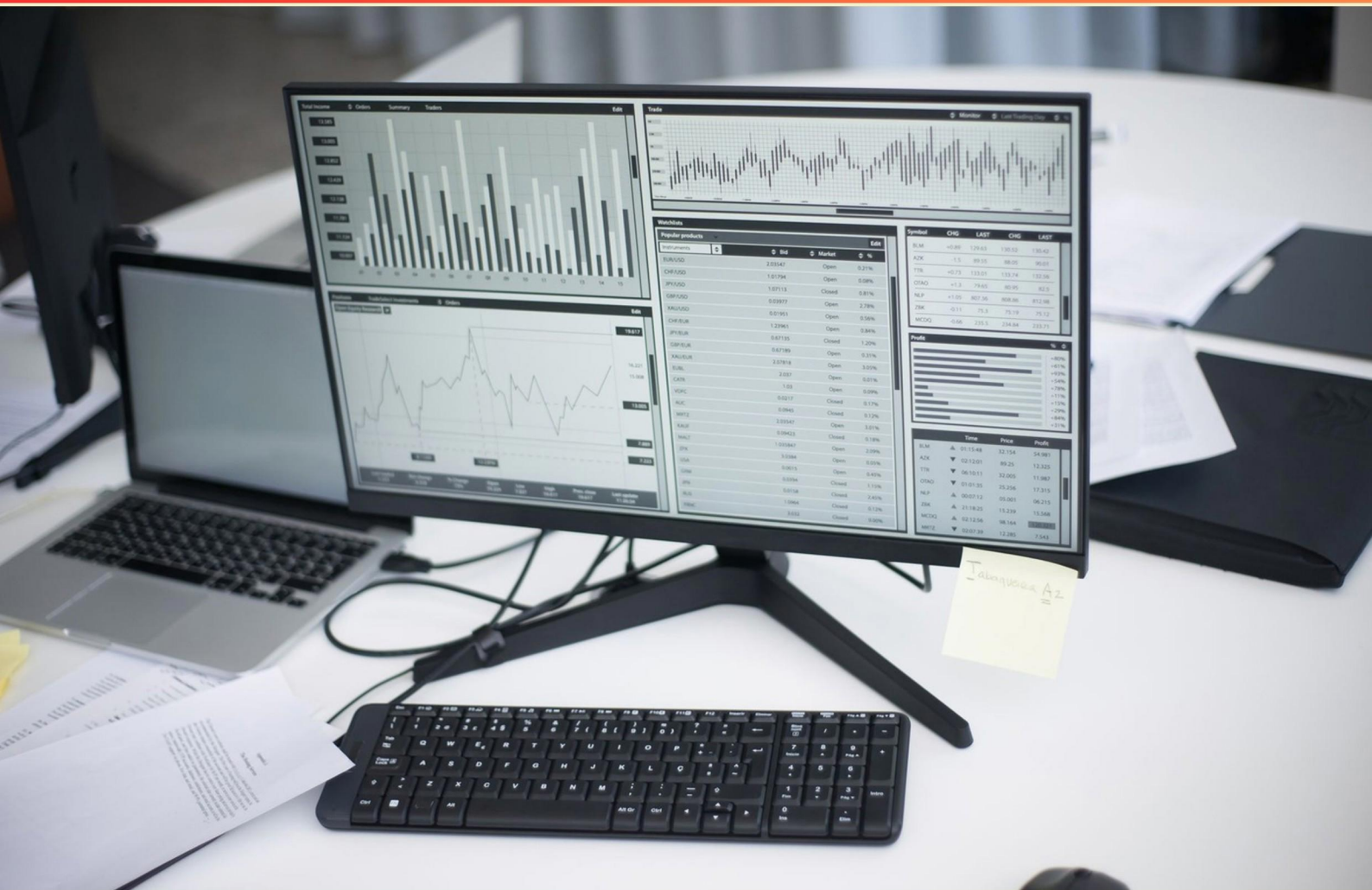


SALESFORCE ADVANCED ADMINISTRATOR CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://salesforceadvancedadministrator.examzify.com>



