



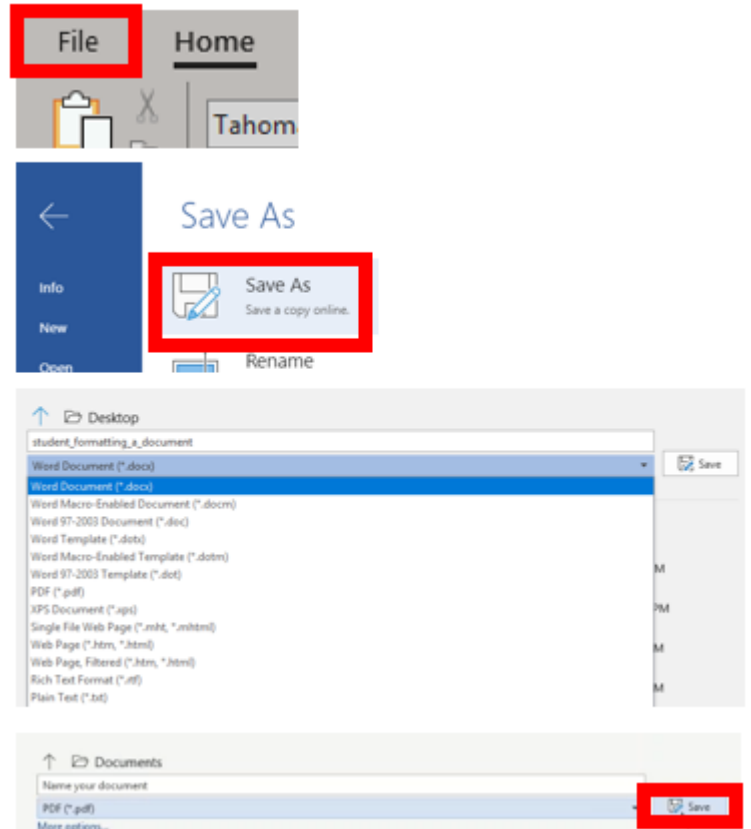
General Resources

Formatting a File

Teachers may ask to have certain file formats for assignment submissions. Applications like Word and PowerPoint can be used to save a file in the needed file format. Common file formats include:

- .doc (Word Document 2003 and earlier)
- .docx (Word Document 2010/2007)
- .rtf (Rich Text Format Document)
- .txt (Text File Document)
- .pdf (Adobe Portable Document Format)
- .xls (Microsoft Excel Spreadsheet)
- .jpeg (image)
- .png (image)

1. To format files in Office 365 Word online open the document, then click **File** and **Save As**. Here, you can Download a Copy to edit and format with the Word desktop app or Download as a PDF. Click **Save**.



2. To format files in the Office 365 Word desktop app, click **File**, **Export** and select the file format type.

