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File format reference for Word, Excel, and PowerPoint

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In this article

- [File formats that are supported in Word](#)
- [File formats that are supported in Excel](#)
- [File formats that are supported in PowerPoint](#)
- [Unsupported file formats in Office](#)


[Show 2 more](#)

Applies to: Office 2021, Office 2019, Office 2016

Supported file formats and their extensions are listed in the following tables for Word, Excel, and PowerPoint.

File formats that are supported in Word

The following table describes the file formats that are supported in Word, alphabetized by extension.

 Expand table


Extension	Name of file format	Description
.doc	Word 97-2003 Document	The binary file format for Word 97-Word 2003.
.docm	Word Macro-Enabled Document	The XML-based and macro-enabled file format for Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007. Stores Visual Basic for Applications (VBA) macro code.
.docx	Word Document	The default XML-based file format for Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007.
.docx	Strict Open XML Document	Conforms to the Strict profile of the Open XML standard (ISO/IEC 29500). This profile of Open XML doesn't allow a set of features that are designed specifically for backward-compatibility with existing binary documents, as specified in Part 4 of ISO/IEC 29500.
.dot	Word 97-2003 Template	Template for Word 97-Word 2003 files.
.dotm	Word Macro-Enabled Template	Template for creating new Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007 files that contain macros. Users who want to include UI customizations or macros in the template should use this file format.

.dotx	Word Template	Template for creating new Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007 files that don't contain macros.
.htm, .html	Web Page	A web page that is saved as a folder that contains an .htm file and all supporting files, such as images, sound files, cascading style sheets, scripts, and more. Good for posting on a site or editing with Microsoft Office FrontPage or another HTML editor.
.htm, .html	Web Page, Filtered	Saving in the Web Page, Filtered file format removes Microsoft Office-specific tags. If users save in filtered HTML and then reopen the file in an Office application, text and general appearance are preserved. However, some features might work differently.
.mht; .mhtml	Single File Web Page	A web page as a single file that includes an .htm file and all supporting files, such as images, sound files, cascading style sheets, scripts, and more.
.odt	OpenDocument Text	A file format for saving Word 2021, Word 2019, Word 2016, and Word 2013 files so that they can be opened in document applications that use the OpenDocument format. Users can also open documents in the .odt format in Word 2021, Word 2019, Word 2016, and Word 2013. Formatting might be lost when users save and open .odt files.
.pdf	PDF	<p>Portable Document Format (PDF), a PostScript-based electronic file format developed by Adobe Systems. It preserves document formatting and enables file sharing.</p> <p>Files that use the PDF file format can be saved and opened by using Word 2021, Word 2019, Word 2016, and Word 2013.</p>

		Important: PDF files might not have a perfect page-to-page correspondence with the original. For example, the pages might break at different locations.
.rtf	Rich Text Format	RTF controls the representation and formatting of a document, both on the screen and in print. When they use the .rtf file format, documents created under different operating systems and with different software applications can be transferred between those operating systems and applications.
.txt	Plain Text	When users save a document as a .txt file, the document loses all formatting.
.wps	Works 6-9 Document	This is the default file format of Microsoft Works, versions 6.0 through 9.0.
.xml	Word 2003 XML Document	The XML format supported in Office Word 2003.
.xml	Word XML Document	The XML file format supported in Word 2021, Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007 (Open XML).
.xps	XPS Document	<p>XML Paper Specification, a file format that preserves document formatting and enables file sharing. When the XPS file is viewed online or printed, it keeps exactly the format that users intended, and the data in the file can't be easily changed.</p> <p>You can save documents in the XPS Document file format using Word 2021, Word 2019, Word 2016, or Word 2013. However, these versions of Word don't support opening XPS files.</p>

File formats that are supported in Excel

The following tables describe the file formats that are supported in Excel.