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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 of the following describes a Dynamic Dashboard?**
 - A. A dashboard that can only be viewed by administrators
 - B. A dashboard that allows users to run reports
 - C. A dashboard that runs as the logged-in user
 - D. A dashboard that is static and cannot be changed
- 2. Is it correct that OWD settings alone dictate sharing access for all users?**
 - A. Yes, absolutely
 - B. No, they must combine with role hierarchy and sharing rules
 - C. Only for external users
 - D. Only for internal users
- 3. What field types can be configured as external IDs?**
 - A. Text, Number, Email
 - B. Picklist, Checkbox, URL
 - C. Multi-Select Picklist, Date, Time
 - D. Text Area, Rich Text, Long Text Area
- 4. If a user needs to give access to just one record, which feature should that user choose?**
 - A. Roles
 - B. Role Hierarchy
 - C. Profile Setting
 - D. Manual Sharing
- 5. The Web Services API is designed around which of the following standards?**
 - A. REST, JSON, and OAuth.
 - B. SOAP, WSDL, and WS-I Basic Profile.
 - C. XML, CSV, and SQL.
 - D. HTTP, HTTPS, and WebSocket.

- 6. What functionality does Schema Builder provide in Salesforce?**
- A. Run reports
 - B. Integrate with other systems
 - C. Add new custom objects, fields and relationships
 - D. Automate workflows
- 7. True or False: Organization-wide defaults can be set for both standard and custom objects.**
- A. True
 - B. False
 - C. Only for standard objects
 - D. Only for custom objects
- 8. Which method allows an administrator to mass delete more than 250 records at a time?**
- A. Data Import Wizard
 - B. Web Services API
 - C. Bulk Data Loader
 - D. Data Export Wizard
- 9. What items are synced in Connect for Outlook?**
- A. Emails, Events, and Contacts
 - B. Tasks, Events, and Contacts
 - C. Tasks and Emails only
 - D. Projects and Emails
- 10. Does creating an Apex sharing reason create a sharing rule?**
- A. Yes
 - B. No

Answers

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

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Explanations

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1. Which of the following describes a Dynamic Dashboard?

- A. A dashboard that can only be viewed by administrators
- B. A dashboard that allows users to run reports
- C. A dashboard that runs as the logged-in user**
- D. A dashboard that is static and cannot be changed

A Dynamic Dashboard is characterized by its ability to display real-time data based on the logged-in user's context, meaning that the dashboard adapts according to the permissions and data access rights of the user viewing it. This feature is particularly useful in organizations where different users need to visualize data pertinent only to them, such as sales performance for their accounts or opportunities. With Dynamic Dashboards, users can access information that is relevant at an individual level, enhancing their ability to make informed decisions based on accurate data that reflects their specific role and responsibilities. This is significantly beneficial in larger organizations where data privacy and role-specific visibility are paramount. The other options reflect different concepts that do not align with the capabilities of a Dynamic Dashboard. For example, a dashboard viewable only by administrators implies restricted access, a feature not associated with the dynamic nature of this dashboard type. Similarly, while users can run reports to generate insights, this ability is not an intrinsic characteristic of a Dynamic Dashboard. Lastly, the notion of a static dashboard that cannot be changed contradicts the essence of dynamicity; a static dashboard presents a fixed set of data without personalization based on user context.

2. Is it correct that OWD settings alone dictate sharing access for all users?

- A. Yes, absolutely
- B. No, they must combine with role hierarchy and sharing rules**
- C. Only for external users
- D. Only for internal users

The assertion that OWD (Organization-Wide Default) settings alone dictate sharing access for all users is not accurate. While OWD settings are indeed a foundational part of Salesforce's sharing model, they represent the baseline level of access that all users have to records of a given object. However, to fully determine a user's access rights to records, these settings need to be interpreted in conjunction with the role hierarchy and sharing rules. The role hierarchy is crucial because it allows for access levels to cascade upwards; a user higher up in the hierarchical structure can access records owned by users lower in the hierarchy. Thus, even if OWD settings are strict, users can still gain additional access through the role hierarchy. Furthermore, sharing rules are employed to open up access to certain groups of users, irrespective of ownership and OWD settings. They serve to widen the sharing beyond the default settings, allowing for collaborative environments and tailored access based on specific criteria, such as public groups or territories. This multi-layered approach ensures that while OWD settings establish a minimum access level, users may enjoy broader access based on their roles in the hierarchy and the specific sharing rules that are applied. Therefore, it is critical to combine these components to effectively manage and configure user access in Salesforce.

