

Smartsheet Core Product Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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	16

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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 Automation feature in Smartsheet primarily enable?**
 - A. To automate repetitive tasks and notifications**
 - B. To sync data with external software**
 - C. To enhance visual elements of sheets**
 - D. To create complex formulas within cells**

- 2. What action serves as a trigger for an automated workflow?**
 - A. When a collaborator comments**
 - B. When a date is reached**
 - C. When a new task is created**
 - D. When the sheet is opened**

- 3. What is the best method to give a collaborator Viewer access to only specific data from a sheet?**
 - A. Publish the entire sheet**
 - B. Share a specific view of the sheet**
 - C. Publish a report and give them the link**
 - D. Share the sheet with restricted access**

- 4. Which takes priority when a sheet has 2 conditional formatting rules?**
 - A. The rule on the bottom**
 - B. The rule on the top**
 - C. Both rules equally**
 - D. None of the above**

- 5. How can Zane quickly provide resources to a vendor who will only support some of the products?**
 - A. Share the original dashboard**
 - B. Use Save as New to make a copy of the dashboard, then remove unrelated widgets**
 - C. Send individual links to each product**
 - D. Provide printouts of the resources**

- 6. What type of column should be used to denote the region assigned to each opportunity for a sales team?**
 - A. Text/Number Column**
 - B. Checkbox Column**
 - C. Dropdown (Single Select)**
 - D. Assignment Column**

- 7. What type of data can be tracked using a Smartsheet Form?**
 - A. User-submitted data, such as feedback or requests**
 - B. Only numerical data from reports**
 - C. Only text notes from team members**
 - D. All financial transactions in the sheet**

- 8. What does the "Report" feature do in Smartsheet?**
 - A. It generates automated replies**
 - B. It compiles data from multiple sheets into a single view**
 - C. It creates financial forecasts**
 - D. It schedules user meetings**

- 9. What action allows you to add subsequent actions within the same workflow?**
 - A. Request an approval**
 - B. Add a note**
 - C. Create a new workflow**
 - D. Send a report**

- 10. How do you evaluate project performance in Smartsheet?**
 - A. By using Reports and Dashboards to track key performance indicators**
 - B. By conducting team meetings every week**
 - C. By reviewing all comments made in sheets**
 - D. By changing project deadlines frequently**

Answers

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

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Explanations

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1. What does the Automation feature in Smartsheet primarily enable?

- A. To automate repetitive tasks and notifications**
- B. To sync data with external software**
- C. To enhance visual elements of sheets**
- D. To create complex formulas within cells**

The Automation feature in Smartsheet is primarily designed to streamline workflows by automating repetitive tasks and sending notifications. This allows users to set specific triggers and actions that can reduce manual effort and ensure that important updates are communicated to team members efficiently. For example, you can automate reminders for upcoming deadlines or notify stakeholders when a particular task's status changes. This feature significantly enhances productivity by freeing up time that would otherwise be spent on manual updates and follow-ups. The other options focus on different functionalities. While syncing data with external software facilitates data integration, it does not pertain to the primary purpose of Automation. Enhancing visual elements of sheets relates to design and layout preferences, which is separate from task automation. Similarly, creating complex formulas within cells addresses calculations and data analysis rather than automating workflow processes. Thus, the automation feature stands out by specifically targeting efficiency through repetitive task management and notifications.

2. What action serves as a trigger for an automated workflow?

- A. When a collaborator comments**
- B. When a date is reached**
- C. When a new task is created**
- D. When the sheet is opened**

An automated workflow in Smartsheet can be triggered by specific actions or events that occur within the system. When a date is reached, it acts as a significant milestone in project management or task completion. This means that once the predetermined date comes to pass, the workflow will initiate certain actions predefined by the user, such as notifications, reminders, or updates to rows. For example, if a task has a due date set and that date arrives, it can automatically notify the assigned collaborator or move the task to a different status. This time-based trigger is particularly useful for maintaining timelines, ensuring project deadlines are met, and managing resources more effectively. It allows for automation that is inherently tied to the project schedule, which is a fundamental aspect of effective project management. In contrast, other options may represent actions that are important but do not necessarily serve as automated workflow triggers. Comments from collaborators or the creation of new tasks could lead to changes in the project but typically require a different type of automation to be set up. Opening the sheet is more of an access action and does not inherently imply a change or need for automation unless further defined through user settings.

