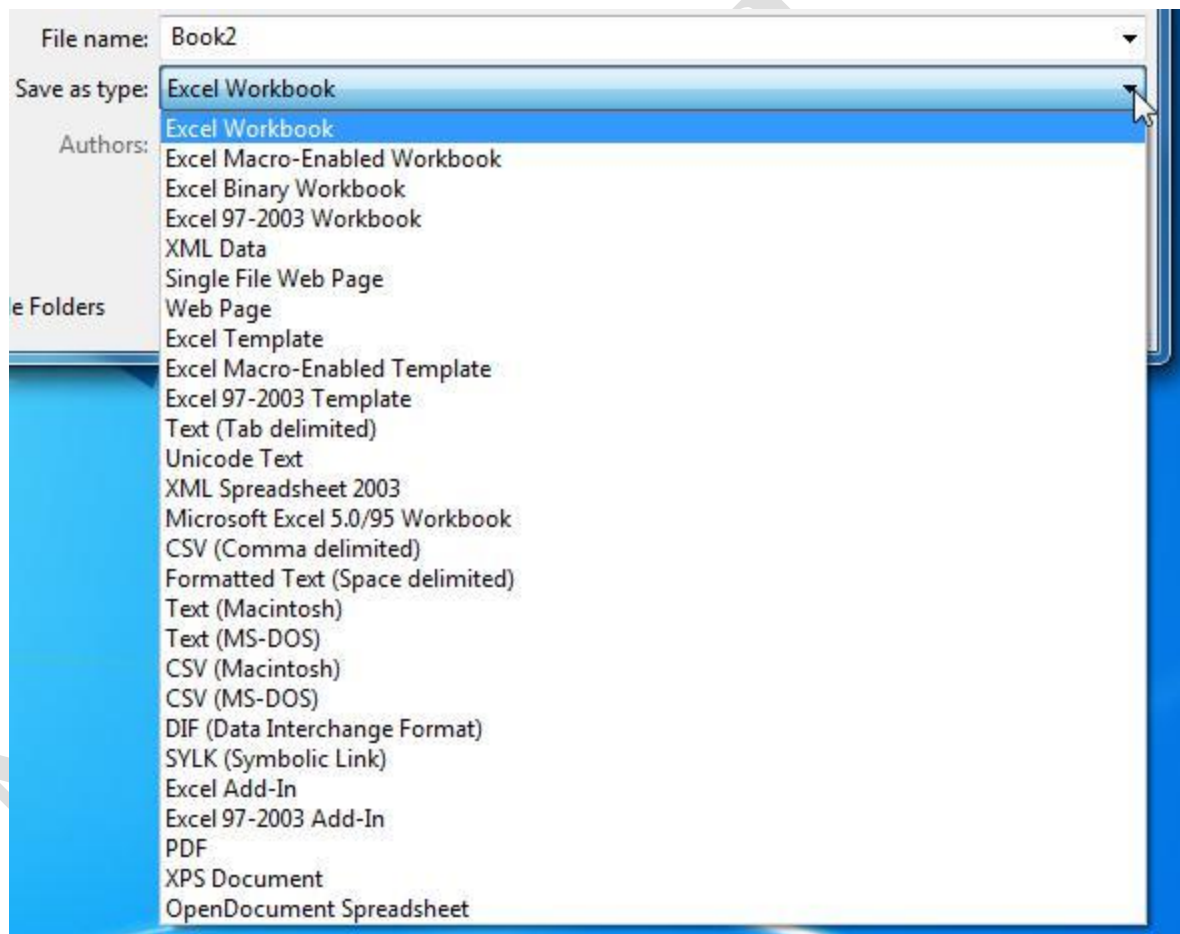


About Excel File Types

Excel 2010 uses a file format known as Microsoft Excel XML format. XML (extensible markup language) is a very flexible type of computer language. XML is similar in nature to HTML (Hyper Text Markup Language, the language used to build Web pages), but is designed more for the **communication** of information rather than the **presentation** of information. XML was incorporated into the Office 2007 file formatting system to facilitate communication of data between Microsoft Office programs and other applications.

