Most Popular File Formats for Report Submission

Format	Extension	Description	Typical Usage
PDF	.pdf	Portable Document Format; preserves formatting and layout.	Academic, business, and professional reports.
Microsoft Word	.doc, .docx	Word processing format; editable and widely supported.	Draft reports, collaborative editing.
Plain Text	.txt	Basic text format without rich formatting.	Simple reports, logs, scripts.
Excel Spreadsheet	.xls, .xlsx	Spreadsheet with tables and formulas.	Data analysis, tabular reports.
PowerPoint	.ppt, .pptx	Presentation format for slideshows.	Visual reports, summaries.
OpenDocument	.odt, .ods, .odp	Open-format word processing, spreadsheet, and presentation files.	Alternative to Microsoft Office formats.
Rich Text Format	.rtf	Text format with basic formatting options.	Simple reports, cross-platform compatibility.
CSV	.csv	Comma-separated values; structured data in plain text.	Data tables, import/export for databases.

Important Notes

- Always check submission guidelines for required file format.
- PDF is most commonly preferred for its consistent presentation.
- Ensure your document is compatible with the recipient's software.
- Some formats (e.g. .docx, .xlsx) may not display identically on all platforms.
- Include a version number or date in your file name for version control.