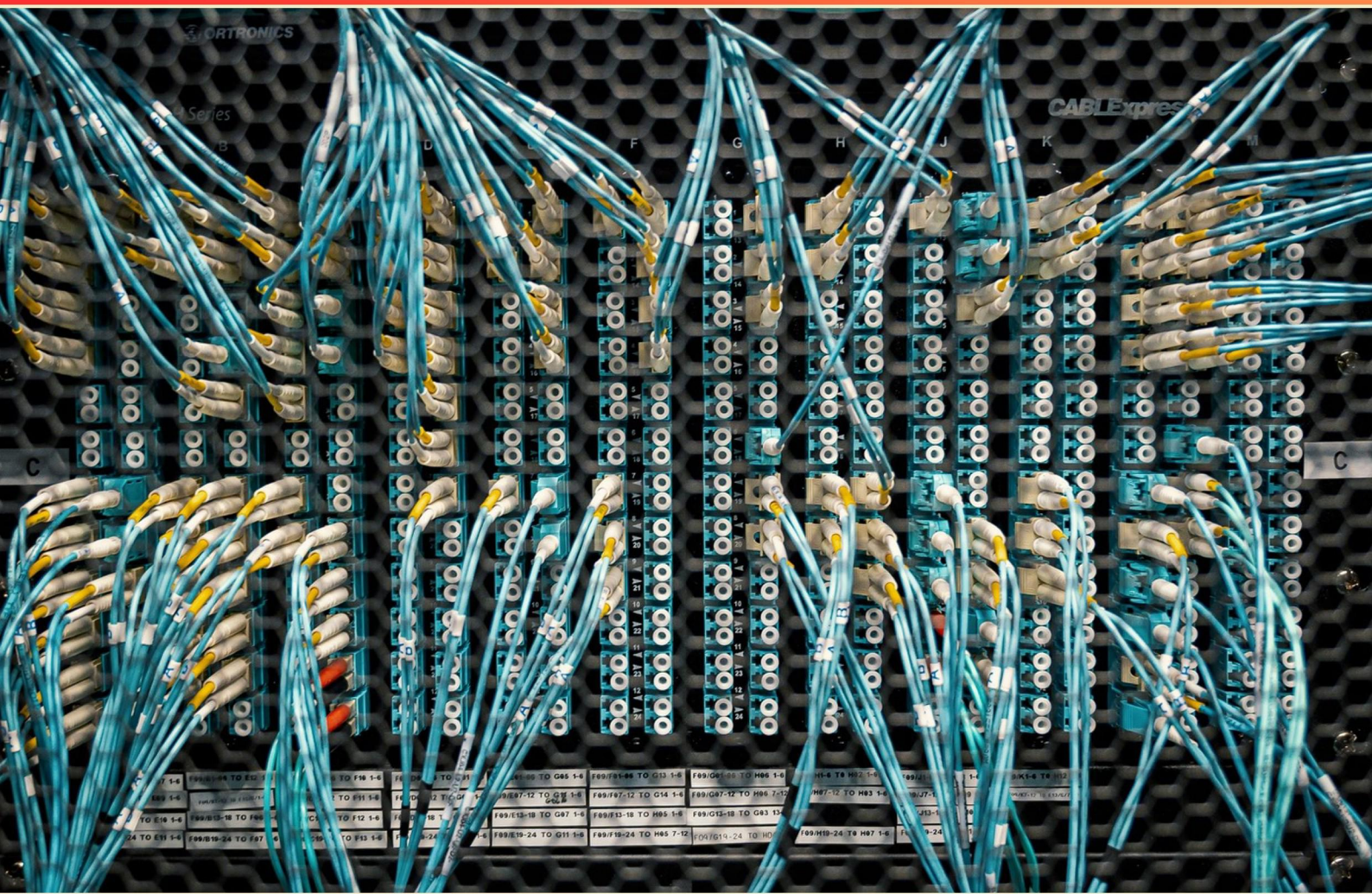


# RELATIVITY CERTIFIED USER PRACTICE EXAM (SAMPLE)

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR  
THE FULL VERSION STUDY GUIDE

<https://relativitycertuser.examzify.com>



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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

## 1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

## 2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

## 3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

## 4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

## 5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

## 6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

## Questions

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- 1. Which option would you select to change your password in the user drop-down?**
  - A. My Settings
  - B. Reset Password
  - C. Home
  - D. Help Center
  
- 2. What does the Total Items number indicate in the document list?**
  - A. The total number of documents loaded into your searchable set
  - B. The number of documents reviewed in a session
  - C. The maximum number of documents allowed in a workspace
  - D. The number of new documents added during the review
  
- 3. Which tab is displayed as the default Home tab in Relativity?**
  - A. Workspaces tab
  - B. Dashboard tab
  - C. Documents tab
  - D. Admin Workspace Configuration tab
  
- 4. How can you launch the Standalone Document Viewer?**
  - A. By selecting an icon in the bottom left section
  - B. By clicking the Launch Standalone Document Viewer icon in the upper-right section
  - C. By using a keyboard shortcut
  - D. By right-clicking on the document
  
