

Smartsheet Product Certification Prep Guide

Smartsheet product knowledge is the foundation of successful and effective product usage. The Smartsheet Product Certification Exam is designed to measure your knowledge of the most important features and capabilities within the core Smartsheet application, and your ability to apply them to your work, projects, and processes.

Benefits of Smartsheet Product Certification:

- Positively impact the rollout and implementation of Smartsheet within your organization
- Confidently use Smartsheet in your own work

When you are Product Certified you receive:

- Recognition at the annual Smartsheet ENGAGE global customer conference
- Recognition on the Smartsheet Community platform
- A LinkedIn profile certificate

Exam Composition:

The Smartsheet Product Certification Exam is divided into two parts.

- Part 1: A 50 question multiple choice test
- Part 2: A feature manipulation exercise
Note: Part 1 must be passed before entering Part 2 of the exam

Product Certification is valid for two years.

A score of 80 percent correct is required on each part to pass the certification exam.

This exam is accessed through the Smartsheet Center of Excellence online learning platform.

Exam Scoring:

Part 1: Part 1 is scored based on the number of questions answered correctly divided by 50 (the number of questions asked).

e.g. If a user gets 40 questions correct out of the 50 total questions, they would receive a score of 80% and would pass Part 1 of the exam.

Part 2: Each individual exercise is scored. Exercises are weighted based on the complexity, value, and importance of the task at hand.

Feedback: *For both Part 1 and Part 2, each test taker will receive a pass or fail grade. Test takers do not get access to the individual questions or objectives they have met or not met. The exam is summative and intended to measure a user's current knowledge. It is not a diagnostic assessment and thus does not inform a user of their strengths and weaknesses.*

Preparing for the Exam:

We recommend using the Smartsheet platform for at least three to six months on a consistent basis before taking the Product Certification Exam.

Additionally, we recommend completing one of the following courses to help you prepare for the exam:

- The [Academy 201](#) training course
- Smartsheet Foundations training in [Center of Excellence](#)

Test Composition:

You can find the list of tested items [here](#).

Sample Questions

The following questions are similar to the types of questions you will be asked on Part 1 of the Product Certification Exam.

1. What is the best way to display real-time data to top-level executives for a high-level view of key data in your sheets and reports?

- Publish all sheets and reports and send the associated links via email once a week
- Create and publish a dashboard with links to the identified sheets and reports
- Export sheets and reports and share on a weekly basis
- Create a notification to remind executives to look at the necessary sheets and reports

2. You have created a filter on a sheet to view high-priority tasks. In order for other sheet collaborators to view the sheet with the same filter you must:

- Select the checkbox to share the filter
- Send the filter to collaborators via the Send Filter form
- Share the sheet again so all filters are included in the share
- Create a cell link for the identified filter

3. If you want a colleague to see the information in a sheet without the ability to make any changes to it, what permission should you give them?

- Licensed User
- Editor - Cannot Share
- Viewer
- Collaborator

4. Conditional formatting can best be described as:

- A tool used to automatically populate numbers or words in cells
- A tool used to automatically assign tasks when a new task is entered
- A tool used to change the font or color of a cell or row based on information it contains
- A tool used to describe connections between cells on a sheet

5. To create visual consistency within an existing sheet, say you want all parent rows to have a blue background fill. To quickly apply the same formatting to multiple rows, you could:

- Create a report and apply formatting to the report
- Use the Format Painter button
- Select "Use Default Colors" from the sheet menu
- Brand the workspace with specific colors

Answers:

1. B 2. A 3. C 4. C 5. B

Sample Sheet Manipulation Exercise

The following exercise is intended to provide you an opportunity to practice Part 2 of the Product Certification Exam. In this exercise, you will be completing a series of tasks within the context of planning a vacation.

To complete the exercise:

- Click on this [link](#) to download the exercise folder:
Note: Once clicked this will place a folder called "Review Materials" in your Sheets folder under your Home Tab.
- Click and open the Review Materials folder.
Open the sheet titled: *1. Preparation Exercises* to begin the practice sheet manipulation exercise.

Additional Questions?

Contact our certification team at certification@smartsheet.com