION PRACTICE TEST (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. What types of messages can you send in Slack?

A. Only text messages and file attachments

B. Text messages, file attachments, emojis, threads, and snippets

C. Text messages and direct messages only

D. Text messages, voice messages, and video calls

2. What is the function of the @everyone mention in Slack?

A. Notifies only the active members of a channel

B. Notifies everyone in a workspace-wide channel

C. Notifies every member of a channel, active or not

D. Notifies only the owner of the workspace

3. Which feature in Slack is designed to reduce clutter in conversations?

A. Direct messaging

B. Channels

C. Threads

D. Integrations

4. What does the Standard Export feature allow admins and owners to do?

A. Export content from both public and private channels

B. Export content from public channels including links to files

C. Export all messages and files permanently

D. Only access public channel analytics

5. True or False: Only workspace admins and owners can delete a channel in which they have joined.

A. True

B. False

C. Only owners can delete channels

D. Administrators can delegate deletion rights

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6. True or False: Every Enterprise Grid Org can only have a single Org Primary Owner?

A. True

B. False

C. Depends on the organization

D. Not specified

7. Which is a recommended practice regarding app security in Slack?

A. Installing as many apps as available

B. Ignoring user feedback about apps

C. Regularly reviewing installed apps

D. Only using official Slack apps

8. What is unique about the #general channel?

A. It is the most frequently used channel

B. Every member is automatically added and cannot leave

C. It is accessible only to admins

D. Only certain members can post

9. What is Slack's Do Not Disturb mode?

A. A setting that silences notifications for a specified period

B. A feature that blocks all messages during meetings

C. A mode to temporarily disable your status

D. A setting that allows only urgent notifications

10. What is a workspace invite in Slack?

A. An email sent out to team members

B. An invitation sent to a user to join a workspace

C. A request for participation in a meeting

D. A notification of new channels available

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Answers

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

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Explanations

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1. What types of messages can you send in Slack?

A. Only text messages and file attachments

B. Text messages, file attachments, emojis, threads, and snippets

C. Text messages and direct messages only

D. Text messages, voice messages, and video calls

The correct choice highlights the diverse range of communication methods available within Slack. Slack allows users to send not just plain text messages, but also enrich their conversations with file attachments, which could include documents, images, or other file types. Additionally, the inclusion of emojis adds a layer of expression that can enhance the tone of the communication, making it more engaging and relatable. Threads are crucial for maintaining context within conversations, allowing users to respond directly to specific messages without cluttering the main channel. Snippets enable users to share longer segments of code or text in a structured format, further broadening the ways to communicate within the platform. This variety supports better collaboration and helps teams convey information more effectively, accommodating different needs and preferences for communication. The other choices lack the full scope of Slack's capabilities, missing out on key elements that contribute to its functionality as a comprehensive collaboration tool.

2. What is the function of the @everyone mention in Slack?

A. Notifies only the active members of a channel

B. Notifies everyone in a workspace-wide channel

C. Notifies every member of a channel, active or not

D. Notifies only the owner of the workspace

The @everyone mention in Slack serves the specific function of notifying every member in a workspace-wide channel. This is used to draw the attention of all participants to important announcements or discussions that require immediate attention across the entire workspace. It ensures that no one is overlooked, making it an effective tool for urgent communications that need to reach every contributor within that particular channel. In contrast, other options do not align with the intended purpose of the @everyone mention. For example, not being exclusive to just active members or channel owners makes the mention particularly powerful when widespread awareness is required. Instead, it ensures inclusivity, meaning anyone who is a member of the channel, regardless of their online status, receives the notification, reinforcing its role as a critical communication tool within Slack.

3. Which feature in Slack is designed to reduce clutter in conversations?

A. Direct messaging

B. Channels

C. Threads

D. Integrations

The feature in Slack designed to reduce clutter in conversations is Threads. Threads allow users to reply to a specific message within a conversation without disrupting the flow of the main chat. When a response is sent as a thread, it keeps the primary channel free of numerous back-and-forth replies, which helps maintain clarity and organization. This is particularly beneficial in busy channels where multiple conversations might be happening simultaneously, allowing participants to focus on specific discussions without being overwhelmed by unrelated messages. Direct messaging can facilitate one-on-one communication but does not address clutter in group conversations. Channels are utilized for broader discussions among groups but can become crowded without the use of threads. Integrations enhance functionality and do not directly impact the organization of conversation threads in Slack. Therefore, Threads serve the unique purpose of maintaining orderly communication, making them the correct choice for reducing clutter.

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4. What does the Standard Export feature allow admins and owners to do?

A. Export content from both public and private channels

B. Export content from public channels including links to files

C. Export all messages and files permanently

D. Only access public channel analytics

The Standard Export feature in Slack is designed to enable admins and owners to extract content from public channels. This feature provides a way to download a text file that contains messages from those channels, along with links to any files shared within them. The inclusion of links to files allows admins to have a complete overview of public discussions, making it easier to analyze or store this information externally. In contrast, exporting from private channels or direct messages is not permitted through this feature, as it respects the privacy and confidentiality of those conversations. Other options may not accurately reflect the capabilities of the Standard Export function, particularly regarding its limitations with private data and file access. Thus, the focus of the Standard Export is specifically on public channels, which aligns perfectly with the function's design to facilitate data management while adhering to privacy protocols.

