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Salesforce Salesforce-Certified-Administrator Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Productivity and Collaboration: This exam topic covers explaining the capabilities of activity management and how to describe the features of Chatter. It also covers how to describe the capabilities of Salesforce Mobile App.
Topic 2	<ul style="list-style-type: none"> Service and Support Applications: This section of the exam explains the capabilities of case management and its automation.
Topic 3	<ul style="list-style-type: none"> Configuration and Setup: This section of the exam covers information found in the company settings, distinguishing and understanding the administration of declarative configuration of the user interface. For a particular scenario, this topic of the exam covers demonstrating the proper setup and maintenance of users.
Topic 4	<ul style="list-style-type: none"> Sales and Marketing Applications: In a given scenario, this section of the exam covers the identification of capabilities and implications of the sales processes. Also, other topics in this section relate to using the appropriate sales productivity features after utilizing opportunity tools.
Topic 5	<ul style="list-style-type: none"> Data and Analytics Management: In this section, candidates are tested for their ability to describe the considerations when importing, updating, transferring, mass deleting, exporting, and backing up data. It also covers the implications of data validation tools and the options available when creating or customizing a report or report type.

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Salesforce Certified Administrator Sample Questions (Q115-Q120):

NEW QUESTION # 115

The administrator has been asked to automate a simple field update on the account. When a support agent changes the status of the account to 'Audited', they would like the system to automatically update the Audited date field on the account with today's date. Which tool should the administrator use to complete this automation?

- A. Flow Builder
- B. Approval process
- C. FormulaField
- D. Validation Rule

Answer: C

Explanation:

Explanation

A formula field is a type of field that calculates a value based on an expression or formula that references other fields or constants. For example, a formula field can display today's date by using the TODAY() function. In this case, the administrator can create a formula field on the account object that updates the audited date field with today's date when the status of the account is changed to 'Audited'.

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

NEW QUESTION # 116

Sales reps at Ursa Major Solar are having difficulty managing deals. The leadership team has asked administrator to help sales reps prioritize and close more deals. the administrator configure to help with these issues?

- A. Einstein Activity Capture
- B. Einstein Search Personalization Einstein Lead Scoring
- C. Einstein Opportunity Scoring

Answer: C

NEW QUESTION # 117

An administrator needs to create a one-to-many relationship between two objects with limited access to child records. What type of field should the administrator use?

- A. Lookup field
- B. Roll-up summary
- C. Cross Object formula
- D. Master-detail field

Answer: D

NEW QUESTION # 118

Cloud Kicks (CK) is partnering with a used shoe store and second-hand bicycle emporium. CK has an automated business process

it wants to run once a week to count the number of open cases related to an account. How should the administrator recommend automating this business process?

- A. Use a process to update the account when it is edited
- **B. Create a workflow rule with an outbound message.**
- C. Set up a scheduled process in Process Builder.
- D. Configure a scheduled flow in flow Builder.

Answer: B

NEW QUESTION # 119

The Human resources department at Northern Trail outfitters wants employees to provide feedback about the manager using a custom object in Salesforce. It is important that managers are unable to see the feedback records from their staff. How should an administrator configure the custom object to meet this requirement?

- A. Set the default external access to private.
- **B. Uncheck grant access using Hierarchies.**
- C. Define a criteria-based sharing rules.
- D. Configure an owner-based sharing rules.

Answer: B

Explanation:
Explanation

Grant access using Hierarchies is a setting that can be used to configure the custom object to meet this requirement. Grant access using Hierarchies determines whether access to records of the custom object is granted through the role hierarchy. If this setting is unchecked, managers are unable to see the feedback records from their staff, unless they are given access by other means, such as sharing rules or manual sharing.

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

NEW QUESTION # 120

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