 Expand table

Extension	Name of file format	Description
.csv	CSV (Comma delimited)	Saves a workbook as a comma-delimited text file for use on another Windows operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.csv	CSV (Macintosh)	Saves a workbook as a comma-delimited text file for use on the Macintosh operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.csv	CSV (MS-DOS)	Saves a workbook as a comma-delimited text file for use on the MS-DOS operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.dbf	DBF 3, DBF 4	dBase III and IV. Users can open these files formats in Excel 2021, Excel 2019, Excel 2016, and Excel 2013, but, users can't save an Excel file to dBase format.
.dif	DIF (Data Interchange Format)	Saves only the active sheet.

.htm, .html	Web Page	A web page that is saved as a folder that contains an .htm file and all supporting files, such as images, sound files, scripts, and more.
.mht, .mhtml	Single File Web Page	A web page that is saved as a single file that includes an .htm file and all supporting files, such as images, sound files, scripts, and more.
.ods	OpenDocument Spreadsheet	A file format for saving Excel 2021, Excel 2019, Excel 2016, and Excel 2013 files so that they can be opened in spreadsheet applications that use the OpenDocument Spreadsheet format, such as Google Docs and OpenOffice.org Calc. Users can also open spreadsheets in the .ods format in Excel 2021, Excel 2019, Excel 2016, and Excel 2013. When users save and open .ods files, they might lose formatting.
.pdf	PDF	Portable Document Format, a format that preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it keeps the format that users intended. Data in the file can't be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.
.prn	Formatted Text (Space delimited)	Lotus space-delimited format. Saves only the active sheet.
.slk	SYLK (Symbolic Link Format)	Saves only the active sheet.
.txt	Text (Tab delimited)	Saves a workbook as a tab-delimited text file for use on another Windows operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Text (Macintosh)	Saves a workbook as a tab-delimited text file for use on the Macintosh operating system, and makes sure that tab characters, line

		breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Text (MS-DOS)	Saves a workbook as a tab-delimited text file for use on the MS-DOS operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Unicode Text	Saves a workbook as Unicode text, a character encoding standard that was developed by the Unicode Consortium. Saves only the active sheet.
.xla	Excel 97-2003 add-in	The Excel 97-2003 add-in, a supplemental program that runs other code and supports VBA projects.
.xlam	Excel add-in	The XML-based and macro-enabled add-in format for Excel 2021, Excel 2019, Excel 2016, Excel 2013, and Office Excel 2007. An add-in is a supplemental program that runs other code. Supports VBA projects and Excel 4.0 macro sheets (.xlm).
.xls	Excel 97-Excel 2003 Workbook	The Excel 97-Excel 2003 Binary file format.
.xls	Microsoft Excel 5.0/95 Workbook	The Excel 5.0/95 Binary file format.
.xlsb	Excel Binary Workbook	The binary file format for Excel 2021, Excel 2019, Excel 2016, Excel 2013, and Excel 2010 and Office Excel 2007. This is a fast load-and-save file format for users who need the fastest way possible to load a data file. Supports VBA projects, Excel 4.0 macro sheets, and all the new features that are used in Excel. But, this isn't an XML file format and is therefore not optimal for accessing and manipulating content without using Excel 2021, Excel 2019, Excel 2016, Excel 2013,

		Excel 2010 or Excel 2007 and the object model.
.xlsm	Excel Macro-Enabled Workbook	The XML-based and macro-enabled file format for Excel 2021, Excel 2019, Excel 2016, Excel 2013, Excel 2010 and Office Excel 2007. Stores VBA macro code or Excel 4.0 macro sheets (.xlm).
.xlsx	Excel Workbook	The default XML-based file format for Excel 2021, Excel 2019, Excel 2016, Excel 2013, Excel 2010, and Office Excel 2007. Can't store VBA macro code or Microsoft Excel 4.0 macro sheets (.xlm).
.xlsx	Strict Open XML Spreadsheet	An ISO strict version of the Excel Workbook file format (.xlsx).
.xlt	Excel 97 - Excel 2003 Template	The Excel 97 - Excel 2003 Binary file format for an Excel template.
.xltn	Excel Macro-Enabled Template	The macro-enabled file format for an Excel template for Excel 2021, Excel 2019, Excel 2016, Excel 2013, Excel 2010, and Office Excel 2007. Stores VBA macro code or Excel 4.0 macro sheets (.xlm).
.xltx	Excel Template	The default file format for an Excel template for Excel 2021, Excel 2019, Excel 2016, Excel 2013, Excel 2010, and Office Excel 2007. Can't store VBA macro code or Excel 4.0 macro sheets (.xlm).
.xlv	Excel 4.0 Workbook	An Excel 4.0 file format that saves only worksheets, chart sheets, and macro sheets. Users can open a workbook in this file format in Excel 2021, Excel 2019, Excel 2016, and Excel 2013. But, users can't save an Excel file to this file format.
.xml	XML Data	XML Data format.

