

SLACK ADMIN CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://slackadmindcertification.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

SAMPLE

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

SAMPLE

- 1. How do you manage member access in a Slack workspace?**
 - A. Through the "Administration" settings under the "Members" tab
 - B. Using the "Settings" feature under the "Profile" tab
 - C. Through direct messages to members
 - D. By contacting Slack support for assistance
- 2. True or False: Anyone can create and manage user groups in Slack.**
 - A. True
 - B. False
 - C. Only team leaders can create user groups
 - D. Only workspace members can manage user groups
- 3. How can you prioritize notifications in Slack?**
 - A. By setting specific notification preferences for channels and direct messages
 - B. By silencing all notifications completely
 - C. By enabling desktop alerts only
 - D. By un-friending inactive members
- 4. In Slack, how can you respond to a message without creating a new thread?**
 - A. By using an emoji reaction
 - B. By directly replying in the channel
 - C. By tagging the person in a different message
 - D. By sending a private message instead
- 5. What is the primary purpose of the Slack mobile app?**
 - A. To enhance workplace communication
 - B. To provide access to Slack's features on mobile devices
 - C. To integrate with third-party applications
 - D. To facilitate video conferencing
- 6. Which of the following best describes user groups in Slack?**
 - A. Collections of users that receive notifications
 - B. Only groups that can schedule meetings
 - C. Groups formed by workspace owners only
 - D. Collections of users that can be mentioned together in messages

- 7. What type of authentication can be part of Slack's mobility security features?**
- A. Password only
 - B. Two-factor authentication
 - C. Biometric recognition
 - D. Both two-factor and biometric
- 8. What action is NOT typically allowed for guest accounts in a Slack workspace?**
- A. Joining via direct invites
 - B. Setting custom usernames
 - C. Accessing only certain channels
 - D. Joining on paid plans
- 9. Which role has the ability to demote Workspace admins in Slack?**
- A. Workspace Owner
 - B. Org Owner
 - C. Workspace Primary Owner
 - D. Workspace Admin
- 10. What is the primary purpose of Slack Workflows?**
- A. To facilitate messaging between users
 - B. To automate routing tasks without code
 - C. To manage user permissions
 - D. To create visual presentations

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. How do you manage member access in a Slack workspace?

- A. Through the "Administration" settings under the "Members" tab**
- B. Using the "Settings" feature under the "Profile" tab
- C. Through direct messages to members
- D. By contacting Slack support for assistance

Managing member access in a Slack workspace is effectively done through the "Administration" settings located under the "Members" tab. This centralized area allows administrators to add or remove members, adjust roles, and configure settings related to workspace access and permissions. Using this section ensures that all membership-related tasks are streamlined and provides a clear interface for monitoring and managing user access. Administrators can control what each member can do within the workspace, which enhances security and helps maintain a well-organized communication environment. Other options do not provide a comprehensive method for managing member access. For instance, accessing the "Settings" feature under the "Profile" tab pertains more to personal settings for individual members rather than workspace-wide member management. Meanwhile, direct messages to members may facilitate communication but do not impact member access control. Lastly, while contacting Slack support might assist with specific problems, it is not the usual route for typical member management tasks, which can be handled directly by workspace administrators.

2. True or False: Anyone can create and manage user groups in Slack.

- A. True
- B. False**
- C. Only team leaders can create user groups
- D. Only workspace members can manage user groups

In the context of Slack, user group management is typically restricted to certain roles within the workspace, primarily to ensure organized administration and facilitate proper communication channels. The statement that "Anyone can create and manage user groups" is inaccurate because only specific user roles have permissions to perform these actions. For instance, usually, it is the workspace administrators or those with designated privileges who can create and manage user groups. This structure helps in maintaining control over user group creation, which is essential for managing communication effectively, particularly in larger organizations. Thus, identifying that the assertion is false aligns with the understanding of how user group management is governed within Slack workspaces.

3. How can you prioritize notifications in Slack?

- A. By setting specific notification preferences for channels and direct messages**
- B. By silencing all notifications completely
- C. By enabling desktop alerts only
- D. By un-friending inactive members

Prioritizing notifications in Slack is effectively accomplished by setting specific notification preferences for channels and direct messages. This functionality allows users to customize their notification settings based on the importance of different conversations. For instance, a user might choose to receive immediate notifications for direct messages or critical channels while opting for less frequent updates for less relevant conversations. This tailored approach ensures that users stay focused on what matters most to them at any given time. The other options do not contribute to notification prioritization. Silencing all notifications completely offers no discernible control over what is important and leads to missed messages altogether. Enabling desktop alerts only restricts flexibility, as it does not allow for varying preferences across different types of messages or channels. Un-friending inactive members does not relate to notification prioritization and does not interact with how Slack manages alerts and updates.

4. In Slack, how can you respond to a message without creating a new thread?

- A. By using an emoji reaction**
- B. By directly replying in the channel
- C. By tagging the person in a different message
- D. By sending a private message instead

Using an emoji reaction is the most efficient way to respond to a message in Slack without creating a new thread. This feature allows users to quickly convey their feelings or acknowledge a message without causing a disruption in the conversation flow. Emoji reactions are visual indicators that provide immediate feedback and can be seen by all members in the channel, making them a simple yet effective way to communicate. While directly replying in the channel or tagging someone in a different message can also be forms of responding, they may create more clutter in the conversation or divert it from the original topic. Sending a private message serves a different purpose as it isolates the conversation between individuals rather than within the group context, potentially losing the collective input or response intended for the wider audience. Therefore, using emoji reactions stands out as the most direct and unobtrusive method to acknowledge or engage with a message.

