

| <u>File Extensions</u> | <u>Program or Application</u> |
|---------------------------------------|------------------------------------------------------|
| .doc or .docx | Microsoft Word or Open Office Writer |
| .xls or .xlsx | Microsoft Excel or Open Office Calc |
| .ppt or .pptx | Microsoft Powerpoint or Open Office Impress |
| .swf | Adobe Flash Player |
| .pdf – best option for document files | Adobe Reader or Adobe Acrobat |
| .jpg or .jpeg | Image file – Windows viewer – larger file than .gif |
| .gif | Image file – Windows viewer – smaller file than .jpg |

The best format for files to upload to a course management system (Moodle) is .pdf if possible.