

Monday.com Work Management Core 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. What does the status column allow you to communicate?**
 - A. Only if an item is completed**
 - B. Team members' roles**
 - C. Task progress and priorities**
 - D. Budget status of projects**

- 2. Can the Formula column read data from the column summary?**
 - A. Yes**
 - B. No**
 - C. Only if specified**
 - D. Only in the Pro version**

- 3. What's a unique aspect of the Kanban view in Monday.com?**
 - A. It displays a calendar for events**
 - B. It organizes tasks into columns representing different stages of progress**
 - C. It tracks financial budgets**
 - D. It sets reminders for task due dates**

- 4. What is the purpose of the "Workload" view in Monday.com?**
 - A. To edit the files of team members**
 - B. To monitor team members' availability and workload distribution**
 - C. To create project reports**
 - D. To schedule team lunch breaks**

- 5. How can users control access to boards in Monday.com?**
 - A. By creating password-protected boards**
 - B. By adjusting permissions and sharing settings on the board**
 - C. By limiting the number of users allowed on the board**
 - D. By marking boards as private by default**

- 6. What type of use case is represented by a team using a board to track tasks for a project?**
- A. Communication flow**
 - B. Project workflow**
 - C. Data analysis**
 - D. Administrative management**
- 7. What is the main purpose of the integration column in monday.com?**
- A. To visualize team progress**
 - B. To maintain a connection between the parameters in two different tools**
 - C. To manage project budgets**
 - D. To create new board templates**
- 8. What is the most effective way to notify everyone on a board that assistance is needed with an item?**
- A. Send a direct message to all team members**
 - B. Post an update on the item and @mention "everyone on this board"**
 - C. Create a new board specifically for help requests**
 - D. Email all board members externally**
- 9. Where can you find the names and emails of the admins of the account?**
- A. In the Admin dashboard**
 - B. Under the Users tab of the Admin section**
 - C. In the account settings menu**
 - D. In the help center**
- 10. What is a benefit of archiving boards?**
- A. For immediate access to completed tasks**
 - B. To keep the workspace clutter-free**
 - C. To share past work with new team members**
 - D. To ensure all tasks remain editable**

Answers

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

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Explanations

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1. What does the status column allow you to communicate?

- A. Only if an item is completed**
- B. Team members' roles**
- C. Task progress and priorities**
- D. Budget status of projects**

The status column is a vital feature within Monday.com because it provides a clear and visual representation of task progress and priorities. This allows users to quickly assess how far along a task is in relation to its completion, which is essential for managing workflows effectively. By customizing these statuses, teams can communicate important information about each task, such as whether a task is pending, in progress, or completed. Additionally, the status can indicate priority levels, helping team members focus on urgent tasks versus those that can wait. The versatility of the status column in conveying both progress and priority makes it a key tool for enhancing collaboration and ensuring everyone is aligned with the current state of various tasks.

2. Can the Formula column read data from the column summary?

- A. Yes**
- B. No**
- C. Only if specified**
- D. Only in the Pro version**

The Formula column in Monday.com is designed to perform calculations or manipulate text based on the data contained within other columns in a board. However, it does not have the capability to read data from the column summary directly. Column summaries provide a high-level overview of the data (for example, sums, averages, or counts) displayed at the column header level, but not as individual data points that can be referenced in a Formula column. This feature emphasizes the separation between calculated values and the summaries of those values, ensuring that users can create dynamic calculations based on row-level data rather than summary-level data, which could lead to misunderstandings or errors in application. Therefore, the answer that the Formula column cannot read data from the column summary is accurately reflected in the choice provided.

3. What's a unique aspect of the Kanban view in Monday.com?

- A. It displays a calendar for events
- B. It organizes tasks into columns representing different stages of progress**
- C. It tracks financial budgets
- D. It sets reminders for task due dates

The Kanban view in Monday.com is designed around the concept of visualizing work processes. This unique aspect is its ability to organize tasks into columns that represent different stages of progress. Each column allows users to represent a specific phase in the workflow, such as "To Do," "In Progress," and "Completed." This visualization helps teams quickly assess the status of tasks, identify bottlenecks in the workflow, and manage their work effectively. By providing a clear view of progress and the overall workflow, the Kanban view enhances team collaboration and efficiency. The other options focus on features that do not specifically relate to the core functionality of the Kanban view in Monday.com. For example, the calendar feature serves a different purpose by displaying dates and events, while tracking financial budgets and setting reminders for due dates pertains more to project management and task management aspects rather than the visual workflow management that Kanban specifically emphasizes.

4. What is the purpose of the "Workload" view in Monday.com?

- A. To edit the files of team members
- B. To monitor team members' availability and workload distribution**
- C. To create project reports
- D. To schedule team lunch breaks

The "Workload" view in Monday.com serves the specific purpose of monitoring team members' availability and workload distribution. This view provides insights into how tasks are assigned across the team, allowing managers and team leaders to see at a glance who is overloaded with work and who has capacity available. By visualizing the distribution of tasks and the workloads of individual team members, users can make informed decisions regarding resource allocation, ensuring that no one is overburdened while others may have less to do. This functionality is essential for maintaining a balanced workflow and enhancing team productivity, ultimately leading to more effective project management. Other options, such as editing files, creating project reports, or scheduling breaks, do not align with the specific functionality of the "Workload" view, which is exclusively focused on tracking and managing team workload and availability.

