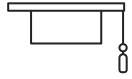


# Regional Smartsheet Academy

## Course Details



**This course** is designed for customers who have foundational knowledge and skills in Smartsheet and who wish to continue developing their team's abilities in collaborative work management. Upon successful completion of this course, one will be able to lead a team in the development of solutions to increase efficiency and productivity.

**Length:** Sixteen hours (Two 8-hour days)

**Format:** In-person classroom environment with a Smartsheet trainer

**Recommended Prerequisites:** Smartsheet 101 or equivalent knowledge

**Level:** Intermediate Smartsheet Knowledge

### Course Includes

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

### You'll Learn How To:

- Use the collaboration suite of tools to keep tasks on track
- Use Forms to gather information
- Create formulas to increase automation and productivity
- Learn when to best utilize cell linking versus reporting
- Create Dashboards/Portals to keep team members informed of key metrics

# Regional Smartsheet Academy

## Course Content

### Create

- Use Card View to reassign tasks
- Use of hierarchy to summarize tasks and visualize start and end dates in Gantt View
- Use Calendar View to distribute a calendar utilizing important dates within a project
- Create and use functions to calculate cost and variance
- Create and use logic functions to determine at-risk tasks

### Collaboration

- Project organization using Workspaces
- Leverage groups to increase collaboration
- Use of permission levels to allow collaborators to work effectively
- Create and customize alerts for at-risk tasks
- Adjust settings in Notification Center to determine what Smartsheet activity notifications to receive
- Use reminders to keep collaborators aware of important dates
- Create automated update requests
- Build, customize and deploy of Forms
- Track sheet changes through cell history, activity log, and highlight changes

### Communication

- Use send a row to communicate important sheet information
- Use cell linking to link cell values across sheets
- Use Reports to filter and share information based on criterion within a sheet
- Use a Dashboard to create a single project dashboard
  - Place individual cell values via a metric widget
  - Display Reports within a Dashboard
  - Create Charts to graph key sheet data
- Distribute Dashboard to reach an intended audience