SMARTSHEET CORE PRODUCT PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 15

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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 action can help ensure updates are tracked while still allowing for reminders?**

   A. Use a request for update

   B. Send an email reminder

   C. Flag tasks manually

   D. Create action items

2. **What is the purpose of "Cell Linking" in Smartsheet?**

   A. To connect and reference specific cells across different sheets

   B. To merge cells into a single cell

   C. To create multiple versions of a sheet

   D. To protect cells from user changes

3. **What is the significance of the “Automatic Updates" function in Smartsheet?**

   A. It allows users to create backups of their sheets

   B. It enables real-time collaboration by refreshing data automatically

   C. It checks for updates to Smartsheet software

   D. It secures sheets from unauthorized changes

4. **What permission level should be granted to allow a team member to add new widgets and reorganize the layout of a dashboard?**

   A. Editor

   B. Viewer

   C. Admin

   D. Collaborator

5. **To show the combined value of approved purchase requests from different sheets, how should Bobbi proceed?**

   A. Create individual reports for each category

   B. Compile all requests into one sheet before reporting

   C. Create a report to combine approved requests, then summarize the values using SUM

   D. Create a dashboard with widgets for each category

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6. What is the purpose of setting Alerts in Smartsheet?

A. To notify users about changes or updates relevant to their tasks

B. To automate report generation

C. To enhance data security

D. To create detailed project forecasts

7. What is the function of the "Sights" feature in Smartsheet?

A. To create custom dashboards to visualize data from multiple sheets

B. To track individual task completion rates

C. To automate workflow approvals

D. To improve the print layout of sheets

8. What is the lowest permission level required to modify the criteria of a report?

A. Viewer

B. Editor

C. Admin

D. Restricted

9. How can Fatima automate the inclusion of new sheets in her project summary report?

A. Add each new sheet manually as a source

B. Use filters to select which sheets to include

C. Use the workspace as the data source for the report

D. Regularly update the report settings

10. Can Smartsheet be used for budget tracking?

A. No, it is designed only for project management

B. Yes, through custom metrics and formulas

C. Only for small projects

D. Yes, but only for expenses

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Answers

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

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Explanations

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1. What action can help ensure updates are tracked while still allowing for reminders?

A. Use a request for update

B. Send an email reminder

C. Flag tasks manually

D. Create action items

Using a request for update is the most effective action to ensure that updates are tracked while still allowing for reminders. When you send a request for update in Smartsheet, it prompts specific users to provide the necessary updates on tasks or items. This action creates a structured way to collect information, ensuring that all changes are documented in the system. Additionally, requests for updates can be configured to send reminders to those users, prompting them to respond if they haven't done so within a certain timeframe. This dual function not only enhances accountability by tracking updates but also integrates a reminder system that keeps the team informed about their responsibilities and deadlines. In contrast, sending an email reminder may serve as a gentle nudge but does not capture updates directly in Smartsheet, meaning that tracking changes becomes more manual and less efficient. Flagging tasks manually requires more oversight and does not automate reminders or updates, which can lead to missed information. Creating action items may help in organizing tasks but doesn't inherently guarantee that updates will be captured in the same efficient manner as requests for updates facilitate.

2. What is the purpose of "Cell Linking" in Smartsheet?

A. To connect and reference specific cells across different sheets

B. To merge cells into a single cell

C. To create multiple versions of a sheet

D. To protect cells from user changes

The purpose of "Cell Linking" in Smartsheet is to connect and reference specific cells across different sheets. This functionality allows users to pull data from one sheet into another, ensuring that information is consistent and easily accessible without the need to duplicate data manually. For example, if you have a summary sheet that aggregates data from various project sheets, cell linking enables you to automatically update the summary when values in the source sheets change. This is particularly beneficial for maintaining accurate reporting and analysis, as it allows users to create a dynamic and interconnected workspace. By linking cells, users can streamline their workflows and enhance collaboration since everyone can view the latest data without needing to navigate through multiple sheets individually.

3. What is the significance of the “Automatic Updates" function in Smartsheet?

A. It allows users to create backups of their sheets

B. It enables real-time collaboration by refreshing data automatically

C. It checks for updates to Smartsheet software

D. It secures sheets from unauthorized changes

The “Automatic Updates” function in Smartsheet is significant because it enables real-time collaboration by refreshing data automatically. This feature ensures that all users who are working on a particular sheet see the most current information without needing to manually refresh or reload the sheet. It enhances the efficiency of teamwork, as any changes made by one user are instantly visible to others. This is particularly important in collaborative environments where multiple team members may be updating information simultaneously, promoting transparency and minimizing the risk of working with outdated data. The ability to stay synchronized in real time supports better decision-making and communication among team members.

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4. What permission level should be granted to allow a team member to add new widgets and reorganize the layout of a dashboard?

A. Editor

B. Viewer

C. Admin

D. Collaborator

The permission level needed to allow a team member to add new widgets and reorganize the layout of a dashboard is typically the Admin level. This level grants full access to customize the dashboard, including adding, editing, or removing widgets, as well as rearranging the overall layout. Admins have the highest level of permissions, allowing them to manage and configure workspace elements comprehensively. In contrast, other roles have more limited capabilities. For instance, Editors can make changes to the content but might not have the authority to modify the layout of a dashboard extensively. Viewers have the least permissions, as they can only view the dashboard and cannot make any changes. Collaborators may have various levels of access depending on how they are specifically configured, but they generally do not have the full administrative capabilities needed to restructure the dashboard layout. Therefore, to ensure a team member has the necessary control to make substantial modifications to a dashboard's widgets and layout, granting them Admin permissions is essential.

