

SMARTSHEET CORE PRODUCT PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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 action should you take when you want to delete a widget from a copied dashboard?**
 - A. Remove it from the source dashboard
 - B. Edit the settings of the original widget
 - C. Simply delete it from the new dashboard
 - D. Notify the dashboard owner
- 2. Which element can you customize with a color of your choice?**
 - A. Font Color
 - B. Background
 - C. Cell Borders
 - D. Sheet Title
- 3. How do you create dependencies between tasks in Smartsheet?**
 - A. By linking predecessor tasks in the Gantt Chart
 - B. By using the Comments feature
 - C. By adding subtasks under main tasks
 - D. By merging multiple sheets
- 4. In what scenario would you use a "Workspace" in Smartsheet?**
 - A. When organizing multiple sheets, reports, and dashboards that belong to a specific project or team
 - B. When creating a single detailed report for management
 - C. When sharing individual tasks with team members
 - D. When needing to access archived project files
- 5. What is the optimal way to summarize opportunities assigned in a sales report?**
 - A. Use a pivot table
 - B. Group by opportunity stage
 - C. Group by Sales Rep for a count of opportunities
 - D. List opportunities by date

- 6. What is the function of the "Sights" feature in Smartsheet?**
- A. To create custom dashboards to visualize data from multiple sheets
 - B. To track individual task completion rates
 - C. To automate workflow approvals
 - D. To improve the print layout of sheets
- 7. When do the linked cells on the director's sheet update after Vivian updates her sheet?**
- A. Immediately
 - B. When Vivian's sheet is saved
 - C. After an hour
 - D. When the director opens his sheet
- 8. When organizing opportunities by region, what is a potential column type to use in Smartsheet?**
- A. Multi-select Dropdown
 - B. Text Column
 - C. Dropdown (Single Select)
 - D. Checkbox Column
- 9. What is the purpose of setting Alerts in Smartsheet?**
- A. To notify users about changes or updates relevant to their tasks
 - B. To automate report generation
 - C. To enhance data security
 - D. To create detailed project forecasts
- 10. Which of the following best describes "Card View" in Smartsheet?**
- A. A visual representation of tasks that can be moved between columns
 - B. A detailed grid of data entries
 - C. A list of users and their permissions
 - D. A summary of project costs

Answers

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

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Explanations

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1. What action should you take when you want to delete a widget from a copied dashboard?

- A. Remove it from the source dashboard
- B. Edit the settings of the original widget
- C. Simply delete it from the new dashboard**
- D. Notify the dashboard owner

When you want to delete a widget from a copied dashboard, the appropriate action is to simply delete it from the new dashboard. This process allows for customization of the dashboard according to your needs without affecting the original content on the source dashboard. Deleting a widget in this context is an independent action that does not require any modifications to the original dashboard, making it efficient and straightforward. Taking this approach provides flexibility in managing your dashboard without disrupting the content or structure of the source dashboard. It also ensures that you can tailor your views or reports to better suit your requirements, helping to organize information in a way that is most relevant to you.

2. Which element can you customize with a color of your choice?

- A. Font Color
- B. Background**
- C. Cell Borders
- D. Sheet Title

Customizing the background in Smartsheet allows for greater aesthetic control over a sheet's appearance, helping to improve readability and highlight specific sections of the sheet. By changing the background color, users can create a more visually appealing layout or emphasize particular areas, making it easier to distinguish different parts of the data. This functionality enhances user experience and can help in organizing information visually. Other elements like font color, cell borders, and sheet title may have predefined formats or limited customization options compared to the background, which provides a broader range of color selection and application. Hence, customizing the background stands out as a key feature for personalization in Smartsheet.

3. How do you create dependencies between tasks in Smartsheet?

- A. By linking predecessor tasks in the Gantt Chart**
- B. By using the Comments feature
- C. By adding subtasks under main tasks
- D. By merging multiple sheets

Creating dependencies between tasks in Smartsheet is effectively achieved by linking predecessor tasks in the Gantt Chart. This method allows users to visually represent the relationship between tasks, indicating which tasks must be completed before others can begin. When you link tasks as predecessors in the Gantt view, Smartsheet automatically adjusts the timeline for dependent tasks based on the start or finish of the predecessor task. This feature is essential for project scheduling, as it helps in efficiently managing timelines and ensuring that tasks are performed in the correct sequence, leading to improved workflow and project tracking. The other options do not facilitate the creation of dependencies in the same structured manner. Using comments does not impact task sequencing, while adding subtasks can help organize work but does not inherently establish a dependency relationship. Merging multiple sheets does not create direct relationships between tasks either; rather, it combines data without linking task dependencies.

4. In what scenario would you use a "Workspace" in Smartsheet?

- A. When organizing multiple sheets, reports, and dashboards that belong to a specific project or team**
- B. When creating a single detailed report for management
- C. When sharing individual tasks with team members
- D. When needing to access archived project files

A workspace in Smartsheet serves as an organized collection for multiple related sheets, reports, and dashboards that are part of a particular project or team. By utilizing a workspace, users can streamline collaboration and ensure that all relevant assets are housed in one central location. This not only makes access easier for team members but also enhances the ability to manage and coordinate work effectively. Workspaces provide a structured environment where teams can interact with various sheets while ensuring that they can filter and view data pertinent to their needs without confusion from unrelated content. This fosters a collaborative atmosphere, enabling team members to contribute and track progress on their deliverables more seamlessly. In contrast, the other choices do not capture the primary purpose of a workspace. Creating a single report focuses on documentation rather than organizational structure, sharing individual tasks pertains to specific task management rather than compilation, and accessing archived files typically does not necessitate the use of a workspace since that is more about data retrieval than ongoing project organization. Thus, the most appropriate scenario for utilizing a workspace is when managing multiple interconnected items related to a particular project or team.