- 5. What term organizes a subset of users within a workspace?**
  - A. View
  - B. Field
  - C. Group
  - D. Layout

**6. Why is data normalization important in Relativity?**

- A. It speeds up document exports
- B. It ensures consistent formatting for analysis
- C. It eliminates duplicate documents
- D. It creates custom coding workflows

**7. What does "persistent highlighting" do in Relativity?**

- A. Removes duplicate highlights across documents
- B. Maintains highlighted terms across document views for reference
- C. Changes highlight colors based on user preferences
- D. Automatically highlights all new documents

**8. What feature does the Unsynced designation indicate in the Standalone Document Viewer?**

- A. The viewer is not operating correctly
- B. The viewer is not synchronized with the interface
- C. The viewer displays the coding form
- D. The viewer cannot be closed

**9. Which selection would allow you to search on specific terms and dates in Relativity?**

- A. MultiList
- B. Textbox
- C. Date
- D. Boolean

**10. What is a "data source" in Relativity?**

- A. A location where documents are permanently stored
- B. The origin of documents ingested into the system
- C. A summary of document types available
- D. Any folder created by users

## **Answers**

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1. B
2. A
3. A
4. B
5. C
6. B
7. B
8. B
9. B
10. B

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## **Explanations**

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### 1. Which option would you select to change your password in the user drop-down?

- A. My Settings
- B. Reset Password**
- C. Home
- D. Help Center

Selecting "Reset Password" from the user drop-down is the appropriate choice for changing your password. This option is specifically designed to allow users to initiate the password change process directly. Typically, when users want to reset or change their passwords, they are taken through a sequence of steps that verify their identity and then allow them to enter a new password, ensuring security and compliance with best practices. The other options are not intended for password management. "My Settings" might provide general account preferences or profile information, but it does not explicitly indicate that password changes can be made there. "Home" would generally return you to the main interface of the application, while the "Help Center" typically directs you to support resources rather than an option to change account credentials.

### 2. What does the Total Items number indicate in the document list?

- A. The total number of documents loaded into your searchable set**
- B. The number of documents reviewed in a session
- C. The maximum number of documents allowed in a workspace
- D. The number of new documents added during the review

The Total Items number in the document list indicates the total number of documents that have been loaded into your searchable set. This figure provides a comprehensive overview of all documents that are available for analysis, review, and retrieval within your current workspace. It serves as a crucial metric for users, as it helps them understand the scope of data they are dealing with during their review processes. This distinction ensures that users are aware of the entire dataset they can search through, as it includes all the documents available, not just those currently being reviewed or filtered. It also allows for better planning and resource allocation during the data analysis phase. Understanding the Total Items helps users gauge the volume of data and strategize their approach accordingly.

### 3. Which tab is displayed as the default Home tab in Relativity?

- A. Workspaces tab**
- B. Dashboard tab
- C. Documents tab
- D. Admin Workspace Configuration tab

The default Home tab in Relativity is the Workspaces tab. This tab serves as the primary point of entry for users, allowing them to navigate to various workspaces within the Relativity environment. When users first log into Relativity, they are greeted with this tab, which provides an overview of all available workspaces and relevant information about each one. The significance of the Workspaces tab lies in its role in organizing the content and collaboration tools necessary for different projects. It streamlines access to workspaces that may contain documents, data analytics, workflow configurations, and other critical elements associated with managing cases or projects within Relativity. Other tabs, such as the Dashboard tab, the Documents tab, and the Admin Workspace Configuration tab, while important in their own contexts, do not serve as the initial landing page when users access the platform. Instead, they may provide more specialized functionalities or insights related to specific tasks or administrative actions. Therefore, the Workspaces tab is rightfully recognized as the default Home tab in Relativity.

#### 4. How can you launch the Standalone Document Viewer?

- A. By selecting an icon in the bottom left section
- B. By clicking the Launch Standalone Document Viewer icon in the upper-right section**
- C. By using a keyboard shortcut
- D. By right-clicking on the document

*The Standalone Document Viewer can be launched specifically by clicking the Launch Standalone Document Viewer icon located in the upper-right section of the interface. This method is typically designed for quick access to the viewer, and the clear designation of the icon serves to guide users in efficiently finding and activating this feature. In many software applications, particularly those incorporating document viewing features, strategic placement of functional icons—like the one for the Standalone Document Viewer—allows for an intuitive navigation experience, matching common usage patterns among users. This approach enhances usability and allows for faster document management tasks. Other methods, such as using keyboard shortcuts or accessing the viewer through context menus, might be available as alternatives in some applications, but they are not the primary means typically intended for launching this particular viewer in this context.*

#### 5. What term organizes a subset of users within a workspace?

- A. View
- B. Field
- C. Group**
- D. Layout

*The term that organizes a subset of users within a workspace is "Group." In many collaborative or project management applications, a group is a defined collection of users that can be managed collectively. This functionality allows for streamlined communication, collaboration, and management of tasks or access levels relevant to the specific team or subset of users. By creating groups, organizations can facilitate targeted interactions, share specific resources, or assign roles that pertain to a particular project or function. This is particularly useful in environments where different teams might have distinct responsibilities or permissions, allowing for a structured and organized approach to access and workflow. The other terms may refer to different functions: "View" typically relates to the visual representation of data or information, "Field" usually indicates a single piece of data or information within a record, and "Layout" refers to the arrangement of those fields or views on a user interface, rather than the organization of users themselves.*

