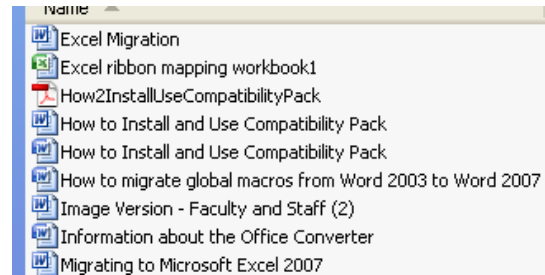


# Display File Extensions

## Situation:


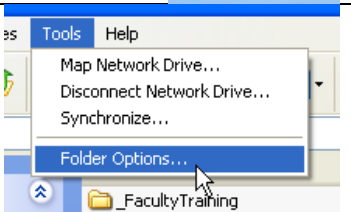
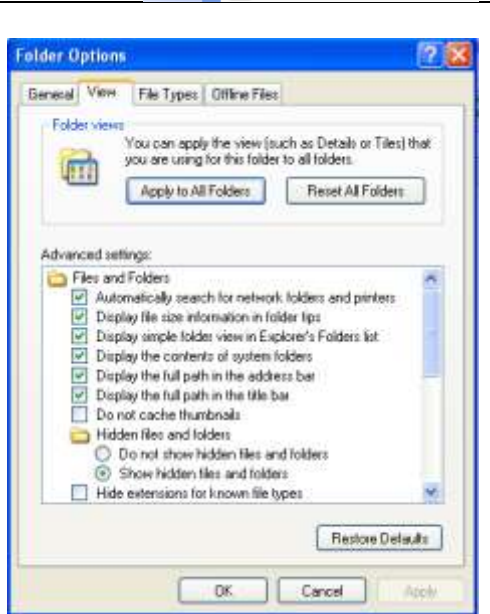
When you look at a list of files, it would be helpful to see the extensions, especially the ones for Office. That way you could tell the difference between the old formats and the new formats.



## Overview:

This work will be done in My Computer, not in any of the Office programs.

## Step by Step Instructions:

1.	On the desktop, double click	
2.	Select the Tools menu, click Folder Options...	
3.	Click the View tab Under Advanced settings: Uncheck Hide extensions for known file types Click OK	
4.	File extensions are displayed	