

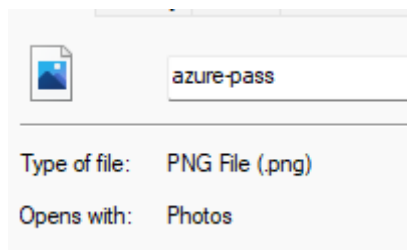
Lesson 2 – File Types Exercise

Throughout this exercise, we will be exploring file types and understanding how to best utilise them to get the most out of files in different situations.

Understanding File Extensions

Computers have many different files on them, and there are many different file extensions. A file extension is a three or four letter identifier found at the end of a file name. The file extension gives information about the characteristics of a file and its use.

For example, we can see that the below is a PNG file and opens with photos. PNG (Portable Network Graphics) is a “raster graphic” file format which supports lossless data compression. In certain cases PNG also supports transparency. This makes the PNG format a good option for use when creating digital graphics.



A png would be unsuitable for storing financial data however because it's primary purpose is to render an image, not data. A better solution for data would be a csv file where data is separated by commas.

Tasks

Images

Below is a list of the file formats we have discussed.

- 1) A designer wants to display an image on the internet. His image is currently in .psd format. Can he upload this format to display on the internet?

2) Your boss has sent a .pdf and asked you to make sure that it is available on the company website. What happens when the PDF is clicked?

3) Which web safe format would scale the best?

Name of File Type	Extension	Web Safe?
Bitmap	.bmp	Yes
Graphical Interchange Format File	.gif	Yes
JPEG Image	.jpeg (or .jpg or .jpe)	Yes
Portable Network Graphic	.png	Yes
Scalable Vector Graphics	.svg	Yes
Portable Document Format	.pdf	Yes – but must open the PDF as a separate file.
Commercial Extensions		
Adobe Photoshop	.psd	No
Adobe Illustrator Artwork	.ai	No
Adobe InDesign	.indd	No

Text

Below is a list of the file formats we have discussed.

- 1) Which format would be most appropriate for a simple text document?

- 2) A colleague has created a document with some automated processes. The extension is .docm. What are the automated processes called?

- 3) Why might a company want to use the automated processes from question 2?

- 4) Edward sends a message to his friend via email. Which format will the file be in?

Name of File Type	Extension	Info
Microsoft Word Document (Legacy)	.doc	Microsoft extension, up until 2007
Microsoft Word Document	.docx	Microsoft extension, more open format. Took over from .doc
Open Document Master Document	.odm / .odt	Open source format containing one or multiple documents.
Google Docs	.gdoc	Google Extension for their alternative of Microsoft word.
Microsoft Word Macro-enabled Document	.docm	Macros are a series of inputs/commands a user has grouped together to easily complete repetitive tasks.
Rich Text Format File	.rtf	Can include bolding, italicization, custom fonts, and custom colours.

Name of File Type	Extension	Info
Readme File	.readme	Contains important information about software or project.
Email message	.eml	Holds all information about an email message – sender, subject, recipients, date etc.
Plain Text File	.txt	No frills text document

Extra Task

We have learned about the most common file types, but there are thousands more.

Browse to <https://fileinfo.com/filetypes> and see if you can recognise any of the file types we haven't covered.

Hint: This might also be a good opportunity to try and find out the differences between .csv and .xlsx