

Monday.com Core Builder Certification Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which artifact is referenced during kickoff to support planning?**
 - A. Sprint backlog**
 - B. Bug tracker**
 - C. Project Planning board**
 - D. Marketing plan**

- 2. Which data cannot be found in the Admin audit log?**
 - A. Timestamp**
 - B. Type of user**
 - C. Action performed**
 - D. Board name**

- 3. How can you prevent notifications from reaching teams before a status is completed when using a date-based reminder?**
 - A. Configure the automation to notify only when the status is not done.**
 - B. Disable the automation entirely.**
 - C. Notify only after completion.**
 - D. Send a weekly summary.**

- 4. If you want to track hours spent on inquiries, which setup is appropriate?**
 - A. Track hours by adding a time tracking column with automations to start on 'working on it' and stop on 'done'.**
 - B. Track days by automatically setting the start and end date.**
 - C. Use a separate spreadsheet to log hours.**
 - D. Only use a manual timesheet without automation.**

- 5. A marketing team is using this 'creative requests board' to manage and deliver on incoming requests. Which type of use case is this?**
 - A. Collaboration hub**
 - B. Data repository**
 - C. Project workflow**
 - D. Process workflow**

- 6. What is the purpose of the integration column in monday.com?**
- A. To maintain a connection between the parameters in two different tools (monday.com and an external tool)**
 - B. To store all project documents**
 - C. To automate notifications**
 - D. To enforce user permissions**
- 7. During implementation, which statement best captures the nature of technical requirements you may identify?**
- A. All of the above**
 - B. A few**
 - C. None**
 - D. Security only**
- 8. Which icon indicates ownership in the subscribers list?**
- A. Crown icon**
 - B. Checkmark icon**
 - C. Star icon**
 - D. Bell icon**
- 9. What is a practical automation pattern to create boards from a template for new projects?**
- A. It enables creating new boards from a standardized structure for each new project.**
 - B. It copies only selected columns.**
 - C. It requires manual clicking to create each board.**
 - D. It prevents any automation.**
- 10. Which statement describes the Gmail integration rule for monday.com accounts?**
- A. Gmail requires a paid plan**
 - B. Gmail is not supported**
 - C. A Gmail account can be connected to multiple monday.com accounts**
 - D. A Gmail account can be connected to only one monday.com account**

Answers

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1. C
2. B
3. A
4. A
5. D
6. A
7. A
8. A
9. A
10. D

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Explanations

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1. Which artifact is referenced during kickoff to support planning?

- A. Sprint backlog
- B. Bug tracker
- C. Project Planning board**
- D. Marketing plan

Kickoff is about aligning on scope, milestones, and how the work will be coordinated. The Project Planning board serves as the central artifact for capturing the high-level plan—objectives, major deliverables, milestones, dependencies, owners, and rough timelines. It provides a single reference point for discussing feasibility, assigning responsibilities, and forecasting capacity before diving into detailed execution. The sprint backlog comes into play after kickoff for planning the work within a specific sprint, not for establishing the initial plan. A bug tracker focuses on defects rather than planning the overall project, and a Marketing plan relates to external activities rather than the core project execution plan.

2. Which data cannot be found in the Admin audit log?

- A. Timestamp
- B. Type of user**
- C. Action performed
- D. Board name

The Admin audit log is designed to capture events with precise context: when something happened (timestamp), what action was performed, and which board or resource was affected, along with who performed the action. This combination lets admins trace activities and understand the exact sequence of events. What isn't included as a separate field is a labeled category for the user, such as a general "type of user" (admin vs member vs guest) within each log entry. The log records who acted, but doesn't provide a defined user-type attribute for that event. To know a user's role, you'd refer to their account outside the log, rather than a dedicated type field in the audit entry.

3. How can you prevent notifications from reaching teams before a status is completed when using a date-based reminder?

- A. Configure the automation to notify only when the status is not done.**
- B. Disable the automation entirely.
- C. Notify only after completion.
- D. Send a weekly summary.

Gating a date-based reminder with a status check ensures the alert only goes out when the work isn't finished yet. By configuring the automation to notify only when the status is not done, the reminder fires on the due date for items still in progress and stays silent if someone has already marked the task as done. This directly prevents notifications reaching teams before completion while still delivering timely reminders for unfinished work. Turning off the automation would stop all reminders, which isn't what you want. Notifying only after completion could miss the moment you need a heads-up while work is still in progress. A weekly summary doesn't provide a timely alert tied to the due date.