3. What field types can be configured as external IDs?

- A. Text, Number, Email**
- B. Picklist, Checkbox, URL
- C. Multi-Select Picklist, Date, Time
- D. Text Area, Rich Text, Long Text Area

The identification of external IDs in Salesforce is crucial because external IDs help to uniquely identify records from external systems, allowing for data integration processes such as upserts to work efficiently. The correct choice identifies the field types that can be used as external IDs, which are Text, Number, and Email. Text fields are commonly used for external IDs because they can store various types of identifiers, such as account numbers or unique codes from an external system. Number fields can serve as external IDs when the identifiers are numeric values, such as a unique identification number. Email addresses can also be configured as external IDs since they are unique and can facilitate data imports or integrations, linking records based on user email addresses. Other choices consist of field types that are not eligible to be used as external IDs. Picklists and checkboxes, for instance, cannot serve as external IDs because their values may not meet the uniqueness requirement across different records. Similarly, fields like Multi-Select Picklist, Date, Time, Text Area, Rich Text, and Long Text Area include data types that either do not support unique identification or require specific conditions for uniqueness, making them unsuitable for external ID configuration.

4. If a user needs to give access to just one record, which feature should that user choose?

- A. Roles
- B. Role Hierarchy
- C. Profile Setting
- D. Manual Sharing**

When a user needs to give access to just one specific record, the most appropriate feature to use is manual sharing. This feature allows users to share individual records with other users or groups without affecting broader data visibility settings such as those defined by roles or profiles. Manual sharing is particularly useful in scenarios where a user needs to grant temporary access or share a particular record that falls outside the usual access configuration. It provides a more granular approach to data sharing, allowing for flexibility in managing data access on a case-by-case basis. In contrast, roles and role hierarchy dictate the general access rights a user has over records based on their organizational position, and profile settings primarily govern access to objects and fields rather than specific records. Since neither options address singular record-sharing needs, they do not serve as an appropriate solution for giving access to a specific record. Manual sharing, therefore, is the best choice in this instance.

5. The Web Services API is designed around which of the following standards?

- A. REST, JSON, and OAuth.
- B. SOAP, WSDL, and WS-I Basic Profile.**
- C. XML, CSV, and SQL.
- D. HTTP, HTTPS, and WebSocket.

The Web Services API is designed around SOAP (Simple Object Access Protocol), WSDL (Web Services Description Language), and the WS-I (Web Services Interoperability) Basic Profile, which is why this option is considered correct. SOAP is a protocol used for exchanging structured information in web services. It relies on XML for message format, and WSDL is used to describe the web services and their functionalities in a machine-readable format. The WS-I Basic Profile ensures that web services using SOAP can interoperate across different platforms and programming languages by providing guidelines to enhance compatibility. The other options mentioned involve different styles or protocols for RESTful APIs, data interchange formats, and networking protocols, but they do not pertain to the SOAP-based approach used by the Web Services API in Salesforce. Therefore, understanding the specific elements of SOAP and related standards in this context is crucial for those looking to navigate Salesforce web services effectively, especially when dealing with enterprise-level integrations and complex data exchanges.

6. What functionality does Schema Builder provide in Salesforce?

- A. Run reports
- B. Integrate with other systems
- C. Add new custom objects, fields and relationships**
- D. Automate workflows

Schema Builder provides a visual interface to help users understand and manage the structure of their Salesforce data model. It allows administrators to add new custom objects, fields, and relationships between objects graphically. This user-friendly tool streamlines the process of schema modifications, enabling quick adjustments to the data model without needing to navigate through multiple setup pages or rely solely on code-driven approaches. By using Schema Builder, you can easily drag and drop elements to create complex relationships and configure fields, making it an essential tool for administrators looking to design and maintain their data schema effectively. This capability is particularly valuable when scaling applications and ensuring that the data model aligns with evolving business needs. The emphasis on visual representation aids not only in immediate changes but also in long-term planning and comprehension of the data architecture.

