



## Computer Files & Formats

Western Sullivan Public Library  
Public Computer Center

# Identifying and Working with Popular Data Files

Computers store information or data in files. Literally thousands of different kinds of computer files exist, but here's some good news: you only really need to recognize a few of them! Files have names and often have file extensions. This file has a ".pdf" extension and identifies the file format and software required to open and work with the file. Windows usually knows which application to launch to open a file. Below are the most popular file formats you may encounter. This handout may be updated occasionally and is available at the PCC of each branch.

<i>File Extensions</i>	<i>Description</i>	<i>Software</i>
<i>.avi, .mov</i>	Movies or animations	Windows Media Player, Apple QuickTime
<i>.doc, .docx, .docm</i>	Word processing documents	Microsoft Word 2007/2010, OpenOffice
<i>.csv</i>	Comma separated values stored in a text delimited file for ease of export/ import into other applications	Excel, many applications can store data as .csv files
<i>.exe</i>	Executable files that provide the commands to run a program.	Windows, All applications (even viruses) require executable files.
<i>.ftw, .ged</i>	Family trees, genealogy information	Family Tree Maker, genealogy programs
<i>.gif, .jpg, .png</i>	Graphics files that store images at different resolutions	Adobe Photoshop, Paint, Adobe Reader, GIMP
<i>.htm, .html, .shtml</i>	Hyper Text Markup Language used for Webpages	Firefox, Internet Explorer, Safari
<i>.mp3</i>	Sound or music files	Windows Media Player, Real Player, Winamp
<i>.odt</i>	OpenOffice word processing documents	OpenOffice
<i>.pdf</i>	Portable Document Format files	Adobe Reader and other pdf readers
<i>.ppt, .pptx, .pptm, .pps</i>	Presentations, slide shows	Microsoft Powerpoint 2007/2010
<i>.pub</i>	Desktop publishing for flyers, newsletters, cards	Microsoft Publisher
<i>.rtf</i>	Rich text documents	Microsoft WordPad, most other rich text word processors
<i>.ttf</i>	TrueType font word processing documents	Desktop publishing programs
<i>.txt</i>	Text files	Microsoft Notepad, text editors, and other word processors
<i>.wav</i>	Waveform uncompressed analog audio files	Windows Media Player, QuickTime, other media players
<i>.wma, .wmv</i>	Windows audio/video media files	Windows Media Player, some MP3 players
<i>.xls, .xlsx, .xlsm</i>	Spreadsheets	Microsoft Excel 2007/2010, OpenOffice
<i>.wpd</i>	WordPerfect word processing files	WordPerfect
<i>.wps</i>	Microsoft Works word processing files	Microsoft Works
<i>.zip</i>	Compressed files	PKZIP, WinZip, etc.