



System Administrator....computer, files & Doc

## Files

### most common file types and file extensions?

What is a File?

A file is an object on a computer that stores data, information, settings, or commands used with a computer program

A computer file extension is commonly a three character addition that follows the name of a file.

EXE, DOC or DOCX, XLS, TXT, PDF, and MP3.

In a graphical user interface (GUI) such as Microsoft Windows, files display as icons that relate to the program that opens the file

### What are the most common file types and file extensions? (txt)

Audio file formats by file extensions

- Compressed file extensions
- Disc and media file extensions
- Executable file extensions
- Font file extensions
- Image file formats by file extensions
- Internet related file extensions
- Presentation file formats by file extensions
- Programming files by file extensions
- Spreadsheet file formats by file extensions
- System related file formats and file extensions
- Video file formats by file extensions
- Word processor and text file formats by file exten

### How are files created?

A file is created using a software program on the computer.

For example,

to create a text file you would use a text editor,

to create an image file you would use an image editor,  
and to create a document you would use a word processor.

## **How do I create a computer file?**

### **How to create a text file**

To create a text file or .txt file on a computer you need a  
text editor

such as

Notepad

that comes pre-installed with Microsoft Windows.

- How to create a text file.
- How to create an image or picture file.
- How to create an XLS or spreadsheet file.
- How to create a Word processor or DOC file.
- How to create an audio file.
- How to create a batch file.
- How to create a file in MS-DOS or Windows command line.
- How to create a file in Linux and Unix.
- How to create a compressed file or ZIP file.
- How to create my own PDF file.

A file extension or file name extension is the ending of a file that helps identify the type of file in  
operating systems, such as Microsoft Windows

### **common file extensions are**

Picture files

- .bmp
- .gif
- .jpg

Music/Sound files

- .mp3
- .wav

Operating system files

- .dll
- .exe

Text and Word processing documents

- .doc
- .docx
- .rtf
- .txt

## Web Page files

- .htm
- .html

## Compressed file extensions

Most computer users are familiar with the .zip compressed files others include:

7z - 7-Zip compressed file

- .arj - ARJ compressed file
- .deb - Debian software package file
- .pkg - Package file
- .rar - RAR file
- .rpm - Red Hat Package Manager
- .tar.gz - Tarball compressed file
- .z - Z compressed file
- .zip - Zip compressed file

## Disc and media file extensions

bin - Binary disc image

- .dmg - macOS X disk image
- .iso - ISO disc image
- .toast - Toast disc image
- .vcd - Virtual CD

## Image file formats by file extension

**Below is a list of the most common image file extensions. (JPG)**

ai - Adobe Illustrator file

- .bmp - Bitmap image
- .gif - GIF image
- .ico - Icon file
- .jpeg or .jpg - JPEG image
- .png - PNG image
- .ps - PostScript file
- .psd - PSD image
- .svg - Scalable Vector Graphics file
- .tif or .tiff - TIFF image

## Internet related file extensions

.asp and .aspx - Active Server Page file

- .cer - Internet security certificate
- .cfm - ColdFusion Markup file
- .cgi or .pl - Perl script file
- .css - Cascading Style Sheet file

- .htm and .html - HTML file
- .js - JavaScript file
- .jsp - Java Server Page file
- .part - Partially downloaded file
- .php - PHP file
- .py - Python file
- .rss - RSS file
- .xhtml - XHTML file

## **Video file formats by file extension**

3g2 - 3GPP2 multimedia file

- .3gp - 3GPP multimedia file
- .avi - AVI file
- .flv - Adobe Flash file
- .h264 - H.264 video file
- .m4v - Apple MP4 video file
- .mkv - Matroska Multimedia Container
- .mov - Apple QuickTime movie file
- .mp4 - MPEG4 video file
- .mpg or .mpeg - MPEG video file
- .rm - RealMedia file
- .swf - Shockwave flash file
- .vob - DVD Video Object
- .wmv - Windows Media Video file

## **Word processor and text file formats by file extension**

.doc and .docx - Microsoft Word file

- .odt - OpenOffice Writer document file
- .pdf - PDF file
- .rtf - Rich Text Format
- .tex - A LaTeX document file
- .txt - Plain text file
- .wks and .wps- Microsoft Works file
- .wpd - WordPerfect document

## **How to create an audio file**

To create an audio file, we suggest using the free Audacity program.