7. True or False: Organization-wide defaults can be set for both standard and custom objects.

A. True

B. False

C. Only for standard objects

D. Only for custom objects

Organization-wide defaults (OWD) play a crucial role in Salesforce's security model, as they determine the baseline level of access users have to records that they do not own. These defaults can indeed be set for both standard objects, such as Accounts and Contacts, and for custom objects created within your Salesforce instance. When you configure OWD settings, you establish the default sharing setting for each object, allowing you to specify who can view or modify records. This flexibility is essential for tailoring access based on your organization's needs. For example, granting more restricted access for sensitive custom objects while allowing broader access for standard objects can help manage data privacy and compliance effectively. The capability to apply OWD settings to both standard and custom objects ensures that administrators can maintain a consistent and secure sharing model across all data in the org, empowering organizations to manage their records efficiently while adhering to security policies.

8. Which method allows an administrator to mass delete more than 250 records at a time?

A. Data Import Wizard

B. Web Services API

C. Bulk Data Loader

D. Data Export Wizard

The method that allows an administrator to mass delete more than 250 records at a time is the Bulk Data Loader. This tool is specifically designed for handling large volumes of data efficiently. Unlike other options that have stricter limitations on the number of records that can be processed in a single operation, the Bulk Data Loader can handle thousands of records in a single batch, making it ideal for mass deletions. This capability is particularly useful for administrators when dealing with extensive data cleanup tasks or when needing to delete large sets of data based on specific criteria. By utilizing the Bulk Data Loader, administrators can streamline operations, minimizing the time spent on extensive data management tasks. Other methods do not support mass deletion beyond the limit of 250 records in a single transaction. For instance, while the Data Import Wizard is geared towards importing data and manages smaller datasets, the Web Services API is more focused on real-time integration rather than bulk operations. The Data Export Wizard serves primarily for exporting data rather than deletion, further emphasizing the Bulk Data Loader's unique position for handling large-scale deletions efficiently.

9. What items are synced in Connect for Outlook?

- A. Emails, Events, and Contacts
- B. Tasks, Events, and Contacts**
- C. Tasks and Emails only
- D. Projects and Emails

The correct answer identifies that Tasks, Events, and Contacts are synced in Connect for Outlook. This synchronization allows users to manage their Salesforce data directly within Microsoft Outlook, streamlining workflow and enhancing productivity. By syncing these specific items, users are able to ensure that their tasks and events in Outlook reflect the corresponding data in Salesforce, thereby maintaining alignment between both platforms. Tasks represent actionable items that users can track, Events correspond to scheduled meetings and appointments, and Contacts are vital for managing relationships and communication. This integration supports a more cohesive user experience as it facilitates easy access to important information without the need to toggle between different applications. Choosing any other combination of items would not fully reflect the functionality provided by Connect for Outlook. For instance, syncing only emails or excluding tasks would limit the user's ability to manage their broader responsibilities effectively. The chosen answer encompasses the most important elements that contribute to a holistic approach to data management within the Salesforce environment.

10. Does creating an Apex sharing reason create a sharing rule?

- A. Yes
- B. No**

Creating an Apex sharing reason does not automatically create a sharing rule. Instead, an Apex sharing reason is used in conjunction with Apex managed sharing to provide context for why a particular record is being shared programmatically. This feature allows developers to offer more detailed information about the sharing decision when the record is shared. Apex managed sharing enables developers to control record access in a more granular way, allowing dynamic sharing based on specific scenarios or business logic. While sharing rules are pre-defined configurations in Salesforce that allow for sharing based on criteria or ownership, Apex sharing reasons complement this by providing additional categorization for record sharing that is performed through Apex code. In essence, although they are related concepts within Salesforce's data sharing framework, the act of creating an Apex sharing reason itself does not result in the creation of a sharing rule, reinforcing the difference between the predefined nature of sharing rules and the programmatic control offered by Apex sharing reasons.

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://salesforceadvancedadministrator.examzify.com>

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

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