

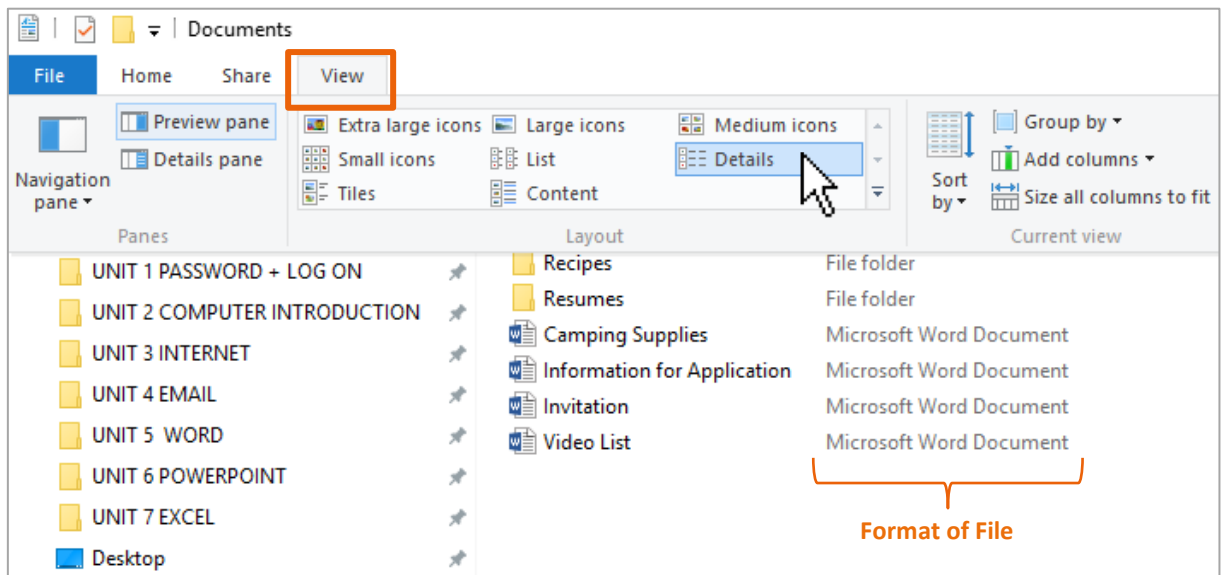
12 Common File Types

- Read the following pages and **answer the quiz questions**.

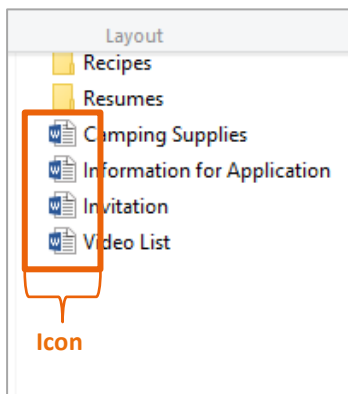
Your computer has many different types of files on it, and each one has its own **file extension**. A file extension is a three- or four-letter identifier found at the end of a file name and following a period. These extensions tell you about the characteristics of a file and its use.

If you're not sure what a file's **format** is, you can look at the **extension**. An **extension** is a group of letters occurring after a period in a file name, indicating the format of the file (for example **.docx**, **.txt**, or **.jpg**).


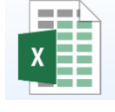





On some computers, the extension may be **hidden**. One of the easiest ways to determine the file type is to view the **details of your file list**.

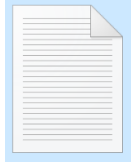




Common applications will have an easily identifiable icon, such as the blue Microsoft Word icon as shown below.



Common file extensions

Extension	Type	Characteristics	Icon
.doc	Application	Microsoft Word file	
.xls	Application	Microsoft Excel Spreadsheet	
.ppt	Application	Microsoft PowerPoint file – used for creating slides and overhead presentations	
.pdf	Application	PDF - Portable Document Format requires Adobe Acrobat reader which anyone can download for free.	
.exe	Application	Windows executable file, generally an application installer	The icon will vary based on the application being installed
.jpg	Image/picture	Graphic in JPEG format (Joint Photographic Experts Group). This is a type of common, compressed image. Compression allows for smaller file sizes.	
.mp3	Audio/music	Audio file in MP3 format – CD-quality sound, with 10x compression	
.wma	Audio/music	Windows Media Audio format	

.txt	Text	Plain Text File. Plain text contains no formatting, only line breaks and spacing. Therefore no text formatting (such as font sizes and colors, bolding or italics) can be used. A txt file may be created using the application Notepad on your PC	
.mp4	Video	MPEG-4 Video File	
.wmv	Video	Windows Media Video - open with <i>Windows Media Player</i>	
.zip	Application	Compressed file – open with WinZip. Compressed files take up less storage space and can be transferred to other computers more quickly than uncompressed files.	