3. What is the best method to give a collaborator Viewer access to only specific data from a sheet?

- A. Publish the entire sheet**
- B. Share a specific view of the sheet**
- C. Publish a report and give them the link**
- D. Share the sheet with restricted access**

The best method to give a collaborator Viewer access to only specific data from a sheet is to publish a report and provide them with the link. This approach allows you to customize and control exactly what information is included in the report, ensuring that the collaborator sees only the relevant data needed for their tasks. By publishing a report, you can filter and organize the information effectively, presenting only the necessary details without exposing the entire sheet. This way, you maintain confidentiality and streamline the viewing experience for the collaborator, which is especially useful in collaborative environments where data sensitivity might be a concern. While sharing a specific view may seem like a viable option, it may not have the same level of customization and security as a report. Publishing the entire sheet would expose all data, which defeats the purpose of limited access, and sharing the sheet with restricted access might still allow the collaborator to see more than just the specific data they need. Therefore, publishing a report strikes the perfect balance between accessibility and control over the information shared.

4. Which takes priority when a sheet has 2 conditional formatting rules?

- A. The rule on the bottom**
- B. The rule on the top**
- C. Both rules equally**
- D. None of the above**

When a sheet has multiple conditional formatting rules, the rule that is positioned at the top takes priority over those below it. This means that if there are conflicting conditions between the rules, the formatting defined by the top rule will be applied in cases where both rules are applicable. This prioritization is important in managing how data appears based on various criteria, as it allows users to control which rule is enforced first. For example, if one rule specifies a certain format for a specific condition and a subsequent rule adjusts that format under another condition, the first rule at the top will determine the final appearance in cases of conflict. Understanding this hierarchy helps users to set up their formatting effectively, ensuring that the intended visual cues are displayed as desired based on the conditions of the data in the sheet.

5. How can Zane quickly provide resources to a vendor who will only support some of the products?

A. Share the original dashboard

B. Use Save as New to make a copy of the dashboard, then remove unrelated widgets

C. Send individual links to each product

D. Provide printouts of the resources

Using the "Save as New" feature to create a copy of the dashboard before removing unrelated widgets is an efficient way for Zane to tailor the information to the vendor's specific needs. This approach allows him to retain the original dashboard for future use while easily customizing the copy to include only the relevant products that the vendor supports. By modifying the dashboard, Zane can streamline the information presented, making it more accessible and focused for the vendor, which enhances clarity and usability. This method also eliminates unnecessary clutter and ensures that the vendor is not overwhelmed with information that is not applicable to them, thereby improving the likelihood of a successful collaboration. Other options may not provide the same level of customization or efficiency. For instance, sharing the original dashboard might lead to confusion as it contains all products, not just those supported by the vendor. Sending individual links could be time-consuming and impractical, especially if there are many products to share. Providing printouts might lack interactivity and require physical resources, making it less efficient in a digital-first approach. Therefore, creating a tailored copy of the dashboard stands out as the most strategic solution.

6. What type of column should be used to denote the region assigned to each opportunity for a sales team?

A. Text/Number Column

B. Checkbox Column

C. Dropdown (Single Select)

D. Assignment Column

Using a dropdown (single select) column to denote the region assigned to each opportunity for a sales team is appropriate because it allows for standardized responses and minimizes user error. By providing a predefined list of regions, team members can select from the available options, ensuring consistency in how regions are recorded across different opportunities. This type of column is particularly beneficial for reporting and analysis, as it helps streamline data collection and keeps the data format uniform. Additionally, a dropdown list can be easily managed, allowing for modifications to be made as business needs change or as new regions are added. This inherently supports better data integrity and facilitates efficient sorting and filtering of opportunities based on the assigned region. Other types of columns like text/number or checkbox columns could lead to inconsistencies due to variations in input, such as typos or check marks being used inconsistently. An assignment column is more suitable for designating specific individuals responsible for completing tasks, rather than categorizing opportunities by region, making it less relevant to the need of denoting geographic areas.

