

Essential Document File Types for Professional Reports

File Type	Extension	Typical Use
Portable Document Format	.pdf	Finalized, uneditable report sharing; preserves formatting across all platforms.
Microsoft Word Document	.docx	Edit-friendly and collaborative; widely used for drafting and editing reports.
Plain Text File	.txt	Simple reports without formatting; suitable for notes or code snippets.
Microsoft Excel Spreadsheet	.xlsx	Tabular data, charts, and calculations included as appendices or data sections.
Rich Text Format	.rtf	Basic formatting, greater compatibility across word processors.
OpenDocument Text	.odt	Alternative open-source format for word-processed reports.

Important Notes:

- Always check recipient or organization guidelines for preferred file types.
- PDF is recommended for final submissions to maintain layout integrity.
- Editable formats (e.g., DOCX, XLSX) are best for drafts and collaboration.
- Ensure sensitive information is secure before sharing documents.
- Use clear and descriptive filenames for easy identification.