



Salesforce Admin Certification Prep Checklist

Everything you need to prepare confidently for the Salesforce Administrator exam.

Exam Overview

The Salesforce Administrator exam covers organization setup, security and access, standard and custom objects, sales and marketing applications, service and support applications, activity and data management, workflow/process automation, and reporting.

Core Topics Checklist

- Organization setup: company settings, business hours, fiscal year.
- User setup and security: profiles, roles, permission sets, sharing rules, field-level security.
- Standard and custom objects: fields, page layouts, record types, relationships.
- Sales and Marketing applications: lead management, campaigns, opportunities.
- Service and Support applications: cases, knowledge base, support processes.
- Activity management and collaboration: tasks, events, Chatter.
- Data management: import wizards, data loader, deduplication, validation rules.
- Workflow/process automation: Flow Builder, approval processes, assignment rules.
- Reports and dashboards: report types, filters, dashboard components.

Recommended Trailhead Trails

- Administrator Certification Prep (official Salesforce trail).
- Data Modeling — object relationships and schema design.
- Process Automation Specialist Superbadge — hands-on automation practice.
- Lightning Experience Reports & Dashboards Specialist Superbadge.

Practice Exam Strategy

Take at least 2-3 full-length, timed practice exams before booking the real thing.

- Score below 65%: you need another 2-3 weeks of focused study.
- Score 65-75%: review your weakest topic areas and retake in one week.
- Score above 75%: you are likely ready — book your exam within the next week while the material is fresh.

Exam Day Checklist

- Confirm your testing window and ID requirements 24 hours in advance.



BNM Career Growth Lab

Salesforce Certification Prep

- Review your weakest topic one final time the morning of the exam.
- Read each question fully before selecting an answer — Salesforce exams often include distractor options.
- Flag uncertain questions and return to them after completing the rest.