4. If you want to track hours spent on inquiries, which setup is appropriate?

- A. Track hours by adding a time tracking column with automations to start on 'working on it' and stop on 'done'.**
- B. Track days by automatically setting the start and end date.**
- C. Use a separate spreadsheet to log hours.**
- D. Only use a manual timesheet without automation.**

Tracking hours spent on inquiries works best when time capture is built directly into the item and automated around its workflow. A time tracking column records the actual work time against that specific inquiry, and automations can start the timer when you move the status to “working on it” and stop it when you move it to “done.” This ensures hours are counted only while active on the item, provides a running total for reporting, and keeps all data in one place without extra manual steps. It also scales across multiple sessions and assignees, so you get a reliable view of effort per inquiry. Other options fall short in different ways. Tracking days with start and end dates doesn’t give you granular hours, only duration in days. Using a separate spreadsheet risks data duplication and misalignment with the actual items. A manual timesheet without automation invites forgotten entries and errors, reducing accuracy and forcing extra reconciliation work.

5. A marketing team is using this 'creative requests board' to manage and deliver on incoming requests. Which type of use case is this?

- A. Collaboration hub**
- B. Data repository**
- C. Project workflow**
- D. Process workflow**

The main idea here is a repeatable, end-to-end way of handling incoming requests. A creative requests board that guides work from initial intake through design, review, approval, and delivery embodies a process workflow. It standardizes each step, uses status transitions and automations to move work forward, and is designed for ongoing use with many requests over time. That makes it about the sequence of steps that the team follows to deliver work, not just a single project with a defined end. While a collaboration hub emphasizes teamwork and a data repository focuses on storing assets, and a project workflow centers on a specific, finite initiative, this board is best described as a process workflow because its value lies in consistently applying the same process to every incoming request.

6. What is the purpose of the integration column in monday.com?

- A. To maintain a connection between the parameters in two different tools (monday.com and an external tool)**
- B. To store all project documents**
- C. To automate notifications**
- D. To enforce user permissions**

The integration column is the place that ties a monday.com item to something in an external tool. By configuring an integration recipe for that item, you connect fields in monday.com to fields in another app and set up triggers and actions between the two systems. This creates a live link so data can flow and actions can happen across tools—for example, updating a ticket in an external system when an item changes in monday.com, or creating a new item in monday.com from an external event. It's specifically about maintaining that cross-tool connection, not about storing documents, driving in-app notifications, or managing user permissions.

7. During implementation, which statement best captures the nature of technical requirements you may identify?

- A. All of the above**
- B. A few**
- C. None**
- D. Security only**

During implementation, you'll encounter a range of technical requirements rather than a single fixed set. The context—project scope, existing infrastructure, interfaces, data flows, and risk profile—shapes what you identify. In some efforts there are only a few new technical requirements to specify, in others security considerations may dominate and drive a set of security-focused requirements, and in some scenarios there may be no additional technical requirements beyond what's already established. Because the reality can span these possibilities, the option that captures this variety—encompassing a few, security-focused, or even no extra requirements—best reflects what you may identify during implementation.

8. Which icon indicates ownership in the subscribers list?

- A. Crown icon**
- B. Checkmark icon**
- C. Star icon**
- D. Bell icon**

Ownership is shown with a crown icon in the subscribers list because a crown is a familiar symbol of control and responsibility. It's the quickest way to signal who has the formal ownership or primary management role for the item. The other icons serve different functions—checkmark for completed or selected, star for favorite or highlighted, and bell for notifications—so they don't convey ownership. Therefore, the crown is the clear indicator of ownership.

9. What is a practical automation pattern to create boards from a template for new projects?

- A. It enables creating new boards from a standardized structure for each new project.**
- B. It copies only selected columns.**
- C. It requires manual clicking to create each board.**
- D. It prevents any automation.**

Automating board creation from a template is the practical pattern because it lets every new project start with a consistent, predefined structure. By using a template, you capture the full board layout—columns, groups, and any associated automations—so when a new project begins, a new board is created instantly with that exact setup. This saves time, reduces setup errors, and ensures uniform workflows across projects. Choosing to copy only selected columns would miss the overall board structure and workflows that make the template valuable. Requiring manual clicks to create each board eliminates the efficiency and scale automation provides. And preventing automation altogether stops you from leveraging standardized templates for rapid, reliable project initialization.

10. Which statement describes the Gmail integration rule for monday.com accounts?

- A. Gmail requires a paid plan**
- B. Gmail is not supported**
- C. A Gmail account can be connected to multiple monday.com accounts**
- D. A Gmail account can be connected to only one monday.com account**

Understanding how Gmail connects to monday.com centers on access boundaries: when you link a Gmail account, the connection is tied to that single monday.com account. The integration uses OAuth to grant that specific account permission to read or send emails within the workspace, so the link is established for one account only. Because the credentials and permissions are scoped to one Monday.com account, you can't have the same Gmail account connected to multiple Monday.com accounts at the same time. If you need to link Gmail to another workspace, you'd disconnect from the first and authorize the Gmail account with the other one. This ensures clear data separation and secure, per-account access.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://mondaydotcomcorebuilder.examzify.com>

We wish you the very best on your exam journey. You've got this!

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