## How to save a file after it has been created

After a file has been created, you can use the programs save feature to save the file to your hard drive or other media.

### Additional information

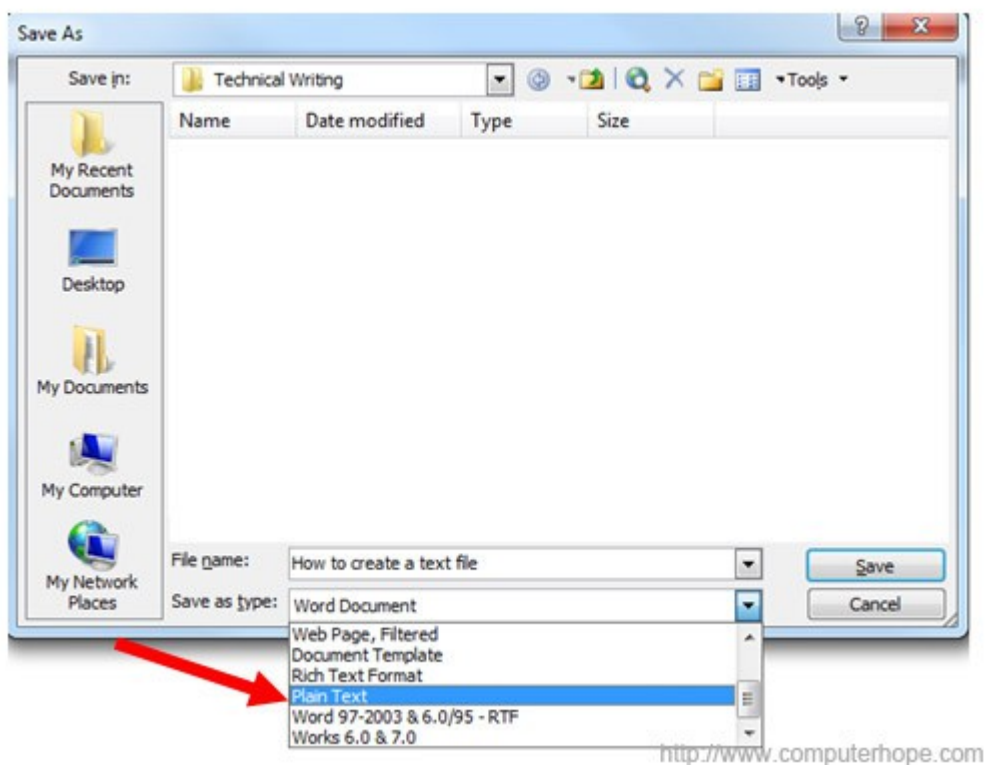
- How to create a document.
- How to create a directory.
- How do I delete a file, directory, or folder?
- How do I create a Windows shortcut?
- See the create and file definition for additional information about creating on the computer.
- Computer file help and support.

### Where are files stored?

Computer files are stored on a drive (e.g., the hard drive), disc, (e.g., DVD), and a diskette (e.g., floppy disk) and may also be contained in a folder (directory) on that medium.

### Save the file as a text file

You can also create a text file using any other word processing software program, like Microsoft Word or WordPad. When saving the file, change the file name or file type to Plain Text to save it as a text file. In many of these programs, you'll also have the option to save the file as a Rich-Text Format.



### Search Examples

Below are a few examples and tips of how users can find files on their computer.

Find all GIF picture files on the computer

Type \*.gif In the search text field. The \*.gif indicates any file that ends with a file extension of .gif. The .gif can be replaced with any file extension. Below are a few examples of the common extensions you may use.

- \*.doc or \*.docx = Microsoft Word documents
- \*.xls or \*.xlsx = Microsoft Excel documents
- \*.jpg = Another image extension (JPEG pictures)
- \*.htm and \*.html = HTML web pages
- \*.mp3 = MP3 music files
- \*.mp4 = MPEG-4 movie files