

Capstone Quiz



You have passed the quiz!

Your score:

19 of 20 Correct (95%)

Elapsed time:

17 minutes

20 of 20 questions answered

[Hide Answers](#)

Question 1: ✖ Incorrect answer

How many single-select and multi-select drop-down columns are in the "Creative Request Intake Sheet"?

- ☐ 4 single-select dropdown columns, 0 multi-select dropdown columns
- ☐ ~~0 single-select dropdown columns, 3 multi-select dropdown columns~~
- ☐ ~~2 single-select dropdown columns, 2 multi-select dropdown columns~~
- ☒ ~~3 single-select dropdown columns, 1 multi-select dropdown column~~

Question 2: ✔ Correct answer

**Go to the Card View of the "Monthly Tracking Sheet".
Click on the "View by Status" dropdown button.
Excluding "Edit Lanes", how many different ways can
you view the information?**

- ☐ 4

☐ 5

☒ 6

☐ 7

Question 3: ✓ Correct answer

Open the "Creative Request Form" you created on the "Creative Request Intake Sheet" as if you are about to submit a form entry. What is the total number of fields available for you to enter data and add files?

Note: Do not count the "Send me a copy of my responses" checkbox.

☐ 9



☒ 10



☐ 13



☐ 14

Question 4: ✓ Correct answer

In the "Monthly Tracking Sheet", click the "% Complete" column header to select the full column. What does your toolbar look like?

A. Σ ▼ \$ ▼ %  .0_ .00_  31 ▼

B. Σ ▼ \$ ▼ %  .0_ .00_  31 ▼

C. Σ ▼ \$ ▼ %  .0_ .00_  31 ▼

- ☒ A
- ☐ B
- ☐ C
- ☐ None of the above

Question 5: ✓ Correct answer

On the "Monthly Tracking Sheet", what does [Actual Cost]17 cell look like?

A.

B.

C.

- ☐ A

☒ B

☐ €

Question 6: ✓ Correct answer

The formula for calculating "Profit" for the week and month parent rows on the "Monthly Tracking Sheet" should look like which one of the following options?

A.

Actual Cost	Profit
	=SUM(CHILDREN())
	\$1,620.00
	\$4,200.00
	\$1,495.00

C.

Actual Cost	Profit
	=COUNT(CHILDREN())
	\$1,620.00
	\$4,200.00
	\$1,495.00

B.

Actual Cost	Profit
	=SUM(PROFIT())
	\$1,620.00
	\$4,200.00
	\$1,495.00

D.

Actual Cost	Profit
	=COUNT()CHILDREN()
	\$1,620.00
	\$4,200.00
	\$1,495.00

☒ A

☐ B

☐ €

☐ B

Question 7: ✓ Correct answer

Return to the "Overall Dashboard". What percentage is reflected by "Visual Design" request types?

☐ 17%

☐ 8%

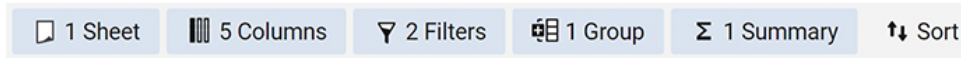
☐ 25%

☒ 33%

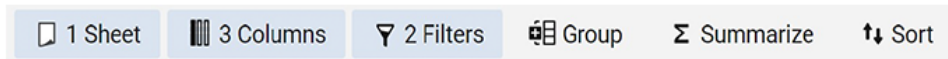
Question 8: ✓ Correct answer

Open the Report Builder for the "At-Risk Requests" report. Which one of the following options most closely resembles the report toolbar in the "At-Risk Requests" report?"

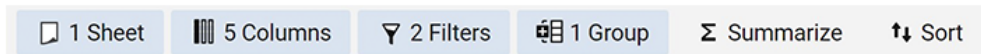
A.



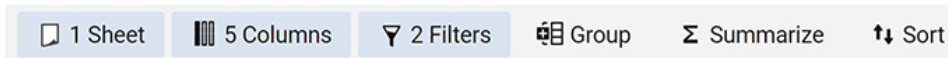
B.