7. What type of data can be tracked using a Smartsheet Form?

- A. User-submitted data, such as feedback or requests**
- B. Only numerical data from reports**
- C. Only text notes from team members**
- D. All financial transactions in the sheet**

The answer is supported by the functionality of Smartsheet Forms, which are designed to capture and gather a wide range of user-submitted data. This includes feedback, requests, and other types of input from users. Forms allow users to fill out various fields, which can be customized to collect different types of information such as text, numbers, dates, and selections from dropdown menus. The collected data is then organized and stored in a Smartsheet for easier management and analysis. The other options are limited in scope compared to what Smartsheet Forms can provide. For example, focusing solely on numerical data from reports restricts the capability of the forms, as they can collect much more than just numbers. Similarly, only allowing text notes from team members ignores the broader range of input types that can be captured. Lastly, the option about tracking only financial transactions misses the versatility of forms to collect diverse data, not just limited to financial inputs.

8. What does the "Report" feature do in Smartsheet?

- A. It generates automated replies**
- B. It compiles data from multiple sheets into a single view**
- C. It creates financial forecasts**
- D. It schedules user meetings**

The "Report" feature in Smartsheet is designed to compile data from multiple sheets into a single view, enabling users to aggregate and analyze information more easily. This functionality is particularly useful for organizations that manage various projects and want to gather insights from different sources without having to navigate through each individual sheet. By using the report feature, users can filter and customize the data they're viewing, focusing on specific criteria relevant to their needs. This consolidation of information helps in decision-making processes, as it provides a comprehensive snapshot of data from various sheets in one place, improving efficiency and visibility across projects. The other options do not accurately represent the capabilities of the "Report" feature. For instance, generating automated replies, creating financial forecasts, or scheduling meetings does not fall within the scope of functionalities that the reporting feature offers.

9. What action allows you to add subsequent actions within the same workflow?

- A. Request an approval**
- B. Add a note**
- C. Create a new workflow**
- D. Send a report**

The action that allows you to add subsequent actions within the same workflow is requesting an approval. When you incorporate an approval step in a workflow, it acts as a trigger for further actions to be executed based on the outcome of that approval. For instance, if an approval is granted, you can set the workflow to continue with additional tasks, like notifying other team members or updating project statuses. This functionality is crucial for automating processes within a project management context, as it enables a seamless flow of actions that respond dynamically to approvals, ensuring that all necessary follow-up steps are executed without requiring manual input. In contrast, adding a note is more about providing information rather than facilitating further workflow steps, creating a new workflow would initiate a separate process, and sending a report is an action that shares information but does not inherently link to subsequent workflow actions.

10. How do you evaluate project performance in Smartsheet?

- A. By using Reports and Dashboards to track key performance indicators**
- B. By conducting team meetings every week**
- C. By reviewing all comments made in sheets**
- D. By changing project deadlines frequently**

Evaluating project performance in Smartsheet effectively hinges on the use of Reports and Dashboards to track key performance indicators (KPIs). Reports in Smartsheet allow users to pull data from multiple sheets, providing a comprehensive overview of project status and progress. Dashboards enable visualization of this data, presenting insights such as task completion rates, budget tracking, and timeline adherence at a glance. This data-driven approach supports informed decision-making, aids in identifying issues early, and allows for adjustments to be made proactively in order to keep the project on track. While conducting team meetings can foster communication and collaboration, it does not provide a structured or quantitative method for assessing overall project performance. Similarly, reviewing comments made in sheets, while useful for understanding team feedback and individual input, does not offer a holistic view of the project's success metrics. Changing project deadlines frequently may disrupt the project workflow and lead to confusion rather than contributing to effective performance evaluation. Thus, utilizing Reports and Dashboards stands as the most effective and objective method for evaluating project performance within Smartsheet.

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://smartsheetcoreproduct.examzify.com>

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

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