Don't get crabby with me: Choosing the Office features you want

Crabby Office Lady

Installing Office is like buffet-style eating: Some things you just must have and others you're happy to do without. And if by chance you find something on your plate that offends you (for Crabby: feta cheese!), scoop it onto your husband's plate (or, in the case of Office, uninstall the feature).

A few months ago I did a video about how you can install or uninstall features of Office that you do or don't want. Some examples of the types of features you can choose to install or not are:

- **Entire programs** Maybe you just want to use Outlook and Word and have no need for PowerPoint and Excel.
- **Proofing tools** Examples of proofing tools are spelling and grammar checkers, the thesaurus, and translation tools, all in a variety of languages. You can choose to install these right away, when you first try and use them, or not at all.
- **Speech and handwriting tools** Also known as "alternative user input" services, you may find that you have no need for the speech and handwriting tools that Office offers. In that case, choose to not install these features to begin with. Or, if you installed them by accident, come back and uninstall them. (Now hang on, I'll get to how to uninstall them in a minute).

My video doesn't go into great detail about how and what to install and uninstall, but you can get an idea of why I decided to tackle this topic when you listen to what I have to say. Then I get into how to actually pick and choose the Office features you want.

- View "Installing and uninstalling" at 300K
- View "Installing and uninstalling" at 100K
- View "Installing and uninstalling" at 56K

NOTE If you're having trouble watching the videos, you can **try our troubleshooting tips**. You can also view all my videos from the Crabby Office Lady video archive.

How to do it

Now, if you originally installed Office using a CD, you need to get that CD out of your dusty desk drawer and insert it into your CD-ROM drive. If you installed Office from a network file server or from a shared folder, you have to perform the installations and uninstallations of your choosing from there, meaning you'll have to be connected to that network or shared folder. In either case, here is where you'll find the list of features that Office offers and that you can choose to keep or toss:

1. Quit all programs.
2. Double-click the **Add or Remove Programs** icon in Control Panel.
3. Do one of the following:
   - If you installed your Office program as part of an installation of a Microsoft Office edition, click **Microsoft Office** in the **Currently installed programs** box, and then click the **Change** button.
   - If you installed your Office program individually, click the name of your program in the **Currently installed programs** box, and then click the **Change** button.
4. Select **Add or Remove Features** and then click **Next**.

5. Now, when you're in there, be sure to select **Choose advanced customizations of applications** and then click **Next**. Then you'll be able to go through each program and decide which features you do or don't want. When you click the plus sign next to the name of each program, you are given the following choices:

    - You can select **Run from My Computer**, which will install the feature right away so it'll be ready to go when you try to use that feature.
    - You can select the one that has the little yellow **1** next to it, which means the feature will be **Installed on First Use** and will automatically install that feature the first time you try to use it.
    - You can select **Not Available**, which means the feature won't be installed at all.

NOTE You may find that the choices you have after you click **Change** are a bit different from the ones I've documented here. This depends on the version of Office you're running, your operating system, and whether you're changing an entire Office edition or a single program, such as OneNote. But the preceding procedure gives you a good idea of what to expect.

The beautiful thing about customizing what you do or don't want is that you can always go back and change your mind.

Tip of the week

L.C. of Florida works for a Catholic church and informed me that her coworkers were considering submitting her name for sainthood because of this tip. It's all about using the **Nudge** feature in Publisher. As L.C. put it, "Recently I discovered the handy feature under the **Arrange** menu called **Nudge**. Wow, what a discovery that was! You don't know how much time I've wasted trying to move a text box or picture just a little bit to the left, or right, or up, or down."

That's right, folks; you can use the **Nudge** feature in Publisher to move your drawing objects in small increments. No need for a perfectly steady hand or protractor anymore.

"You must be the change you want to see in the world." — Mahatma Gandhi

About the author

Annik Stahl, the Crabby Office Lady columnist, takes all of your complaints, compliments, and knee-jerk reactions to heart. Therefore, she graciously asks that you let her know whether this column was useful to you — or not — by entering your feedback using the **Was this information helpful?** tool below. And remember: If you don't vote, you can't complain.

Crabby Office Lady column archives
Crabby Office Lady Blog Home
Crabby RSS feed
Crabby Office Lady podcast