C.



D.



- ☐ A
- ☐ B
- ☐ C
- ☒ D

Question 9: ✓ Correct answer

What is the minimum number of form fields you have to complete to successfully submit the "Creative Request Form"?

- ☐ 40
- ☐ 0
- ☐ 6
- ☒ 3

Question 10: ✓ Correct answer

In the "Overall Dashboard", what happens when you click on the "At-Risk Requests" report widget?

- ☐ Opens the "At-Risk Requests" report in a different tab
- ☒ Opens the "At-Risk Requests" report in the same tab
- ☐ Opens the "Monthly Tracking Sheet" in a different tab
- ☐ Opens the "Monthly Tracking Sheet" in the same tab

Question 11: ✓ Correct answer

Turn-off the "Content edit or update" filter. Examine the "System columns" of rows 1-5 on your "Monthly Tracking Sheet", and select which one of the following options most closely resembles your sheet.

A.

	e	💬	📁	i
1				
2				
3		💬		🔔
4				🔗
5				

C.

	e	💬	📁	i
1				
2				
3		💬		🔔
4				
5				

B.

	e	💬	📁	i
1				
2				
3				🔔
4				🔗
5				

D.

	e	💬	📁	i
1				
2				
3				
4				
5				

- ☒ A
- ☐ B
- ☐ C
- ☐ D

Question 12: ✓ Correct answer

Which one of the following options most closely resembles the "Assigned to request" automation workflow on the "Monthly Tracking Sheet"?

A.

Alert someone

Send to contacts in a cell

Assigned Designer

Some recipients may not get notified. [Change your permission settings.](#)

Customize message

Subject

To automatically include relevant sheet content in the subject and body, surround a field name in double curly brackets. For example: {{Deliverable Attached}}

Message includes:

☐ Links to sheet and all fields

☒ Links to sheet and specific fields

Creative Request Delivery Date

Delivery Method Request Type

☐ Message only

C.

Alert someone

Send to contacts in a cell

Assigned Designer

Some recipients may not get notified. [Change your permission settings.](#)

Customize message

Subject

To automatically include relevant sheet content in the subject and body, surround a field name in double curly brackets. For example: {{Deliverable Attached}}

Message includes:

☐ Links to sheet and all fields

☐ Links to sheet and specific fields

☒ Message only

B.

Alert someone

Send to contacts in a cell

Assigned Designer

Some recipients may not get notified. [Change your permission settings.](#)

Customize message

Subject

To automatically include relevant sheet content in the subject and body, surround a field name in double curly brackets. For example: {{Deliverable Attached}}

Message includes:

☒ Links to sheet and all fields

☐ Links to sheet and specific fields

☐ Message only

D.

Request an update

Send to contacts in a cell

Assigned Designer

Some recipients may not get notified. [Change your permission settings.](#)

Customize message

Subject

To automatically include relevant sheet content in the subject and body, surround a field name in double curly brackets. For example: {{Deliverable Attached}}

Message includes:

☐ All fields

☒ Specific fields

Creative Request Delivery Date

Delivery Method Request Type

☒ A

☐ B

☐ C

☐ D

Question 13: ✓ Correct answer

Which one of the following options most closely resembles your conditional formatting rule on the "Monthly Tracking Sheet"?

A. ☐ If [Delivery Date is in the next 3 days](#) and [% Complete is less than 0.9](#) then apply [this format](#) to the [Creative Request column](#) abcde

B. ☐ If [Delivery Date is in the next 3 days](#) and [% Complete is less than 0.9](#) then apply [this format](#) to the [entire row](#) abcde

C. ☐ If [Delivery Date is in the next 3 days](#) and [% Complete is less than 0.9](#) then apply [this format](#) to the [entire row](#) abcde

D. ☐ If [Delivery Date is in the next 3 days](#) then apply [this format](#) to the [Creative Request column](#) abcde
☐ If [% Complete is less than 0.9](#) then apply [this format](#) to the [Creative Request column](#) abcde

☒ A

☐ B


☐ C

☐ D


Question 14: ✓ Correct answer



Which of the following options most closely resembles the "Attach Delivered Copy" automated update request workflow you created on the "Monthly Tracking Sheet"?

