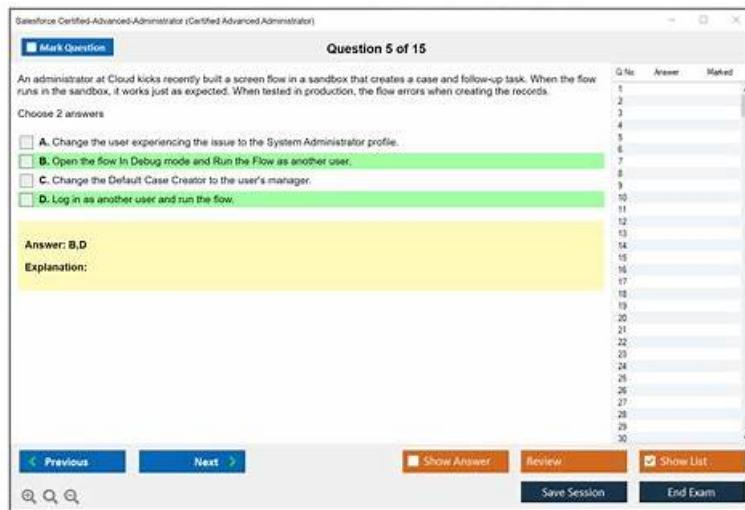


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Salesforce Certified Administrator Sample Questions (Q31-Q36):

NEW QUESTION # 31

An administrator is on a tight deadline to create dashboards for the sales and marketing teams at AW Computing. What should the administrator do to meet the deadline without increasing the budget?

- A. Train someone on the sales and marketing teams to build dashboards.
- B. **Check the AppExchange for prebuilt Solution that can be easily customized.**
- C. Build the dashboards manually to meet the deadline.
- D. Hire a Consultant to build the custom dashboards.

Answer: B

NEW QUESTION # 32

The administrator at cloud kicks has been ask to change the company's Shoe style field to prevent users from selecting more than one style on a record.

Which two steps should an administrator do to accomplish this?

Choose 2 answers

- A. **Select the "Choose only one value "checkbox on the pick list field.**
- B. Back-up the Shoe Style values in existing records.
- C. Reactivate the appropriate Shoe Style values after the field type changes.
- D. **Change the field type from a multi-select picklist field to a picklist field.**

Answer: A,D

Explanation:

Explanation

To prevent users from selecting more than one value on a picklist field, the administrator needs to change the field type from a multi-select picklist to a regular picklist, and select the "Choose only one value" checkbox on the field definition page. This will ensure that only one value can be selected on the record page and in reports and filters. References: https://help.salesforce.com/s/articleView?id=sf.customize_picklists.htm&type=5

NEW QUESTION # 33

Which three items are available in the mobile navigation menu?

Choose 3 answers

- A. Utility Bar
- B. Lightning Home Page
- C. **Dashboards**
- D. Chatter
- E. **Lightning App Pages**

Answer: C,D,E

Explanation:

Explanation

Lightning app pages, Chatter, and dashboards are three items that are available in the mobile navigation menu.

The mobile navigation menu allows users to access different items in the Salesforce mobile app, such as objects, apps, or utilities.

Users can customize their mobile navigation menu by adding or removing items and changing their order. References:

https://help.salesforce.com/s/articleView?id=sf.app_nav_setup.htm&type=5

NEW QUESTION # 34

Northern Trail Outfitters wants to know the average stage duration for all closed Opportunities.

How should an administrator support this request?

- A. Refresh weekly reporting snapshots for Closed Opportunities.

- B. Use process builder to capture the daily average on each opportunity.
- C. Add Formula Fields to track Stages on each Opportunity.
- D. **Run the Opportunity Stage Duration report.**

Answer: D

Explanation:

Explanation

The Opportunity Stage Duration report is a standard report that shows how long opportunities spend in each stage before they are closed. It can be used to measure the average stage duration for all closed opportunities by grouping and summarizing the data by stage name and duration fields. Using process builder to capture the daily average on each opportunity is not feasible because it would require creating multiple fields and formulas on the opportunity object and updating them every day. Adding formula fields to track stages on each opportunity is also not practical because it would require creating multiple fields and formulas on the opportunity object and maintaining them every time a stage changes. Refreshing weekly reporting snapshots for closed opportunities is not necessary because the report can run on real-time data without snapshots.

References:

https://help.salesforce.com/s/articleView?id=sf.reports_opportunity_stage_duration_report.htm&type=5

NEW QUESTION # 35

The administrator at Cloud Kicks has created an approval process for time off requests.

Which two automated actions are available to be added as part of the approval process?

Choose 2 answers

- A. Email Alert
- B. Chatter Post
- C. **Field Update**
- D. Auto launched Flow

Answer: A,C

NEW QUESTION # 36

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