Sample Office File Formats

This is a sample PDF document that demonstrates how you can structure

basic content for different office file formats. Below are some common

office file formats and a brief description of each:

1. **PDF (.pdf)** - Portable Document Format used to present documents in a manner

   independent of application software, hardware, or operating systems.

2. **DOCX (.docx)** - Microsoft Word Open XML Document used for text documents.

3. **XLSX (.xlsx)** - Microsoft Excel Open XML Spreadsheet used for spreadsheets.

4. **PPTX (.pptx)** - Microsoft PowerPoint Open XML Presentation used for presentations.

5. **TXT (.txt)** - Plain text file containing unformatted text.

6. **ODT (.odt)** - OpenDocument Text file used by OpenOffice and LibreOffice for text documents.

7. **ODS (.ods)** - OpenDocument Spreadsheet file used by OpenOffice and LibreOffice for spreadsheets.

8. **ODP (.odp)** - OpenDocument Presentation file used by OpenOffice and LibreOffice for presentations.

These formats are widely used across different platforms and applications, making them essential in

office environments.