A.


Trigger:  When rows are added or changed ▾

When % Complete ▾ changes to:
100%
[+ Specify another change](#)
⌚ Run workflow: When triggered ▾


 Add a condition to filter rows

 Request an update
 Send to contacts in a cell ▾
Assigned Designer


B.



Trigger:  When rows are added or changed ▾

When An attachment ▾ is: ☒ Added ☐ Changed
[+ Specify another change](#)
⌚ Run workflow: When triggered ▾


 +

Conditions (1) ^ ⋮
Where Deliverable Attached ▾ is checked ▾
[+ Add another condition](#)


 +



 Request an update
 Send to contacts in a cell ▾
Assigned Designer

C.


Trigger:  When rows are added or changed ▾

When An attachment ▾ is: ☒ Added ☐ Changed
[+ Specify another change](#)
⌚ Run workflow: When triggered ▾


 Add a condition to filter rows

 Request an update
 Send to contacts in a cell ▾
Assigned Designer


D.



Trigger:  When rows are added or changed ▾ ⓘ

When % Complete ▾ changes to:
100%
[+ Specify another change](#)
⌚ Run workflow: When triggered ▾

 +

Conditions (1) ^ ⋮
Where Deliverable Attached ▾ is not checked ▾
[+ Add another condition](#)

 +

 Request an update
 Send to contacts in a cell ▾
Assigned Designer

- ☐ A
- ☐ B
- ☐ C
- ☒ D

Question 15: ✓ Correct answer

How many requests are surfaced in the "At-Risk Requests" report?

- ☐ 3
- ☐ 4
- ☒ 2
- ☐ 6

Question 16: ✓ Correct answer

Apply the "Content edit or update" filter you created to the "Monthly Tracking Sheet". What is the total number of requests that fit the filter's criteria?

- ☐ 16
- ☐ 11
- ☐ 7
- ☒ 5

Question 17: ✓ Correct answer




On the "Monthly Tracking Sheet", what is the total profit this month?

- ☒ \$12,633.40
- ☐ \$25,688.80
- ☐ \$5,318.40
- ☐ \$1,620.00




Question 18: ✓ Correct answer

Which one of the following options shows the correct color and order of the RYG "Status" balls for rows 3-5 in the "Monthly Tracking Sheet"?




A.

	(Green)
	(Red)
	(Yellow)




B.

	(Green)
	(Green)
	(Yellow)

C.

	(Green)
	(Yellow)
	(Yellow)

D.

	(Yellow)
	(Yellow)
	(Yellow)

- ☐ A
- ☐ B
- ☒ C
- ☐ D

Question 19: ✓ Correct answer

How does the "Request Type" form field in the "Creative Request Form" appear to you?

A.

Request Type

- ☐ Visual Design
- ☐ Web Design
- ☐ Social Media
- ☐ Blog
- ☐ Newsletter
- ☐ Video
- ☐ Swag
- ☐ Other

B.

Request Type

C.

Request Type

- ☐ Visual Design
- ☐ Web Design
- ☐ Social Media
- ☐ Blog
- ☐ Newsletter
- ☐ Video
- ☐ Swag
- ☐ Other

☒ A

☐ B

☐ C

☐ None of the above

Question 20: ✓ Correct answer

Return to the Grid View of the "Monthly Tracking Sheet". How many row-level and sheet-level comments are there?

☐ 0 row-level comments and 1 sheet-level comment

☐ 1 row-level comment and 0 sheet-level comment

☐ 2 row-level comments and 1 sheet-level comment

☒ 1 row-level comment and 1 sheet-level comment