5. True or False: Only workspace admins and owners can delete a channel in which they have joined.

A. True

B. False

C. Only owners can delete channels

D. Administrators can delegate deletion rights

The statement is true because in Slack, only workspace admins and owners have the necessary permissions to delete a channel. This restriction is in place to maintain control and governance over the workspace's content and organization. For any communication platform, it's crucial to manage how channels are created and deleted, as they often hold significant historical and organizational value for users. Regular members do not possess the authority to delete channels they are part of, safeguarding against accidental or malicious removals. Hence, the need for elevated permissions for such actions ensures a level of oversight and protection over the workspace structure. Moreover, allowing only admins and owners to delete channels can prevent chaos and confusion that might arise from mismanagement of channels, which are often created for collaboration on specific topics or projects.

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6. True or False: Every Enterprise Grid Org can only have a single Org Primary Owner?

A. True

B. False

C. Depends on the organization

D. Not specified

In an Enterprise Grid Organization within Slack, there is a strict structure regarding ownership roles. Each Enterprise Grid Org does indeed have a single Org Primary Owner. This individual is responsible for managing the overall settings and policies of the organization, ensuring that everything functions optimally for all teams and members within the grid. This role is significant as the Org Primary Owner has vital administrative powers that can affect all workspaces within the organization. While there may be multiple workspace owners and other admin roles, the designation of a singular Org Primary Owner helps streamline decision-making and maintain consistency in governance across different workspaces. It's essential to understand that while an organization can have many workspace owners and admins, the unique nature of having one primary owner provides clarity and organization in leadership. Other roles exist to assist and manage the daily operations, but they do not possess the overarching control that the Org Primary Owner has, which solidifies the statement as true.

7. Which is a recommended practice regarding app security in Slack?

A. Installing as many apps as available

B. Ignoring user feedback about apps

C. Regularly reviewing installed apps

D. Only using official Slack apps

Regularly reviewing installed apps is a crucial best practice for maintaining app security in Slack. This practice allows administrators to monitor which applications have been integrated into the workspace, ensuring they still align with the organization's security policies and compliance requirements. It helps identify any outdated or unnecessary apps that may pose a risk, as well as any new features or potential vulnerabilities that may arise over time. Additionally, conducting regular app reviews can help to ensure that the apps being used are actively maintained and have the necessary security updates applied. This proactive approach minimizes the risk of data breaches and unauthorized access to sensitive information, thereby safeguarding the overall integrity of the organization's Slack environment. In contrast, installing as many apps as available can lead to security vulnerabilities, while ignoring user feedback may prevent administrators from uncovering potential issues with the apps being used. Limiting usage to only official Slack apps may not always be feasible or practical, as many third-party applications can provide valuable functionalities as long as they are vetted and monitored properly.

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8. What is unique about the #general channel?

A. It is the most frequently used channel

B. Every member is automatically added and cannot leave

C. It is accessible only to admins

D. Only certain members can post

The #general channel is distinctive in that every member of the workspace is automatically added to it and cannot leave. This design ensures that important announcements, updates, and information are communicated universally to all members, promoting organizational alignment and fostering a sense of community. Being unable to exit the #general channel emphasizes its role in keeping everyone informed and engaged, making it a vital touchpoint within the Slack environment. In contrast, the other options do not accurately represent the nature of the #general channel. While it may be frequently utilized, that does not define its uniqueness. Accessibility to admins only misrepresents its foundational purpose, which is meant to be an inclusive space for all members. Lastly, the ability to post is not restricted to specific members; rather, this channel encourages contributions from everyone to facilitate a dynamic exchange of information.

9. What is Slack's Do Not Disturb mode?

A. A setting that silences notifications for a specified period

B. A feature that blocks all messages during meetings

C. A mode to temporarily disable your status

D. A setting that allows only urgent notifications

Slack's Do Not Disturb mode is designed to help users manage their notification settings effectively, particularly when they need uninterrupted focus or are engaged in other activities. This mode silences notifications for a specified period, allowing the user to concentrate on their work without being distracted by incoming messages or alerts. When activated, users can set a specific duration during which they will not receive notifications, which is beneficial for maintaining productivity and minimizing interruptions. Additionally, once the designated time concludes, notifications resume automatically, ensuring that the user does not miss important messages or updates. Other options may suggest specific circumstances for message blocking or adjustments only regarding status updates, but they do not encompass the full functionality and intent behind the Do Not Disturb mode, which is centered on managing notification interruptions.

10. What is a workspace invite in Slack?

A. An email sent out to team members

B. An invitation sent to a user to join a workspace

C. A request for participation in a meeting

D. A notification of new channels available

A workspace invite in Slack is specifically an invitation sent to a user to join a workspace. This process allows the user to access the collaborative environment where team members can communicate, share files, and work together on projects. When a user receives a workspace invite, it typically includes a link that directs them to create or log into their Slack account, granting them access to the specific workspace and its channels. The other options do not accurately describe a workspace invite. For example, an email sent out to team members may pertain to various notifications or updates but does not specifically refer to inviting users to the workspace. A request for participation in a meeting is related to scheduling and does not involve access to the workspace itself. Lastly, a notification of new channels available might inform users about additional discussion areas but does not constitute an invitation to join the workspace. Therefore, the definition focusing on user invitations captures the essence of what a workspace invite is within the Slack platform.

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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://slackadmincertification.examzify.com

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

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