## 6. Why is data normalization important in Relativity?

- A. It speeds up document exports
- B. It ensures consistent formatting for analysis**
- C. It eliminates duplicate documents
- D. It creates custom coding workflows

Data normalization is essential in Relativity because it ensures consistent formatting for analysis. Normalization involves standardizing data across a dataset, which is critical when working with diverse document types and sources. This consistency allows for more accurate and efficient analysis of information because analysts can rely on uniform data structures and formats. In a legal context, where the integrity of data is paramount, normalization helps streamline the review process. For example, if documents are in varying formats or contain inconsistent metadata, it can lead to misinterpretation of data, errors in review, or challenges in data comparison. By normalizing data, you create an environment conducive to comprehensive analysis, making it easier for teams to draw insights and conclusions from the information at hand. While other options point to valuable processes within Relativity, they do not directly address the foundational importance of consistency that normalization provides. This consistency underpins effective searching, filtering, and ultimately, the reliability of the legal analyses performed using the data.

## 7. What does "persistent highlighting" do in Relativity?

- A. Removes duplicate highlights across documents
- B. Maintains highlighted terms across document views for reference**
- C. Changes highlight colors based on user preferences
- D. Automatically highlights all new documents

Persistent highlighting in Relativity is a feature designed to enhance the user experience by maintaining highlighted terms across different document views. This allows users to easily reference key terms or phrases as they navigate through documents in their review process. When terms are highlighted persistently, they remain visible regardless of any changes in the document view, enabling users to quickly identify and focus on important information without losing track of what they have marked. This feature is especially useful in a litigation context, where reviewing large volumes of documents efficiently while keeping critical information easily accessible can significantly impact the workflow. The other options do not accurately describe the functionality of persistent highlighting. Removing duplicate highlights or changing highlight colors may pertain to other features that deal with document management and user preferences, but they do not capture the core purpose of persistent highlighting. Automatically highlighting all new documents does not reflect how highlighting is meant to work, as it would flood the user with unsolicited highlights rather than provide deliberate and meaningful emphasis on specific terms of interest.

## 8. What feature does the Unsynced designation indicate in the Standalone Document Viewer?

- A. The viewer is not operating correctly
- B. The viewer is not synchronized with the interface**
- C. The viewer displays the coding form
- D. The viewer cannot be closed

The Unsynced designation in the Standalone Document Viewer indicates that the viewer is not synchronized with the interface. This functionality is significant as it highlights potential inconsistencies between the document being viewed and the actions or data present in the main user interface. When the viewer is unsynced, it can affect the user's ability to see real-time updates or changes made to the document, potentially leading to confusion or errors in data interpretation. This emphasis on synchronization is critical for maintaining accurate and efficient workflows, especially in environments where multiple users may be interacting with the same data.

**9. Which selection would allow you to search on specific terms and dates in Relativity?**

- A. MultiList
- B. Textbox**
- C. Date
- D. Boolean

*The option that enables searching on specific terms and dates in Relativity is the Textbox. This selection allows users to input specific keywords or phrases for searching across the documents within a Relativity workspace. By utilizing the Textbox, users can refine their search queries to locate relevant documents that contain the exact terms they are interested in. In addition to searching for specific terms, the Textbox can also be combined with other search functionalities to restrict results based on dates when used appropriately. This flexibility helps users customize their search criteria extensively, enhancing the efficiency of the document review process. Other options, although relevant in different contexts, do not directly facilitate the combination of term and date searching as effectively as the Textbox does. For example, MultiList is designed for selecting multiple options from predefined lists, which may not address the need for refined text search with date specificity. The Date option serves to filter documents by date ranges but does not cater to term searches. Boolean operators, while powerful for complex queries, are typically used within the context of a search textbox rather than being a standalone selection.*

**10. What is a "data source" in Relativity?**

- A. A location where documents are permanently stored
- B. The origin of documents ingested into the system**
- C. A summary of document types available
- D. Any folder created by users

*A "data source" in Relativity refers to the origin of documents that are ingested into the system. This concept is crucial within Relativity because understanding where the documents come from is important for managing and processing data effectively throughout a case. When documents are brought into Relativity, they typically come from various external sources such as file servers, email archives, or other databases. Identifying the data source allows users to comprehend the provenance of the information, which can be important for tasks related to legal holds, data governance, and maintaining the integrity of a case. In contrast, the other options describe different aspects of document management within Relativity. While a permanent storage location may be an important part of the system's architecture, it does not directly define what a data source is. Similarly, a summary of document types or folders created by users pertains to organizational structures and classification within the Relativity platform, rather than the initial origin of documents that constitute a data source. Understanding this distinction is essential for effective data handling in a legal context.*

## Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).

Or visit your dedicated course page for more study tools and resources:

<https://relativitycertuser.examzify.com>

We wish you the very best on your exam journey. You've got this!

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