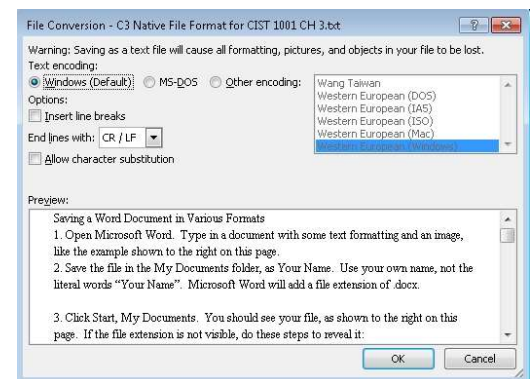


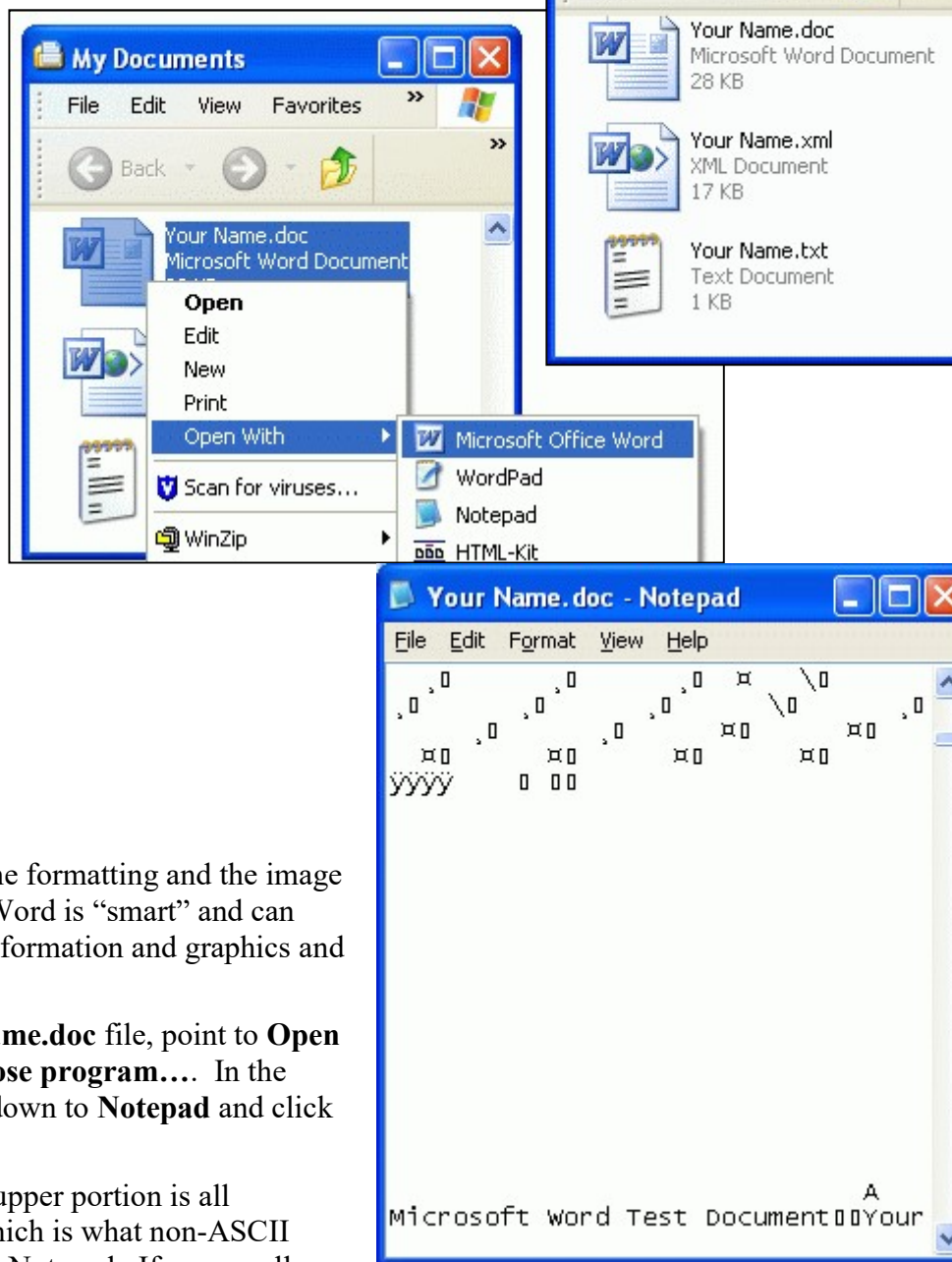
Saving a Word Document in Various Formats

1. Open Microsoft Word. Type in a document with some text formatting and an image, like the example shown to the right on this page.
2. Save the file in the **Documents** folder, as **Your Name**. Use your own name, not the literal words “Your Name”. Microsoft Word will add a file extension of **.doc**.
3. Click **Start**, type **Documents**. You should see your file on this page. If the file extension is not visible, do these steps to reveal it:
 - Right click **Start**.
 - Click **File Explorer**.
 - Click **View**.
 - Make sure that **Hidden items** is checked.
 - Click **OK**
4. In the Microsoft Word window, click **File, Save As, This PC**, the **Current Folder** item. In the **Save as type:** drop-down list box, select **XML Document**. Click the **Save** button.
5. In the Microsoft Word window, click **File, Save As....** In the **Save as type:** drop-down list box, select **Plain Text**. Click the **Save** button.
6. A **File Conversion** box opens warning you that all formatting, pictures, and objects in your fill will be lost, as shown above on this page. Click **OK**.
7. Close Microsoft Word.