5. How can users control access to boards in Monday.com?

- A. By creating password-protected boards
- B. By adjusting permissions and sharing settings on the board**
- C. By limiting the number of users allowed on the board
- D. By marking boards as private by default

Users can control access to boards in Monday.com by adjusting permissions and sharing settings on the board. This functionality allows users to customize who can view, edit, or manage the board based on their roles or team needs. By setting specific permissions, team leaders can ensure that sensitive information is only accessible to designated team members, fostering both collaboration and security. In this context, the ability to adjust permissions enables a granular approach to access control, which is crucial for managing team dynamics and protecting data integrity. By allowing users to determine the level of access (such as viewer, editor, or owner), Monday.com empowers teams to work efficiently while maintaining oversight and confidentiality where necessary. This feature ensures that not everyone has the same level of access, allowing for a tailored experience that matches the team's workflow requirements. Other options may not offer the same level of flexibility or effectiveness in managing access. For instance, password-protected boards or limiting the number of users do not specifically address various permission levels necessary for collaboration. Similarly, marking boards as private by default may restrict access but doesn't enable the fine-tuning of permissions that can adapt to changing project dynamics. Hence, adjusting permissions and sharing settings stands out as the most effective method for controlling access to boards in Monday.com.

6. What type of use case is represented by a team using a board to track tasks for a project?

- A. Communication flow
- B. Project workflow**
- C. Data analysis
- D. Administrative management

The use case represented by a team using a board to track tasks for a project is aptly categorized as project workflow. This context involves the systematic organization and management of various tasks that contribute to achieving specific project goals. By utilizing a board, team members can visualize the individual tasks, their statuses, assignees, deadlines, and any dependencies that may exist. This structure promotes clarity and ensures efficient collaboration among team members, making it easier to track progress and identify any potential bottlenecks in the workflow. In a project workflow scenario, each task is likely to go through predefined stages, such as planning, execution, and completion, which are often represented visually on the board. This helps teams maintain focus on their objectives, streamline processes, and ultimately drive successful project delivery.

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

- A. To visualize team progress**
- B. To maintain a connection between the parameters in two different tools**
- C. To manage project budgets**
- D. To create new board templates**

The integration column in monday.com serves the crucial function of maintaining a connection between parameters in two different tools. This feature allows users to link data across various software applications, enabling seamless data synchronization and communication. By utilizing the integration column, teams can automate workflows, pull in relevant information from other sources, and ensure that changes made in one tool are reflected in monday.com and vice versa. This interconnectedness enhances efficiency and reduces the need for manual data entry, thus streamlining overall project management. Other options, such as visualizing team progress, managing project budgets, or creating new board templates, represent functionalities that are important within project management, but they do not specifically pertain to the role of the integration column. Each of those functions addresses different aspects of project management and collaboration but does not focus on the primary purpose of facilitating connectivity with other tools.

8. What is the most effective way to notify everyone on a board that assistance is needed with an item?

- A. Send a direct message to all team members**
- B. Post an update on the item and @mention "everyone on this board"**
- C. Create a new board specifically for help requests**
- D. Email all board members externally**

Posting an update on the item and @mentioning "everyone on this board" is the most effective approach to notify team members for assistance with a specific item. This method leverages the built-in notification system within the platform, ensuring that all relevant members receive an immediate alert regarding the request for help. When team members are @mentioned, they are more likely to see the notification promptly, as it directly draws their attention to the specific update. Furthermore, this approach fosters efficient communication without overwhelming team members' inboxes or initiating unnecessary conversations through direct messages. It maintains all interactions within the context of the board, preserving the project's organization and history. Utilizing the platform's collaborative features also invites team members to engage directly with the item, enabling a more streamlined discussion around the needed assistance. Other options, while practical in some contexts, do not facilitate communication in the most effective manner tailored for teamwork. Creating a new board for help requests may complicate workflow by fragmenting information, while emailing external notifications could lead to essential context being lost and might not ensure that all members review the update in a timely manner.

9. Where can you find the names and emails of the admins of the account?

- A. In the Admin dashboard**
- B. Under the Users tab of the Admin section**
- C. In the account settings menu**
- D. In the help center**

The names and emails of the admins of an account can be found under the Users tab of the Admin section. This is specifically designed to manage user roles and permissions, allowing you to view and manage all users associated with the account, including administrators. In this section, administrators are listed along with their contact details, making it easy to reach out for support or coordination. The other options, while relevant to account management, do not provide direct access to this specific information. The Admin dashboard offers a broad overview of account settings and metrics but does not typically list individual admin details. The account settings menu focuses more on changing settings rather than displaying user information, and the help center is geared towards assistance and resources rather than account-specific data.

10. What is a benefit of archiving boards?

- A. For immediate access to completed tasks**
- B. To keep the workspace clutter-free**
- C. To share past work with new team members**
- D. To ensure all tasks remain editable**

Archiving boards serves the primary purpose of keeping the workspace organized and clutter-free. Over time, as projects are completed, there might be numerous boards containing tasks and information that are no longer actively used. By archiving these boards, users can simplify their project management environment, allowing them to focus on currently active tasks without the distraction of past projects. This organizational practice enhances productivity by making navigation easier and reducing cognitive load. While other options may seem appealing in their own right, they do not align with the primary function of archiving. For example, immediate access to completed tasks typically necessitates keeping those tasks editable, and sharing past work with new team members could be better achieved through other means, like utilizing templates or exporting data instead of archiving boards.

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://workmgmtcorecert.examzify.com>

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

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