Smartsheet 201 Course
In Person

Course Details

This course is designed for users who have foundational knowledge and skills in Smartsheet and who wish to continue developing their abilities in collaborative work management. Upon successful completion of this course, you will be able to lead your team to develop solutions that increase efficiency and productivity.

**Length:** Sixteen hours (Two 8-hour sessions)

**Format:** In-Person Classroom Environment

**Recommended Prerequisites:** Smartsheet 101 or equivalent knowledge

**Level:** Intermediate Smartsheet Knowledge

**Course Includes**

- PDF workbook containing key concepts of each topic covered
- Hands-on activities and materials shared with your Smartsheet account
- You will earn a maximum of 12 PDUs for this course. For additional information, please click here.

**You’ll Learn How To**

- Use the collaboration suite of tools to keep tasks on track
- Use Forms to gather information
- Create formulas to increase automation and productivity
- Learn when to best utilize cell linking versus reporting
- Create Dashboards/Portals to keep team members informed of key metrics
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Create

• Use Card View to reassign tasks
• Use of hierarchy to summarize tasks and visualize start and end dates in Gantt View
• Use Calendar View to distribute a calendar utilizing important dates within a project
• Create and use functions to calculate cost and variance
• Create and use logic functions

Collaboration

• Organize using Workspaces
• Leverage groups to increase collaboration
• Use of permission levels to allow collaborators to work effectively
• Create and customize alerts
• Adjust settings in Notification Center to determine which notifications to receive
• Use reminders to keep collaborators aware of important dates
• Create automated update requests
• Build, customize and deploy Forms
• Track sheet changes through cell history, activity log, and highlight changes

Communication

• Use send a row to communicate important sheet information
• Use cell linking to link cell values across sheets
• Generate Reports to filter and share information based on criterion within a sheet
• Build a single project Dashboard
  • Place individual cell values via a metric widget
  • Display Reports within a Dashboard
  • Create Charts to visualize key sheet data
• Distribute Dashboard to reach an intended audience