Technology Applications Teacher Network
Concept Cards

Digital File Formats

There are numerous digital file formats for which to publish your work. These are the most commonly used file formats. Choose a format that best fits the needs of those for whom you exchange information. Many of these programs allow you to save in a different format to share with others. There are many to choose from, so the best bet is to communicate with those for whom you share digital files.

	Format	Applications	Uses
	.doc	Microsoft Word	Create text documents with pictures, tables, and drawings, commonly used on PCs
	.rtf	Rich Text Format	Simple text, can be shared among a variety of programs and PC/Mac compatible, little more advanced than .txt (example shown here is from a word document)
	.txt	Plain Text File	Simple text, can be shared among a variety of programs and PC/Mac compatible
	.csv	Comma Separated Value	Used to save spreadsheet data to import into a variety of other applications, such as data bases
	.bps	Microsoft Works	Integrated suite of software including word processing, spreadsheet, database, etc.
	.wpd	Word Perfect	Mostly commonly used on the home PC
	.cwk	Claris Works (now AppleWorks)	Used for word processing, spreadsheet, and database on most Mac computers, not compatible with PCs
	.xls	Microsoft Excel	Spreadsheet, commonly used spreadsheet can be saved in a variety of other formats, easy to exchange, calculate data quickly, create charts and graphs
	.mdb	Microsoft Access	Database, Commonly used by business, store large amounts of data to easily sort or find information, can be used in conjunction with a web site to collect data
	.fpt	FileMaker Pro	Database, compatible with older versions, popular on Mac and PC, store large amounts of data to easily sort or find information, can be used in conjunction with a web site to collect data
	.ppt	Microsoft PowerPoint	A commonly used slideshow program, easy to create and edit slideshows, used on Mac and PC
	.pps	Microsoft PowerPoint Show	Commonly used slideshow program, plays PowerPoint without having to fully install
	.html	HyperText Markup Language	Can be viewed by anyone with a web browser such as Internet Explorer, Netscape, Opera, Mozilla Firefox, etc
	.pdf	Adobe Portable Document Format	Keeps all the formatting of your document and creates a read only version of your document