.xml	XML Spreadsheet 2003	XML Spreadsheet 2003 file format.
.xps	XPS Document	XML Paper Specification, a file format that preserves document formatting and enables file sharing. When the XPS file is viewed online or printed, it maintains exactly the format that users intended, and the data in the file can't be easily changed.

File formats that are supported in PowerPoint

The following tables describe the file formats that are supported in PowerPoint.

 Expand table

Extension	Name of file format	Description
.bmp	Device Independent Bitmap	A slide that is saved as a graphic for use on web pages.
.emf	Enhanced Windows Metafile	A slide that is saved as a 32-bit graphic (for use with Microsoft Windows 95 and later versions).
.gif	GIF Graphics Interchange Format	A slide that is saved as a graphic for use on web pages.
.jpg	JPEG File Interchange Format	A slide that is saved as a graphic for use on web pages.
.mp4	MPEG-4 Video	A presentation that is saved as a video.

.odp	OpenDocument Presentation	A format that can be opened in presentation applications that use the OpenDocument Presentation format, such as Google Docs and OpenOffice.org Impress. Users can also open presentations in the .odp format in PowerPoint. Some information might be lost when users save and open .odp files.
.pdf	PDF	Portable Document Format, a PostScript-based electronic file format that was developed by Adobe Systems. It preserves document formatting and enables file sharing.
.png	PNG Portable Network Graphics Format	A slide that is saved as a graphic for use on web pages.
.pot	PowerPoint 97-2003 Template	A template for PowerPoint 97 to Office PowerPoint 2003 presentations.
.potm	PowerPoint Macro-Enabled Template	A template for PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, and Office PowerPoint 2007 presentations that contain macros.
.potx	PowerPoint Template	A template for creating new PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, and Office PowerPoint 2007 presentations.
.ppa	PowerPoint 97-2003 add-in	A PowerPoint 97 to Office PowerPoint 2003 add-in.
.ppam	PowerPoint add-in	An add-in that stores custom commands, Visual Basic for Applications (VBA) code, and specialized features.
.pps	PowerPoint 97-2003 show	A presentation that always opens in Slide Show view instead of in Normal view.
.ppsm	PowerPoint Macro-Enabled	A slide show that includes macros.

Show		
.ppsx	PowerPoint Show	A presentation that always opens in Slide Show view instead of in Normal view.
.ppt	PowerPoint 97-2003 Presentation	The default PowerPoint 97 to Office PowerPoint 2003 format.
.pptm	PowerPoint Macro-Enabled Presentation	A presentation that contains Visual Basic for Applications (VBA) code.
.pptx	PowerPoint Presentation	The default PowerPoint 2021, PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, and Office PowerPoint 2007 XML-based file format.
.pptx	PowerPoint Picture Presentation	A PowerPoint 2021, PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010 or PowerPoint 2007 presentation where each slide is converted into a picture. Saving a file as a PowerPoint Picture presentation reduces the file size, but some information is lost.
.pptx	Strict Open XML Presentation	An ISO strict version of the PowerPoint Presentation file format (.pptx).
.rtf	Outline/RTF	A presentation outline that is saved as a text-only document that provides smaller file sizes and the ability to share macro-free files with other users who might not have the same version of PowerPoint or the operating system. Any text in the notes pane isn't saved with this file format.
.thmx	Office Theme	A style sheet that includes definitions of a color theme, font theme, and effect theme.
.tif	TIFF Tag Image File Format	A slide that is saved as a graphic for use on web pages.
.wmf	Windows Metafile	A slide that is saved as a 16-bit graphic (for use with Microsoft Windows 3.x and later versions).

