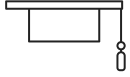


Smartsheet 101

Course Details



This course is designed for newer users who wish to gain a foundational understanding of the Smartsheet collaborative environment. Upon successful completion of this course, one will be able to create and collaborate within Smartsheet to increase efficiency and effectiveness, critical to the success of an organization.

Length: Eight hours (Two 4-hour sessions)

Format: Virtual Classroom

Prerequisites: SmartStart (Free 2-hour instruction course)

Level: New Smartsheet Users

Course Includes

- Hands-on activities and materials shared with your Smartsheet account
- PDF wordbook containing key concepts of each topic covered

You'll Learn How To

- Implement organizational best practices to increase readability
- Reduce workload through automation
- Use the appropriate Smartsheet features to collaborate effectively
- Visualize your work by leveraging all the views in Smartsheet

Smartsheet 101

Course Content

Getting Started

- Understand licensing model and Smartsheet's various user types
- Add contacts within My Smartsheet Contacts

Create

- Maneuver Smartsheet environment by learning how to create and organize your work
- Organize work with hierarchy
- Edit columns to improve sheet functionality
- Increase efficiency with different formatting and viewing
- Centralize communication with the use of comments and attachments
- Create basic formulas
- Use children function to sum data
- Introduction to the views: Grid, Gantt, Calendar & Card

Collaboration

- Use update requests to obtain information from external collaborators
- Build conditional formatting rules to visually track updates and information
- Set up alerts and act on those when notified in Smartsheet's Notification Center
- Set row and sheet level reminders
- Tracking sheet changes through cell history, activity log and highlight changes

Communication

- Send work via sending a row and sending a sheet
- Share work by inviting collaborators and assigning permission levels
- Print and publish sheets to allow greater audiences to view your work
- Cell link an individual cell across sheets
- Create a report based off of single criteria