Despite this file format change, Excel 2010 is capable of using files created from Excel 97 right on up to 2010, and is capable of using other file types as well, including plain text, OpenOffice.org documents, and data output files.

Whenever you save a new file in Excel, it is automatically saved in the Excel 2010 file format. One additional use of the Save As command is the ability to choose a file type in the dialog. This can be helpful if you are worried about compatibility with earlier versions of Microsoft Office. As you can see, Excel is capable of saving files in many formats!



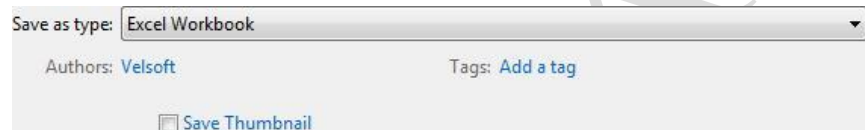
In most computer systems, a file is normally identified by a file name and a three or four letter file type extension. “Term paper.docx,” for example, is a Microsoft Word 2010 document named term paper. The four letter “.docx” extension signifies that this file is a Microsoft Word document.

The following table summarizes the file types that can be saved with Excel 2010:

**Excel
Workbook
(.xlsx)**



Default format for Excel 2010 and Excel 2007. Add new authors or tag the file. You can also save a thumbnail, which will let you look at the beginning of the document if you use the Extra Large or Large icon view in Windows Explorer:



Although Excel 2007 and 2010 share the same file extension, there are some instances where items created in Excel 2010 may not be compatible with Excel 2007.

**Excel Macro-
Enabled
Workbook
(.xlsm)**



Excel workbooks with macros. Macros are short, specific pieces of code that allow the document to perform some functionality, such as accessing data from a database file.

(Extra options same as above.)

**Excel Binary
Workbook
(.xlsb)**



This option is the same as the default Excel Workbook option, only the file is saved in binary form instead of XML form. This makes the file more efficient to open and use, though the Binary Workbook is intended for very large files with columns and rows numbering in the tens of thousands.

(Extra options same as above.)

**Excel 97-2003
Workbook
(.xls)**



The format for Excel 97-2003.

(Extra options same as above.)

**XML Data
(.xml)**



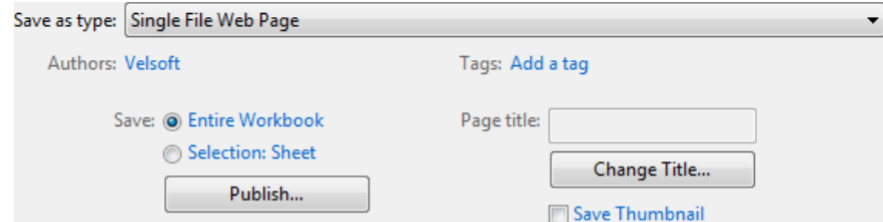
Saves the file in raw XML form. In order to use this format, the workbook must contain XML mappings.

(Extra options same as above except no thumbnail.)

Single File Web Page (.mht)



All information in the workbook is saved in a single Web page archive. You have the ability to save the entire workbook or just the selected data in a single worksheet. You can also give the Web page a title; otherwise the file name will be the title:



Web Page (.htm)



Saves the workbook as an HTML file, along with a folder that contains any supporting files associated with the workbook like pictures or graphs.

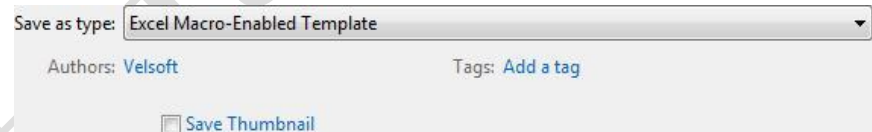


(Extra options same as above.)

Excel Template (.xltx)



Template for Excel 2007 and 2010. A template is a pre-formatted file designed to be used over and over, meaning you don't have to keep re-creating the same formatting and file structure each time you make a certain file.



