

## Files Used in your MS Office Course

### **.PDF**

Adobe, Portable Document File (PDF) is now an open standard for electronic document exchange maintained by the International Organization for Standardization (ISO).

### **.DOC .DOCX**

Microsoft Word Document.

### **.XLS .XLSX**

Microsoft Excel Document (Spreadsheet)

### **.PPT .PPTX**

Microsoft PowerPoint Document (Presentation)

## Graphic & Picture File formats

### **.JPEG**

Joint Photographic Experts Group, is a Lossy photo or graphic file.

### **.PNG**

Portable Network Group, file format was created as a free, open-source alternative to GIF.

### **.GIF**

Graphics Interchange Format, is limited to an 8-bit palette, or 256 colours. The GIF format supports animation and is still widely used to provide image animation effects.

### **.BMP**

Windows Bitmap, handles graphics files within the Microsoft Windows OS. Typically, BMP files are uncompressed, and therefore large; their advantage is their simple structure and wide acceptance in Windows programs.

### **.PSD**

Photoshop Document, A PSD file stores an image with support for most imaging options available in Photoshop. These include layers with masks, transparency, text, alpha channels and spot colours, clipping paths, and duotone settings.

## Other file Formats

### **.MP3**

An **MP3 file** is a compressed (made smaller) audio file, which allows it to be sent easily over the Internet. Uncompressed music file, including Wav files or music on a CD, can be 30 or 40 megabytes or much larger. MP3's are usually one-tenth this size, with only a slight loss in quality.

### **.MOV**

Developed by Apple Inc., **MOV** format is largely used to store video files, especially movies, audio files and text files. It hardly matters if you work on Macintosh and Windows platform; these files can be played comfortably in both the environments.