



## Coffee Break

Question on Software or Operating system.

### File Extensions

A file extension is usually 3 characters long. The 3 character extension follows a file name, separated by a full stop or period. The extra 3 characters added to the file name informs the computer which program to open. In the case of a **.txt** or **.doc** file extension the computer will open either Microsoft Notepad, Wordpad or Microsoft Office Word.

There are over 1000 file extension. The list below are the ones you will most encounter and can be helpful in understanding what is required to open that file.

.exe	An <b>executable</b> file that starts a program (Microsoft Word, Web Browser) and so on.
.txt	A <b>plain text</b> file. (NotePad, Microsoft Word and WordPad)
.doc	Microsoft Word <b>document</b>
.pdf	<b>Portable Document Format</b> (requires a special program to open this file. (Acrobat reader)
.bmp	A graphic file ( <b>The standard bit-mapped graphics format used in the Windows environment.</b> ).
.gif	<b>Graphic Interchange Format</b> . Yet another image format type generated specifically for computer use.
.jpeg	JPEG stands for ' <b>Joint Photographic Experts Group</b> ' standard image compression. (jpg)
.tiff	<b>Tagged Image File Format TIFF</b> is the format of choice for archiving important images.
.png	<b>Portable Network Graphics</b> . A compressed image file format similar to JPEG.
.raw	RAW file is a file format created by a manufacturer to contain the (actual) raw data from a digital camera
.ppt	Microsoft <b>PowerPoint presentation and slide show file.</b>
.xls	Microsoft Excel spreadsheet file.
.pub	PUB is the file extension for the Document file associated with Microsoft <b>Publisher</b> .
.html	A Web page file extension (also .htm ) Needs web browser to open.
.css	A <b>Cascading Style Sheet</b> is a file or form that defines the layout of a web page/site.
.mpeg	<b>Moving Picture Experts Group</b> . The standard for compression of motion video.
.mp3	.mpg and MPEG Audio files generally have the extension .mp2 or .mp3.
.wav	( <b>Waveform Audio</b> ) A common audio file format for Windows computers (.wav).
.xml	* XML ( <b>Extensible Markup Language</b> ) Used on web pages. ( <i>see text below</i> )
.fct	Greeting Card Factory Deluxe 4.0
.psd	PhotoShop graphic file. Contains layers for further editing.
.psp	Paint Shop Pro, contains information on layers and colours.

There are many more File Extension than the list above

\*XML was created so that richly structured documents could be used over the web. It's now been tipped that Microsoft's new Word Processor in the Office suite will feature this type of document.

\*\* XML is used by Sun -microsystems 'StarOffice suite'.

\*\*\* XML is now the default save for OpenOffice 2.0.

StarOffice and OpenOffice both can load and save in Microsoft .DOC (document), .PPT (PowerPoint) and .XLS - Microsoft Excel.