

# smartsheet ENGAGE '18

Discover new ways to use the Smartsheet platform, and turn those insights into action.

## Beginning with Smartsheet: \$200

This course is designed for newer users who wish to gain a foundational understanding of the Smartsheet work execution platform. Participants will gain hands-on training with an introduction to formulas, reporting, cell linking, and various alerts and actions including update requests, reminders and notifications. They'll then apply this knowledge by connecting these features to a real world application in Smartsheet.

### Course outline:

- Create and organize work within Smartsheet
- Use hierarchy to establish parent/child relationships
- Edit columns to improve sheet functionality
- Create and use filters to narrow the view of sheet information
- Inserts comments and attachments to track additional documents/conversations
- Understand basic formula creation
- Access the four views within Smartsheet
- Collaborate through update requests
- Build conditional formatting rules
- Set notifications
- Create reminders
- Cell link data across sheets
- Create a single criteria report
- Track sheet changes
- Send rows/sheets
- Print/publish to share your work with others
- Assign permission levels to your collaborators

Please note: This introductory course does not include a complimentary Smartsheet Certification exam. You must complete both "Beginning with Smartsheet" as well as "Intermediate Level Smartsheet" training to be eligible for Smartsheet Product Certification.