Intermediate Level Smartsheet

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

This course is designed for users who have foundational knowledge and skills and wish to continue developing and impacting their team's abilities to collaborate effectively and efficiently. Users will learn and develop a solution that includes intermediate formulas, multiple reports, a customized form for an intake process, a project dashboard (including use of the charting capabilities in Smartsheet) and automated workflows and update requests.

Course outline:
• Use card view to quickly categorize sheet information
• Visualize start and end dates through Gantt view
• Explore calendar view to elevate/visualize important task dates
• Intermediate formulas • Introduction to logic functions
• Create and share work in a workspace
• Use Smartsheet’s automated features, including alerts reminders and approval requests, and update requests
• Build, customize and deploy a form
• Cell link across sheets
• Create reports from single and multiple criteria
• Create a single project dashboard
• Elevate dashboard visuals by using the charting widget