.wmv	Windows Media Video	A presentation that is saved as a video. PowerPoint 2019, PowerPoint 2016, and PowerPoint 2013 presentations can be saved at High Quality (1024 x 768, 30 frames per second); Medium Quality (640 x 480, 24 frames per sec); and Low Quality (320 X 240, 15 frames per second).
.xml	PowerPoint XML Presentation	The XML format that is supported in PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, and Office PowerPoint 2007.
.xps	XPS Document	XML Paper Specification (XPS), an electronic paper format for exchanging documents in their final form.

Unsupported file formats in Office

Office applications don't support the file formats described in the following table.

 Expand table

Application	Unsupported file format
Excel	<ul style="list-style-type: none">- Excel Chart (Excel 2.0, 3.0, and 2.x file formats) (.xlc)- Lotus 1-2-3 file formats (all versions) (.wk1, .wk2, .wk3, .wk4, .wks)- Microsoft Works (all versions) (.wks)- DBASE II file format (.dbf)- Quattro Pro for MS-DOS file format (.wq1)- Quattro Pro 5.0 and 7.0 for Windows (.wb1, .wb3)
PowerPoint	<ul style="list-style-type: none">- Opening or saving to PowerPoint 95 (or earlier) file formats- Pack and Go Wizard (.ppz) files.- Web Page (.htm, .html) files

More file format information

This section provides more file formats and whether they're supported in the applications in Office.

Microsoft Office Clipboard file formats

Users can paste data from the Office Clipboard into Word, Excel, and PowerPoint if the Office Clipboard data is in one of the formats shown in the following table.

 Expand table

File format	Extension	Description
Bitmap	.bmp	Pictures stored in Bitmap format (BMP).
CSV (Comma-delimited)	.csv	Comma-separated values format.
DIF	.dif	Data Interchange Format.
Embedded object	.gif, .jpg, .doc, .xls, or .bmp	Excel objects, Excel 2013 objects, objects from correctly registered programs that support OLE 2.0 (OwnerLink), and Picture or another presentation format.
Excel file formats	.xls	Binary file formats for Excel versions 5.0/95, Excel 97-2003, Excel 2013, Excel 2016, and Excel 2019.
Formatted text (Space-delimited)	.rtf	Rich Text Format (RTF). Only from Excel.
HTML	.htm, .html	Hypertext Markup Language. Note: When users copy text from another program, Excel pastes the text in HTML format, regardless of the format of the original text.
Linked object	.gif, .jpg, .doc, .xls, or	OwnerLink, ObjectLink, Link, Picture, or other format.

	.bmp	
Office drawing object	.emf	Office drawing object format or Picture (Windows enhanced metafile format, EMF).
Picture	.wmf or .emf	<div>Pictures in Windows Metafile Format (WMF) or Windows Enhanced Metafile Format (EMF).</div> <div>Note: If users copy a Windows metafile picture from another program, Excel pastes the picture as an enhanced metafile.</div>
Single File Web Page	.mht, .mhtml	This file format integrates inline graphics, applets, linked documents, and other supporting items referenced in the document.
SYLK	.slk	Symbolic Link Format.
Text (tab-delimited)	.txt	Tab-separated text format.
Text	.txt	Display Text, OEM Text.

Opening or viewing unsupported file formats

If the file format that users want to use isn't supported, they can try the following methods to open the file.

- Search the internet for a company that makes file format converters for file formats that aren't supported in the application.
- Save to a file format that another program supports. For example, users might want to import their Word, Excel, or PowerPoint file into another program that doesn't support the application's native file format. However, the other program might support importing another supported file format, such as a text file format. In this case, users can save their work in text file format, and then from the other program, import the text file.

Related articles

- [XML file name extension reference for Office](#)
- [Guide to Office Telemetry Dashboard resources](#)

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