

SMARTSHEET CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor –led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Smartsheet Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Smartsheet Training Course schedule



About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies

Importance of Smartsheet Training

- ✓ Smartsheet Certification validates the expertise of professionals in using Smartsheet, a universally accepted cloud-based platform unifying collaboration and workflow management. Many Fortune 500 companies use this to plan, track, and automate work processes. This attestation not only reflects the capability of individuals to use a robust tool but also their improved project management and operational efficiency. This can enrich the participant's knowledge of automating repetitive tasks in an organization and also facilitates teamwork and communication across the organizational framework.
- ✓ Smartsheet Training refers to learning that is provided to enable users to know how the Smartsheet application can be used when undertaking work and collaborating. It is necessary to focus on working with sheets, data management, and using certain options that can be automated. Smartsheet Course includes areas of sheet structure, types of columns, hierarchy of rows, equations, coloring based on the cell's condition, and shared features. Moreover, training improves the awareness of Smartsheet, a secure and flexible platform.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Smartsheet Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand Smartsheet can enroll in the Smartsheet Training course.

SMARTSHEET CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Smartsheet Training

Lesson 01 – Introduction to Smartsheet

1.	What is Smartsheet?
2.	What is Smartsheet Used For?
3.	Features of Smartsheet

Lesson 02 – Creating a Sheet

1.	Create a New Item
2.	Rename an Item
3.	Smartsheet Items

Syllabus of Smartsheet Training

Lesson 03 – Rows, Hierarchy, and Columns

1.	Indent a Row
2.	Remove Hierarchy
3.	Types of Columns

Lesson 04 – Attachment and Sharing

1.	Attach Files to a Sheet or Row
2.	Share a Smartsheet Item
3.	Share an Item from a Workspace
4.	Set a Default Sharing View
5.	Remove a Collaborator or Change Permission Levels

Syllabus of Smartsheet Training

Lesson 05 – Conditional Formatting and Formulas

1.	Create a Conditional Formatting Rule
2.	Add a Condition, Clone, and Rearrange a Rule
3.	Delete or Disable a Conditional Formatting Rule
4.	Create a Formula
5.	Edit an Existing Formula
6.	Tips for Easier Formula Creation
7.	Areas Where Formula Use is Restricted

Lesson 06 – Group Dynamics

1.	Add Contacts to Smartsheet Contacts
2.	Edit or Delete Contacts
3.	Export Contacts from Smartsheet Contacts List
4.	Create a Group
5.	Manage an Existing Group
6.	Use a Group to Send or Share Information

Syllabus of Smartsheet Training

Lesson 07 – Card, Basic Gantt, and Calendar View

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|----|------------------------------------|
| 1. | Create, Edit, and Share Cards |
| 2. | Create and Work with a Gantt Chart |
| 3. | Work with Calendar View |

Exam Format of Smartsheet Certification

Examination Format	
Exam Name	Smartsheet Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Smartsheet, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Smartsheet exam.

Contact Us

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<https://unichrone.com/>

