

6002 Smartsheet Fundamentals

Description

COURSE OVERVIEW

Smartsheet is the project management software for the cloud that helps you create, collaborate, and manage projects in real-time for one or many different projects or workflows. Our Smartsheet course covers everything to get you started on building robust project plans. By the end, you will be automating workflows for coordinating your team members to creating visualizations of progress for all shareholders. In other words we will take you from the basics skills like setting up a workspace and adding tasks to advanced topics like critical paths, custom dashboards, and integration of other web services.

AGENDA TOPICS

Unit 1- Smartsheet Introductions

- Creating Workspace
- Creating Task Lists / Check Lists
- Conditional Formatting
- Different Views – Grid, Gantt, Card, and Calendar View
- Sorting and Filtering
- Cell linking

Unit 2- Collaboration with Smartsheets

- Adding Contacts
- Groups
- Permissions
- File Attachment and Sharing
- Comments
- Integrations – Google, Microsoft, and Slack

Unit 3- Project Management using Smartsheets

- Dependencies
- Resource Management
- Critical and Driving Path
- Dashboards
- Reports
- Proofing

Unit 4- Working with Automation

- Create a Workflow
- Reminder
- Alerts
- Update/Approval Requests

Unit 5- Using Forms

- Create a form
- Sharing form
- Alerts

PRODUCT TYPE

- simple

PRODUCT CAT

- Google Cloud & Adobe Services
- Google Cloud and Adobe Skills and Training

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