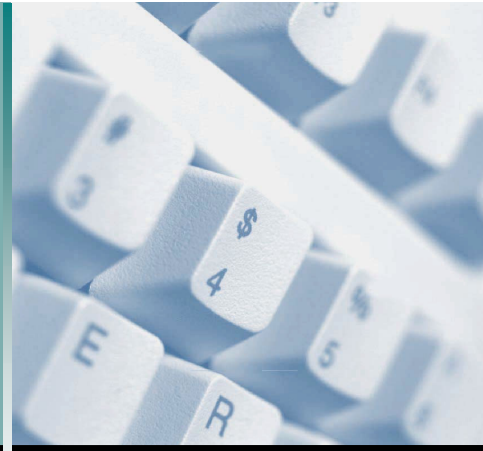




Microsoft®

Windows 2000

Student Edition
Complete



CustomGuide.com
Computer Courseware

Wildseed Mobile EX2020
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Table 4-3: Common Files Types

<i>File</i>	<i>Description</i>
 MS-DOS Program	MS-DOS programs are written for an earlier, more primitive operating system than Windows. MS-DOS programs don't have the fancy graphics, icons, and features of more-advanced Windows programs. All Windows or DOS programs have .EXE or sometimes .COM extensions. EXE stands for <i>executable</i> , meaning the file is a program that will run or execute when you open it.
 Unknown File Type	Windows doesn't know what type of file this is, so you can't readily open it by double-clicking it. That doesn't mean the file isn't important – it's probably a very important file for Windows or a program. Leave these files alone unless you absolutely know what they are for.
 Word Document	This is a document created in the word processing program, Microsoft Word. Word documents normally have a .DOC extension.
 Excel Workbook	This is a spreadsheet created with the program Microsoft Excel. Excel spreadsheets normally have a .XLS extension.
 Paint File (BMP)	This is a graphic file or picture, which was created in Paint or another graphics program. These files are also sometimes referred to as bitmaps. The extension for this particular type of graphic file is BMP or bitmap. There are also other types of graphic files that use different extensions and icons.
 JPEG File	Another very popular graphic file, most of the photographs you see on the Internet are JPEGs.
 Text File	Text or ASCII files are simple files that only contain text – no formatting, graphics, or any fancy stuff. Text files usually have a .TXT extension.
 Shortcut File	Shortcut files point to files and folders elsewhere on your computer so that you can quickly open that file, folder, or program without having to go to its actual location. All of the Programs in the Start Menu and some of the items on your desktop are actually shortcuts that point to the program files, located elsewhere on your computer. Shortcuts only point to files or folders, so moving, renaming, or deleting a shortcut does not affect the original program or file in anyway. You can tell the difference between a shortcut and original file because the shortcut has an arrow () in the lower left corner.
 Setup Program File	Setup files are special executable (EXE) program files, except instead of running a program when opened, they install software programs onto your computer.

Since Windows assigns pictures to help you distinguish between the different types of files, normally the three letter file extensions are hidden from view, but you can tell Windows to display the extension—we'll cover that when learn how to customize Windows.