

- For photos, a .JPG (or .JPEG) is a good middle ground between quality and file size.

- For images with clear or see-through backgrounds (like a logo on a webpage) or sharp lines, a .PNG is better because it keeps perfect quality.
- For graphics that need to look sharp no matter how big or small you make them (like logos), .SVG files are ideal because they don't lose quality.

Audio and Video Files

- For regular audio, .MP3 is widely used and compressed, making files smaller.
- For high-quality audio that keeps the original sound, .WAV or .FLAC files are used, but they are much larger.
- For streaming video online, .MP4 gives you good quality and is compressed efficiently.
- For high-quality video editing, .MOV or uncompressed formats keep more data, but these files are very big.

Other Common File Types

- For tables of data, .XLSX (for Microsoft Excel) offers lots of features, while .CSV is a plain text file that works with almost any program.
- For presentations, .PPTX (for PowerPoint) or .ODP support lots of different media like pictures and videos.

The main idea is to think about what the file is for and who will be using it when you pick a file type. This helps you make smart choices for your digital work.

Critical Thinking Questions

1. Imagine you're creating a school website that needs to show a lot of high-quality photos. If your top priority is making the website load very quickly for users who might have slower internet connections, what type of image file would you likely choose, and what might be the trade-off you accept by making that choice?
2. Your teacher asks you to submit a research paper that should look exactly the same on everyone's computer and should not be easily edited. If you were deciding between a .DOCX and a .PDF file, which one would you choose and why, based on the characteristics of each file type?
3. You're designing a new logo for your school's robotics club. Why would selecting a file type that maintains sharpness at any size be particularly important for a logo, rather than a file type commonly used for photographs? What problem would it prevent when the logo is used in different places (e.g., on a small pen vs. a large banner)?

Questions (5)

1. A student needs to submit a research paper to their teacher. The teacher emphasizes that the document must look identical on any computer and should not be easily changed by others. Which file type from the passage would be the best choice for this task?

MULTIPLE CHOICE

Choose the correct answer:

- A. .DOCX
- B. .TXT
- C. .PDF
- D. .ODT

2. You are creating a school website that needs to display a lot of high-quality photos. If your main goal is to make the website load very quickly for users with slower internet connections, which image file type would you likely choose?

MULTIPLE CHOICE

Choose the correct answer:

- A. .PNG
- B. .JPG
- C. .SVG
- D. Uncompressed image format

3. A graphic designer is creating a new logo for a local business. This logo will be used on everything from small business cards to large billboards. Which image file type would be the most suitable to ensure the logo maintains sharpness at any size?

MULTIPLE CHOICE

Choose the correct answer:

- A. .JPG
- B. .PNG
- C. .SVG
- D. .GIF

4. You need to share a very simple shopping list with a friend via email. The list contains only text, and you want to ensure it's the smallest possible file size and universally accessible on any device. Which document file type is ideal for this purpose?

MULTIPLE CHOICE

Choose the correct answer:

- A. .DOCX
- B. .PDF
- C. .TXT
- D. .ODT

5. A web developer is creating an animation with a transparent background for a website. Which image file type should they use to support transparency and maintain lossless quality?

MULTIPLE CHOICE

Choose the correct answer:

- A. .JPG
- B. .BMP
- C. .PNG
- D. .GIF

Answer Keys & Solutions

Questions

1. A student needs to submit a research paper to their teacher. The teacher emphasizes that the document must look identical on any computer and should not be easily changed by others. Which file type from the passage would be the best choice for this task?

MULTIPLE CHOICE

Correct Answer:

- | | |
|----------|-------------|
| A. .DOCX | ✗ Incorrect |
| B. .TXT | ✗ Incorrect |
| C. .PDF | ✓ Correct |
| D. .ODT | ✗ Incorrect |

Explanation:

Consider which file type is described as unchangeable and consistent across different systems.

2. You are creating a school website that needs to display a lot of high-quality photos. If your main goal is to make the website load very quickly for users with slower internet connections, which image file type would you likely choose?

MULTIPLE CHOICE

Correct Answer:

- | | |
|------------------------------|-------------|
| A. .PNG | ✗ Incorrect |
| B. .JPG | ✓ Correct |
| C. .SVG | ✗ Incorrect |
| D. Uncompressed image format | ✗ Incorrect |

3. A graphic designer is creating a new logo for a local business. This logo will be used on everything from small business cards to large billboards. Which

image file type would be the most suitable to ensure the logo maintains sharpness at any size?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------|-------------|
| A. .JPG | ✗ Incorrect |
| B. .PNG | ✗ Incorrect |
| C. .SVG | ✓ Correct |
| D. .GIF | ✗ Incorrect |

Explanation:

Think about the file type specifically designed for scalable graphics.

4. You need to share a very simple shopping list with a friend via email. The list contains only text, and you want to ensure it's the smallest possible file size and universally accessible on any device. Which document file type is ideal for this purpose?

MULTIPLE CHOICE

Correct Answer:

- | | |
|----------|-------------|
| A. .DOCX | ✗ Incorrect |
| B. .PDF | ✗ Incorrect |
| C. .TXT | ✓ Correct |
| D. .ODT | ✗ Incorrect |

Explanation:

Recall the file type described as smallest and universally accessible for plain text.

5. A web developer is creating an animation with a transparent background for a website. Which image file type should they use to support transparency and maintain lossless quality?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------|-------------|
| A. .JPG | ✗ Incorrect |
|---------|-------------|

B. .BMP

✗ Incorrect

C. .PNG

✓ Correct

D. .GIF

✗ Incorrect

Explanation:

Think about which image file type is highlighted for transparency and lossless quality.