

Best Document Formats for Structured Reports

1. PDF (Portable Document Format)

- Highly reliable for preserving original formatting across devices.
- Widely accepted for professional and official reporting.
- Supports text, images, tables, and interactive elements.

2. DOCX (Microsoft Word)

- Ideal for collaborative editing and comments.
- Supports styles, templates, and automatic table of contents.
- Can be exported to PDF for sharing or printing.

3. HTML (HyperText Markup Language)

- Excellent for web-based, interactive, and easily navigable reports.
- Supports hyperlinks, embedded media, and responsive layouts.
- Simple for automated report generation and system integration.

4. XLSX (Microsoft Excel)

- Best for reports that require calculations, data analysis, and charts.
- Facilitates sorting, filtering, and pivoting of structured data.
- Often used for tabular and statistical reporting formats.

5. CSV (Comma-Separated Values)

- Minimalistic plain text format for structured tabular data.
- Highly portable and supported by most software systems.
- Useful for data interchange and importing/exporting between programs.

Important Notes

- Choice of format depends on audience, purpose, and required features.
- Ensure compatibility and accessibility for all intended users.
- Structured formats facilitate easier data extraction and analysis.
- Always keep a backup in a standard open format for archiving.