5. What is the primary purpose of the Slack mobile app?

- A. To enhance workplace communication
- B. To provide access to Slack's features on mobile devices**
- C. To integrate with third-party applications
- D. To facilitate video conferencing

The primary purpose of the Slack mobile app is to provide access to Slack's features on mobile devices. This functionality ensures that users can remain connected to their teams and channels regardless of their location. The mobile app retains the core capabilities of Slack, allowing users to send messages, share files, and collaborate in real-time. While enhancing workplace communication is a significant aspect of what Slack facilitates, the mobile app specifically serves the purpose of portability and accessibility, enabling team members to engage with Slack's features seamlessly on their smartphones or tablets. This aspect is crucial for teams that require flexibility and responsiveness, especially in today's increasingly remote working environments. The functionality that Slack integrates with third-party applications is generally true but is not the primary focus of the mobile app itself; rather, it supports the broader Slack ecosystem. Similarly, video conferencing is a feature available through Slack, but it is only one of many functionalities, and the mobile app's main goal is the overall accessibility of Slack's features.

6. Which of the following best describes user groups in Slack?

- A. Collections of users that receive notifications
- B. Only groups that can schedule meetings
- C. Groups formed by workspace owners only
- D. Collections of users that can be mentioned together in messages**

User groups in Slack are designed to streamline communication among multiple members by allowing for collective mentions in messages. When you create a user group, you can combine several members into one group and mention that group in conversations. This way, instead of individually tagging each user, you can simply use the group's mention, which notifies all members in that group at once. This feature is particularly useful for teams that frequently collaborate or need to be kept in the loop on specific topics. It enhances efficiency and ensures that important updates or discussions reach all relevant parties without the need to mention them one at a time. The other options do not accurately capture the nature of user groups in Slack: they are not limited to scheduling meetings, created solely by workspace owners, or defined by their ability to receive notifications. Instead, their primary function is to facilitate easier communication through collective mentions.

7. What type of authentication can be part of Slack's mobility security features?

- A. Password only
- B. Two-factor authentication
- C. Biometric recognition
- D. Both two-factor and biometric**

The correct answer is that both two-factor authentication and biometric recognition can be part of Slack's mobility security features. Two-factor authentication (2FA) adds an additional layer of security beyond just a password. When a user attempts to log into their Slack account, they are required to provide a second piece of information, usually a code sent to their phone or generated by an authentication app. This ensures that even if someone has obtained a user's password, they would still be unable to access the account without the second factor. Biometric recognition takes security a step further by allowing users to authenticate their identity using physical characteristics, such as fingerprints or facial recognition. This method leverages technology inherent in many mobile devices, providing both convenience and a high level of security. By supporting both methods, Slack enhances account security, making it more difficult for unauthorized users to gain access. Together, these features allow organizations to better protect sensitive information and enhance overall mobility security for users accessing Slack on their mobile devices.

8. What action is NOT typically allowed for guest accounts in a Slack workspace?

- A. Joining via direct invites
- B. Setting custom usernames**
- C. Accessing only certain channels
- D. Joining on paid plans

Guest accounts in a Slack workspace have certain restrictions that differentiate them from regular member accounts. One of the key limitations for guest accounts is the inability to set custom usernames. Instead, guest users are assigned a default username format based on their email address or the initial designations set by the workspace admin. In terms of the other actions: guest accounts can join channels through direct invites, which allows for collaboration with specific teams without granting access to the entire workspace. Additionally, they can be limited to accessing only certain channels as designated by the workspace administrators, maintaining the necessary boundaries for sensitive information. Furthermore, guest accounts can be part of paid plans, allowing workspaces to utilize their features within a structured pricing model. Overall, the main distinction for guest accounts is their limited customization options, specifically regarding usernames, which is not a typical allowance for their role in the workspace.

9. Which role has the ability to demote Workspace admins in Slack?

- A. Workspace Owner**
- B. Org Owner
- C. Workspace Primary Owner
- D. Workspace Admin

The ability to demote Workspace admins in Slack is specifically held by the Workspace Owner. This role comes with full administrative rights over a workspace, including management of other admins and their permissions. The Workspace Owner can adjust admin roles, add or remove members from the workspace, and perform other critical management functions. While Org Owners and Workspace Primary Owners have significant permissions, the distinction lies in the specific level of control granted to Workspace Owners regarding admin roles. Org Owners manage multiple workspaces and have overarching control but do not directly manage the individual workspace roles. The Workspace Primary Owner, often seen as the main administrative figure, retains ultimate authority in certain administrative actions but typically cannot demote other admins. Workspace Admins, on the other hand, have limited administrative capabilities and cannot alter the roles of others. Therefore, their ability to manage workspace roles does not extend to demoting Workspace admins. Understanding this distinction is vital for effectively managing permissions and responsibilities within your Slack workspace.

10. What is the primary purpose of Slack Workflows?

- A. To facilitate messaging between users
- B. To automate routing tasks without code**
- C. To manage user permissions
- D. To create visual presentations

The primary purpose of Slack Workflows is to automate routing tasks without the need for coding. Workflows allow users to streamline repetitive processes and tasks within Slack, making communication and collaboration more efficient. By utilizing triggers and steps, users can create customized workflows that automatically manage requests, reminders, and more, thereby reducing manual effort and enhancing productivity. For instance, teams can set up a workflow to automatically collect information from users in a channel, send a follow-up message, or notify relevant team members—all without needing any programming skills. This empowers users to create tailored solutions that fit their specific needs and workflows, which can save time and streamline operations. Other choices focus on different aspects of Slack's functionality. Messaging between users is a core feature but does not encompass the automation capabilities of workflows. Managing user permissions relates to administrative tasks rather than automation, and creating visual presentations is not a function of Slack workflows at all. Thus, the correct answer highlights the unique capability of workflows to automate processes easily within the Slack environment.

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://slackadmincertification.examzify.com>

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

SAMPLE