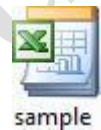
Excel Macro-Enabled Template (.xltn)



Template for Excel 2007 and 2010 that contains macros.

(Extra options same as above.)

Excel 97-2003 Template (.xlt)



Template for Excel 97-2003.

(Extra options same as above.)

Text (Tab delimited)
(.txt)



This option is only capable of saving one worksheet at a time. Text is entered with one row equaling one line of text. The text is also **delimited** (separated) by tab spaces.

Delimited text is capable of being read by many different programs on nearly any computer platform. This characteristic makes the data very **portable**, meaning the raw data can be used just about anywhere.

(Extra options same as above.)

Unicode Text
(.txt)



Computers basically deal directly with numbers. The problem with so many different computer platforms is that there may be two completely different ways of saying the same thing between two different computer systems. “Unicode provides a unique number for every character, no matter what the platform, no matter what the program, no matter what the language.” (<http://unicode.org>)

(Extra options same as above.)

XML Spreadsheet 2003
(.xml)



Saves the file in an XML format which is compatible with Excel 2003.

(Extra options same as above.)

Microsoft Excel 5.0/95 Workbook
(.xls)



Contains XML information about the Word 2010 or Word 2007 document.

(Extra options same as above.)

CSV (Comma delimited)
(.csv)



Stands for Comma Separated Values. This style of delimited file uses commas instead of tab spaces. Like tab delimited files, it is only capable of saving the data on a single worksheet.

(Extra options same as above.)

Formatted Text (Space delimited)
(.prn)


This format is another type of plain text usable in other computing environments. Only usable with a single worksheet.


(Extra options same as above.)


Text Only (Macintosh and MS-DOS) (.txt) Plain-text file for use in Macintosh or MS-DOS environments. usable with a single worksheet.
(Extra options same as above.)


CSV (Macintosh and MS-DOS) (.csv) CSV file for use in Macintosh or MS-DOS environments. Only usable with a single worksheet.
(Extra options same as above.)

DIF (Data Interchange Format) (.dif) This file type is used to export single worksheets between different spreadsheet programs. Only usable with a single worksheet.
(Extra options same as above.)

SYLK (Symbolic Link) (.slk)  This file type is also used to exchange data between various applications including spreadsheet programs. Only usable with a single worksheet.
(Extra options same as above.)

Excel Add-in (.xlam)  This type of file would be used to add extra functionality and tools, mainly via the use of macros. Used with Excel 2007 and 2010.
(Extra options same as above.)

Excel 97-2003 Add-in (.xla)  This type of file is also used to add extra functionality and tools, mainly via the use of macros. Used with Excel 97-2003.
(Extra options same as above.)

PDF (.pdf)  Stands for Portable Document Format. PDF files work by creating a snapshot of a file, just as if you printed a file and then scanned it to send an electronic copy. PDF files are widely used for things like instruction manuals, government forms, etc., and are usable with nearly every computing platform.

Extra options include the ability to change the file detail and to open the file after saving to make sure everything looks OK. Advanced options available via Options button.

XPS Document (.xps)



Stands for XML Paper Specification. XPS documents are Microsoft's answer to PDF documents.

(Extra options same as above.)

OpenDocument Spreadsheet (.ods)



OpenOffice.org is an open-source productivity suite designed to be a free alternative to the Microsoft Office suite of applications (and other similar suites). Excel 2010 is capable of creating spreadsheet files that are compatible with the OpenOffice.org spreadsheet application. Extra options include the ability to change the author and add file tags.

Whatever you decide to use for a file format, remember to **give your files meaningful names** and **be careful where you save the file**. If you choose to save a file as a template, Excel will automatically save the template to a default Microsoft folder on your computer unless you specifically tell Excel to save it where you want.

Closing a Workbook

We know that there are two close buttons at the top of the Excel window and that the topmost is used to close Excel completely:



If you just want to close a workbook but leave Excel open (particularly if you are working on many workbooks at once), click the bottom x. Unless you have already done so, you will be asked to save any changes made since you opened the file

