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 platform, and your ability to apply them to your work, projects, and processes.

Exam composition

The Smartsheet Product Certification exam is divided into two parts.

- Part 1: A 50-question multiple choice test
- Part 2: A 20-question multiple choice test based on a feature manipulation exercise in Smartsheet

Note: Part 1 must be passed before entering Part 2 of the exam

Product Certification is valid for two years.

A score of 80% 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: Candidates are expected to use the end results of their Part 2 “Feature Manipulation Exercise” in Smartsheet to answer the Part 2 multiple choice questions. Part 2 is scored based on the number of questions answered correctly divided by 20 (the number of questions asked). e.g. if a user gets 16 questions correct out of the 20 total questions, they would receive a score of 80% and would pass Part 2 of the exam.

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:

- Product Certification Track courses
- Smartsheet Foundations training in the Center of Excellence

Tested items

You can find the list of tested features and capabilities here.
Sample Part 1 multiple choice 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?
   a. Publish all sheets and reports and send the associated links via email once a week
   b. Create and publish a dashboard with links to the identified sheets and reports
   c. Export sheets and reports and share on a weekly basis
   d. 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:
   a. Select the checkbox to share the filter
   b. Send the filter to collaborators via the Send Filter form
   c. Share the sheet again so all filters are included in the share
   d. 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?
   a. Licensed User
   b. Editor - Cannot Share
   c. Viewer
   d. Collaborator

4. Conditional formatting can best be described as:
   a. A tool used to automatically populate numbers or words in cells
   b. A tool used to automatically assign tasks when a new task is entered
   c. A tool used to change the font or color of a cell or row based on information it contains
   d. 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:
   a. Create a report and apply formatting to the report
   b. Use the Format Painter button
   c. Select “Use Default Colors” from the sheet menu
   d. Brand the workspace with specific colors

Sample Part 2 feature 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 tracking newsletters.

To complete the exercise:

1. This [dashboard](#) describes the scenario behind the Part 2 preparation exercise.
2. Click on this [link](#) to download the exercise folder:
   Note: Once clicked this will place a folder called “Product Certified Exam — Review Materials“ in your Sheets folder under your Home Tab.
3. Click and open the Review Materials folder. Open the sheet titled: “START HERE: Preparation Exercises” to begin the practice feature manipulation exercise.

Sample Part 2 multiple choice questions

Once you’ve finished all the feature manipulation exercises in the Preparation Exercises sheet, use the end state of your Smartsheet assets to answer the questions below.

1. What is the overall %Complete for the “Revision” phase of the September newsletter?
   a. 8%
   b. 36%
   c. 25%
   d. 0%

2. On the Newsletters Yearly Tracking sheet, what does your [% complete]10 cell look like?
   a. 36%
   b. 36%
   c. 36%

3. Open the Report Builder for the At-Risk Tasks report. Which one of the following options is the correct configuration for the “When” section of the Report Builder?
   a. Status is Red
   b. End Date is in the last 7 day(s)
   c. End Date is in the next 7 day(s)
   d. Start Date has passed AND Status is Red


Additional Questions?

Contact our certification team at [certification@smartsheet.com](mailto:certification@smartsheet.com).