5. What is the optimal way to summarize opportunities assigned in a sales report?

- A. Use a pivot table
- B. Group by opportunity stage
- C. Group by Sales Rep for a count of opportunities**
- D. List opportunities by date

Grouping by Sales Rep for a count of opportunities is the optimal way to summarize opportunities in a sales report because it provides a clear view of individual contributions within the sales team. This method allows for easy identification of which sales representatives are performing well and which may need additional support or training. It highlights the successes and challenges at a personal level, facilitating performance reviews and team analyses. When opportunities are grouped in this manner, stakeholders can quickly assess workloads, track progress toward sales goals, and identify trends in performance. This focused overview can also assist in assigning leads more strategically based on past performance metrics. While other methods such as using a pivot table or grouping by opportunity stage can provide valuable insights, they may not deliver as direct a measure of individual accountability and success as counting opportunities per sales rep.

6. What is the function of the "Sights" feature in Smartsheet?

- A. To create custom dashboards to visualize data from multiple sheets**
- B. To track individual task completion rates
- C. To automate workflow approvals
- D. To improve the print layout of sheets

The "Sights" feature in Smartsheet is designed specifically for creating custom dashboards that allow users to visualize data from multiple sheets. This functionality enables organizations to compile and present important metrics, KPIs, and project progress in a cohesive and visually appealing manner. By aggregating information from various sources into a centralized view, users can easily track performance and make informed decisions. Utilizing Sights, teams can incorporate different types of visual elements such as charts, graphs, and summary reports, making it an effective tool for stakeholders who need quick insights without delving into the granular details of individual sheets. This feature enhances collaboration and transparency by providing an accessible overview of project statuses and goals to all relevant team members.

7. When do the linked cells on the director's sheet update after Vivian updates her sheet?

- A. Immediately
- B. When Vivian's sheet is saved**
- C. After an hour
- D. When the director opens his sheet

The correct answer highlights that linked cells on the director's sheet update when Vivian's sheet is saved. This function reflects how Smartsheet handles data connections between sheets. When a user updates their sheet and then saves it, any data or references linked to other sheets will be synchronized at that moment. This ensures that the most current information is available in the linked cells and that users always see the latest data without needing to manually refresh or wait for a predetermined time. It emphasizes the importance of saving changes, as this action triggers the update process, ensuring that any interconnected sheets get the latest data immediately upon saving.

8. When organizing opportunities by region, what is a potential column type to use in Smartsheet?

- A. Multi-select Dropdown
- B. Text Column
- C. Dropdown (Single Select)**
- D. Checkbox Column

Using a dropdown (single select) column type is an effective way to organize opportunities by region in Smartsheet. This column type allows users to create a predefined list of regions from which they can select one option for each opportunity. This ensures consistency and accuracy in data entry, as each opportunity will be associated with one specific region from the established list. It simplifies filtering and reporting, making it easier to analyze opportunities by region since all entries will follow the same naming conventions. In contrast, while a multi-select dropdown allows for greater flexibility, it may complicate analysis if users select multiple regions for a single opportunity. A text column can lead to inconsistent naming conventions and variations in how regions are entered, which can complicate data consistency. Lastly, a checkbox column is not suitable for this situation, as it allows for binary choices and could be misleading when trying to categorize opportunities into distinct regions. Therefore, the dropdown (single select) is the most appropriate choice for organizing opportunities by region.

9. What is the purpose of setting Alerts in Smartsheet?

- A. To notify users about changes or updates relevant to their tasks
- B. To automate report generation
- C. To enhance data security
- D. To create detailed project forecasts

Setting Alerts in Smartsheet serves the primary purpose of notifying users about changes or updates that are relevant to their tasks. This functionality is critical for maintaining clear communication and ensuring that team members stay informed about developments that may affect their work, deadlines, or project milestones. Alerts can be customized to trigger notifications based on specific criteria, such as changes made to a sheet, modifications to due dates, or updates on task completion. This ensures that everyone involved in a project is promptly made aware of important changes, allowing for better collaboration and timely decision-making. Other options like automating report generation, enhancing data security, and creating detailed project forecasts represent different functionalities within Smartsheet but do not directly relate to the Alert feature. Alerts specifically focus on communication regarding updates and changes rather than on automation, security, or forecasting tasks.

10. Which of the following best describes "Card View" in Smartsheet?

- A. A visual representation of tasks that can be moved between columns
- B. A detailed grid of data entries
- C. A list of users and their permissions
- D. A summary of project costs

Card View in Smartsheet is designed to provide a visual representation of tasks that can be organized and managed in a highly interactive manner. This view allows users to see tasks presented as cards that can easily be moved between different columns, which typically represent different stages in a workflow or project progress. This functionality is particularly useful for teams employing agile methodologies, as it allows for quick adjustments and prioritization. The other options describe different functionalities or views within Smartsheet. A detailed grid of data entries refers to the traditional grid view, which is focused on data management rather than visual task movement. A list of users and their permissions pertains to managing access and collaboration within the system, while a summary of project costs relates to a financial overview, rather than task management. Therefore, the choice that accurately captures the essence of Card View is its emphasis on the visual organization and movement of tasks.

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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