5. To show the combined value of approved purchase requests from different sheets, how should Bobbi proceed?

A. Create individual reports for each category

B. Compile all requests into one sheet before reporting

C. Create a report to combine approved requests, then summarize the values using SUM

D. Create a dashboard with widgets for each category

Creating a report to combine approved requests and summarizing the values using the SUM function is an effective approach for showing the combined value of approved purchase requests from different sheets. This method allows Bobbi to pull in relevant data from multiple sheets into a single report, ensuring that all approved requests are displayed in one place. Once the report is generated, using the SUM function enables Bobbi to efficiently calculate the total value of those requests. This approach not only consolidates the information but also provides a clear and straightforward overview of the financial implications of the approved purchase requests. The ability to combine data sources and perform calculations within a report is one of the strong features of Smartsheet, making this option the most strategic and effective. In contrast, creating individual reports for each category would lead to fragmented information, making it difficult to have a holistic view of the data. Compiling all requests into one sheet before reporting can be cumbersome and may disrupt the workflow by requiring manual input. Finally, while creating a dashboard with widgets for each category can be useful for visualization, it may not directly provide the consolidated value that Bobbi seeks, nor would it facilitate easy calculation of the sum without additional steps. Thus, the most suitable choice is to generate a report that consolid

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6. What is the purpose of setting Alerts in Smartsheet?

A. To notify users about changes or updates relevant to their tasks

B. To automate report generation

C. To enhance data security

D. To create detailed project forecasts

Setting Alerts in Smartsheet serves the primary purpose of notifying users about changes or updates that are relevant to their tasks. This functionality is critical for maintaining clear communication and ensuring that team members stay informed about developments that may affect their work, deadlines, or project milestones. Alerts can be customized to trigger notifications based on specific criteria, such as changes made to a sheet, modifications to due dates, or updates on task completion. This ensures that everyone involved in a project is promptly made aware of important changes, allowing for better collaboration and timely decision-making. Other options like automating report generation, enhancing data security, and creating detailed project forecasts represent different functionalities within Smartsheet but do not directly relate to the Alert feature. Alerts specifically focus on communication regarding updates and changes rather than on automation, security, or forecasting tasks.

7. What is the function of the "Sights" feature in Smartsheet?

A. To create custom dashboards to visualize data from multiple sheets

B. To track individual task completion rates

C. To automate workflow approvals

D. To improve the print layout of sheets

The "Sights" feature in Smartsheet is designed specifically for creating custom dashboards that allow users to visualize data from multiple sheets. This functionality enables organizations to compile and present important metrics, KPIs, and project progress in a cohesive and visually appealing manner. By aggregating information from various sources into a centralized view, users can easily track performance and make informed decisions. Utilizing Sights, teams can incorporate different types of visual elements such as charts, graphs, and summary reports, making it an effective tool for stakeholders who need quick insights without delving into the granular details of individual sheets. This feature enhances collaboration and transparency by providing an accessible overview of project statuses and goals to all relevant team members.

8. What is the lowest permission level required to modify the criteria of a report?

A. Viewer

B. Editor

C. Admin

D. Restricted

To modify the criteria of a report in Smartsheet, the user must have a permission level that allows for editing capabilities, which includes adjusting filters and other settings that determine how data is displayed in a report. An Admin permission level grants comprehensive access, including the ability to change the report's criteria, manage access permissions, and configure settings that affect the entire sheet or report. In contrast, the other permission levels do not provide the necessary privileges for these actions. A Viewer can only view the report without making any changes, while an Editor has some editing capabilities but may not have full control over the underlying configuration of reports, especially if those reports involve shared sheets with specific restrictions. Restricted access, as the name suggests, limits users even further, preventing them from modifying any aspects of the report. Thus, Admin is the appropriate permission level required to modify the criteria of a report, enabling the user to effectively manage and optimize the report's filtration and display parameters.

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9. How can Fatima automate the inclusion of new sheets in her project summary report?

A. Add each new sheet manually as a source

B. Use filters to select which sheets to include

C. Use the workspace as the data source for the report

D. Regularly update the report settings

Using the workspace as the data source for the report is the most efficient way for Fatima to automate the inclusion of new sheets in her project summary report. When a workspace is designated as the data source, the report can automatically pull in any new sheets that are added to that workspace. This streamlines the process significantly since Fatima won't need to manually add each new sheet or regularly adjust the report settings. Other methods, such as adding each new sheet manually or using filters to select sheets, are not scalable and can lead to inefficiencies as the number of sheets in the project increases. While updating the report settings regularly might seem like a feasible option, it still requires manual intervention, which can be time-consuming and error-prone. By leveraging the workspace as the data source, Fatima ensures that her report remains dynamic and up-to-date with minimal effort, allowing her to focus on other aspects of her project.

10. Can Smartsheet be used for budget tracking?

A. No, it is designed only for project management

B. Yes, through custom metrics and formulas

C. Only for small projects

D. Yes, but only for expenses

Smartsheet is a versatile tool that provides extensive functionalities beyond just project management, including budget tracking. The ability to utilize custom metrics and formulas allows users to create tailored budget tracking systems that suit specific project requirements. Users can set up sheets that calculate costs, project budgets, and other financial metrics by leveraging Smartsheet's capabilities in formulas, conditional formatting, and various reporting functionalities. This flexibility enables teams to track expenses, compare them against budgets, and manage financial resources effectively, making it a valuable asset for businesses aiming to maintain financial control over their projects. Other answer choices limit Smartsheet's application in budget tracking, either by suggesting it cannot handle such tasks at all, implying it is only useful for small projects, or by restricting its capabilities solely to tracking expenses rather than providing a comprehensive view of budget management.

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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://smartsheetcoreproduct.examzify.com

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

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