# Smartsheet Q&A

**Section 1: Smartsheet Overview**

1. Which of the following is a common use case for Smartsheet?  
   **A) Project management.**B) Cooking recipes.  
   C) Social media posting.  
   D) Video editing.
2. Smartsheet is often utilized for which purpose?  
   A) Feedback forms.  
   B) Tracking finances.  
   C) Personal to-do lists.  
   **D) All of the above.**
3. Which Smartsheet component allows you to collect data from external users?  
   A) Sheets  
   B) Reports  
   **C) Forms**  
   D) Dashboards

**Section 2: Creating Sheets**

1. When creating a new sheet in Smartsheet, you can start with:  
   A) A blank sheet.  
   B) A template.  
   C) An imported file.  
   **D) All of the above.**
2. Which file format can be directly imported into Smartsheet?  
   A) PDF  
   **B) XLSX (Excel)**  
   C) JPG  
   D) MP3
3. What is the purpose of conditional formatting in Smartsheet?  
   A) To change the sheet's layout.  
   **B) To highlight cells based on specific criteria.**C) To add formulas.  
   D) To create new columns.
4. Which view in Smartsheet displays tasks in a block format?  
   A) Grid view  
   B) Gantt view  
   **C) Card view**  
   D) Calendar view

**Section 3: Collaboration Tools**

1. Where can you view all your comments in Smartsheet?  
   A) Right-click and choose the view comments.  
   **B) Access the comment tab on the right sidebar in the toolbar.**  
   C) Double-click on a row.  
   D) Double-click on the column heading.
2. Attachments are NOT permitted in comments.  
   A) True  
   **B) False**
3. How can you share a Smartsheet with others?  
   A) Send them a link.  
   B) Add them as collaborators.  
   C) Publish the sheet.  
   **D) All of the above.**
4. When publishing a Smartsheet, you can:  
   A) Make it viewable to anyone with the link.  
   B) Post it to a website.  
   C) Control viewer permission levels.  
   **D) All of the above.**

**Section 4: Formulas**

1. Which symbol is used to start a formula in Smartsheet?  
   **A) =**B) +  
   C) @  
   D) #
2. What is the purpose of sheet summaries in Smartsheet?  
   **A) To provide a brief overview of the sheet's contents.**  
   B) To calculate totals from all your sheets.  
   C) To create charts and reports.  
   D) To share the sheet with others.

**Section 5: Filters, Reports, Forms & Workflows**

1. What is the primary purpose of filters in Smartsheet?  
   A) To sort data.  
   **B) To hide specific rows based on criteria.**  
   C) To create new sheets.  
   D) To add colors to cells.
2. Which Smartsheet feature allows you to combine data from multiple sheets?  
   A) Forms  
   B) Workflows  
   **C) Reports**D) Attachments
3. What is a key benefit of using workflows in Smartsheet?  
   A) To create new sheets.  
   **B) To automate repetitive tasks.**  
   C) To format cells.  
   D) To import data.
4. What Smartsheet feature provides a high-level overview of data across multiple sheets?  
   A) Forms  
   **B) Reports**C) Sheets  
   D) Workflows