Beginning With Smartsheet

Monday, September 30, 2019
8:00am - 5:00pm at The Washington State Convention Center
Course fee: $399

This course is designed for newer users who wish to gain a foundational understanding of the Smartsheet work execution platform. Participants will gain hands-on training with an introduction to formulas, reporting, cell linking, and various automated workflows including update requests, reminders and alerts. They'll then apply this knowledge by connecting these features to a real world application in Smartsheet.

Course outline:
• Create and organize work within Smartsheet
• Use hierarchy to establish parent/child relationships
• Edit columns to improve sheet functionality
• Create and use filters to narrow the view of sheet information
• Inserts comments and attachments to track additional documents/conversations
• Understand basic formula creation
• Access the four views within Smartsheet
• Collaborate through update requests
• Build conditional formatting rules
• Set alerts
• Create reminders
• Cell link data across sheets
• Create a single criteria report
• Track sheet changes
• Send rows/sheets
• Print/publish to share your work with others
• Assign permission levels to your collaborators