Examining the Saved Files: a DOC File

8. The **Documents** folder should now show the three files, as shown to the right on this page. Notice that the icons are all different, and that the file sizes are also different.
9. One simple way to see how these files store information is to open them in both Word and Notepad.
10. Right-click the **Your Name.doc** file, point to **Open With....**, and click **Microsoft Office Word**, as shown to the right on this page.
11. The file opens with all the formatting and the image intact. That is because Word is “smart” and can understand formatting information and graphics and construct the page.
12. Right-click the **Your Name.doc** file, point to **Open With....**, and click **Choose program....** In the **Open With** box, scroll down to **Notepad** and click it. Click the **OK** button.
13. The file is a mess! The upper portion is all unreadable gibberish, which is what non-ASCII information looks like in Notepad. If you scroll down a bit, you will see the text you typed in, but with none of the formatting information. This happens because Notepad is “dumb” and will just convert each byte to a single character using ASCII. Notepad has no ability to format text or display graphics – everything just looks like text to Notepad.



Examining the Saved Files: an XML File

14. In the **My Documents** window, right-click the **Your Name.xml** file, point to **Open With....**, and click **Microsoft Office Word**.
15. The file opens with all the formatting and the image intact. That is because Word is “smart” and can understand formatting information and graphics and construct the page.
16. Right-click the **Your Name.xml** file, point to **Open With....**, and click **Choose program....** In the **Open With** box, scroll down to **Notepad** and click it. Click the **OK** button.
17. This file is still pretty confusing, but it is actually an ASCII file. The letters you typed are in there, but they are hard to find. Notice the word “Your” highlighted in the figure to the right on this page. The formatting information here is in **XML Tags** which look like **HTML Tags**. If you scroll down further you can see a grid of characters that are the XML encoding of the image.

```
<?xml version="1.0" encoding="UTF-8" standalone=
<?mso-application progid="word.document"?>
<w:wordDocument xmlns:w="http://schemas.microsoft
xmlns:w10="urn:schemas-microsoft-com:office:word
xmlns:aml="http://schemas.microsoft.com/aml/2001
xmlns:o="urn:schemas-microsoft-com:office:office
w:embeddedObjPresent="no" w:ocxPresent="no" xml:
Name</o:Title><o:Author>Sam</o:Author><o:LastAut
3-21T03:47:00Z</o:Created><o:LastSaved>2006-03-21
rs><o:Company>Home</o:Company><o:Lines>1</o:Lines
>11.6568</o:Version></o:DocumentProperties><w:for
Roman" w:cs="Times New Roman"/><w:font w:name="A
w:val="Decorative"/><w:pitch w:val="variable"/><
w:csb-0="00000001" w:csb-1="00000000"/></w:font>
w:defLockedState="off" w:latentStyleCount="156"/>
w:val="Normal"/><w:rPr><w:font wx:val="Times New
w:bid="AR-SA"/></w:rPr></w:style><w:style w:type
Paragraph Font"/><w:semiHidden/></w:style><w:styl
Table"/><wx:uiName wx:val="Table Normal"/><w:semi
w:type="dxa"/><w:tblCellMar><w:top w:w="0" w:type
w:type="dxa"/></w:tblCellMar></w:tblPr></w:style>
List"/><w:semiHidden/></w:style></w:styles><w:sh
v:ext="edit"><o:imap v:ext="edit" data="1"/></o
w:percent="100"/><w:doNotEmbedSystemFonts/><w:pr
w:val=""/><w:defaultTabStop w:val="720"/><w:punct
w:val="DontCompress"/><w:optimizeForBrowser/><w:v
w:val="off"/><w:alwaysShowPlaceholderText
w:val="off"/><w:compat><w:breakwrappedTables/><w
t></w:docPr><w:body><wx:sect><w:p><w:pPr><w:jc w
w:val="34"/></w:rPr><w:t>A </w:t></w:r><w:r><w:r
w:val="34"/></w:rPr><w:t>Microsoft Word</w:t></w
</w:t></w:r><w:r><w:rPr><w:b/><w:i/><w:color w:va
w:val="center"/><w:rPr><w:b/><w:sz w:val="34"/><
w:val="center"/><w:rPr><w:b/><w:i/><w:sz w:val="
w:val="single"/></w:rPr><w:t>Your</w:t></w:r><w:
w:val="single"/></w:rPr><w:t> Name</w:t></w:r></
w:val="single"/></w:rPr></w:pPr></w:p><w:p><w:pPr
w:val="single"/></w:rPr></w:pPr><w:r><w:rPr><w:i
o:spt="75" o:preferrelative="t" path="m040510401
lineDrawn pixelLineWidth 0"/><v:f eqn="sum @0 1
eqn="prod @3 21600 pixelHeight"/></v:f eqn="sum @
```

Examining the Saved Files: a TXT File

18. Close all Microsoft Word windows.
19. In the **My Documents** window, right-click the **Your Name.txt** file, point to **Open With....**, and click **Microsoft Office Word**.
20. The file opens with only the text -- all the formatting and the image are gone, as shown above on this page. The TXT file format has no way to store anything but plain ASCII text, so formatting and images were lost, just as Word warned you.
21. Right-click the **Your Name.txt** file, point to **Open With....**, and click **Notepad**. The file looks the same way it did in Word – just the text.

A • Microsoft • Word • Test • Document ¶
 ¶
 Your • Name ¶
 ¶
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Question for this assignment:

What program would you use to see a file with the following extensions?

- DOC
- XLS
- TXT

Reflection: