

Example of Microsoft Office Professional Plus 2016 Uninstallation Procedure

※ The user is responsible for any changes made to the computer by the uninstallation process. ※

Creation date : 2021-07-12

1

Open Control Panel.

<Reference>

Where is Control Panel?

<https://support.microsoft.com/en-us/help/13764/windows-where-is-control-panel>

Open Control Panel in Windows

<https://support.microsoft.com/en-us/help/4028437/windows-open-control-panel-in-windows>

2

Click [Programs].

 Control Panel

 > Control Panel >

Adjust your computer's settings



System and Security

Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)



Network and Internet

Connect to the Internet
View network status and tasks



Hardware and Sound

View devices and printers
Add a device



Programs

Uninstall a program

Programs
Uninstall programs or Windows features, uninstall gadgets, get new programs from the network or online, and more.



User

Change



Appearance



Clock

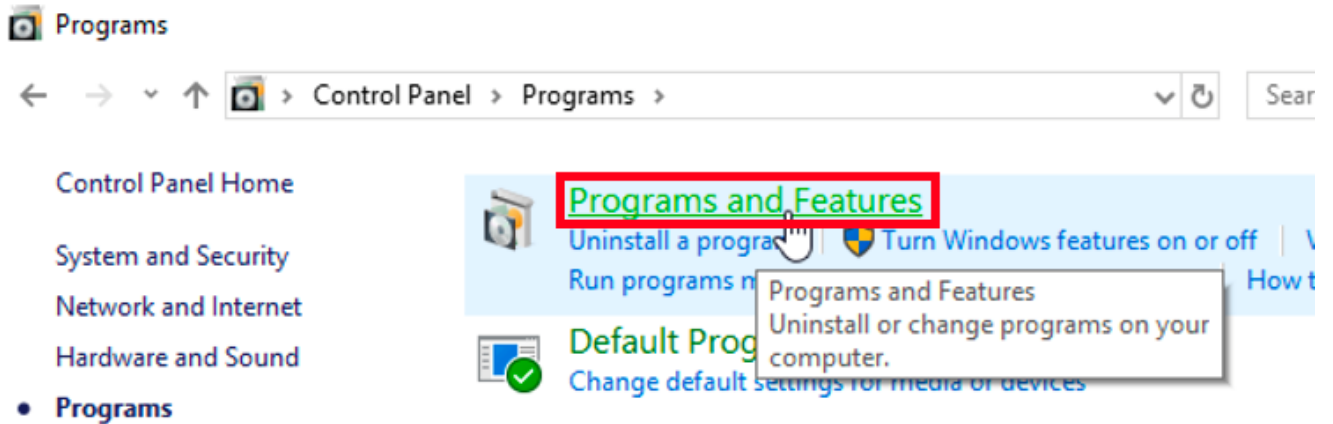
Change



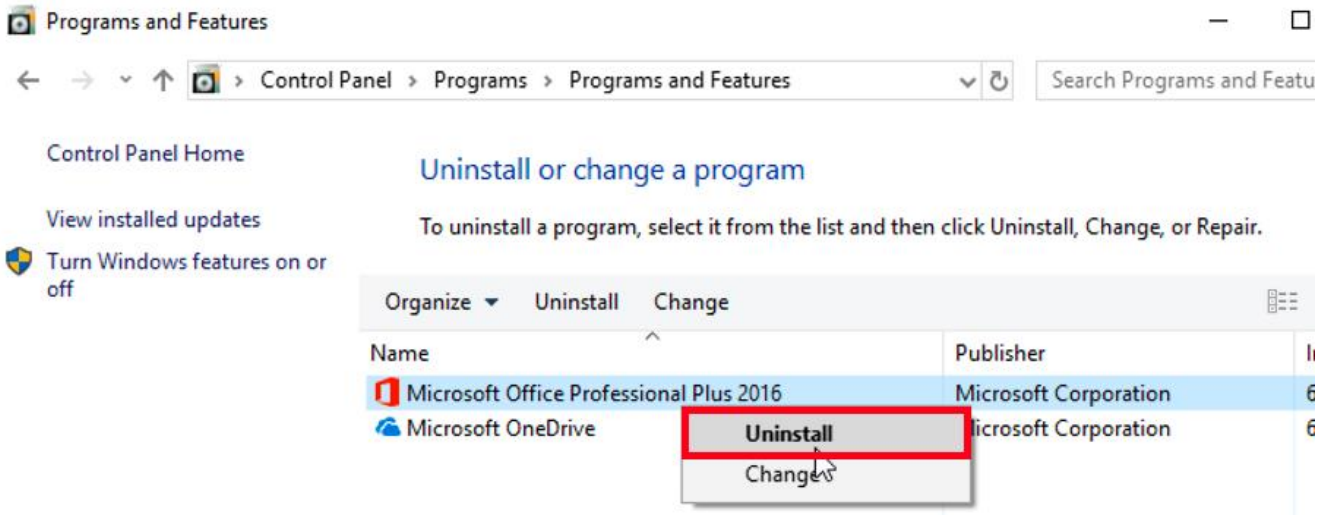
Ease of Access

Let Windows Optimize

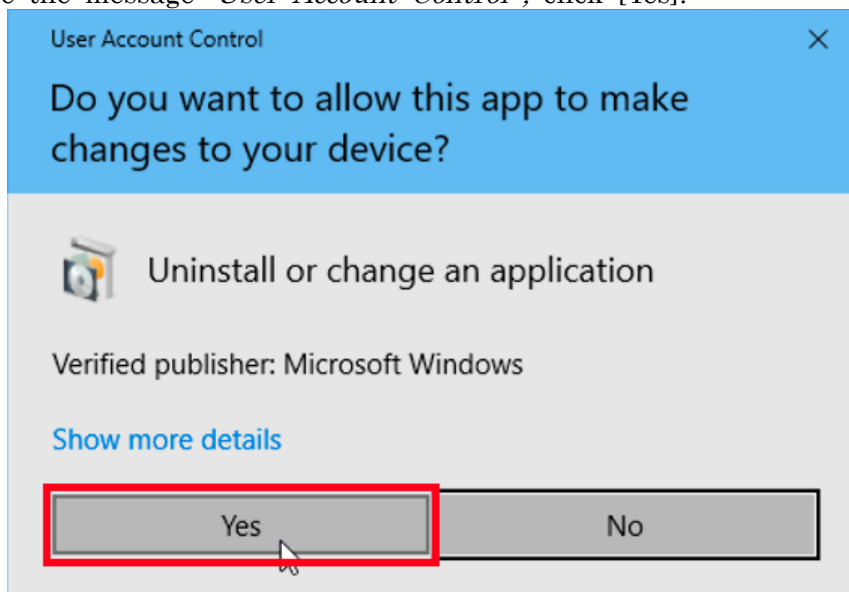
3 Click [Programs and Features].



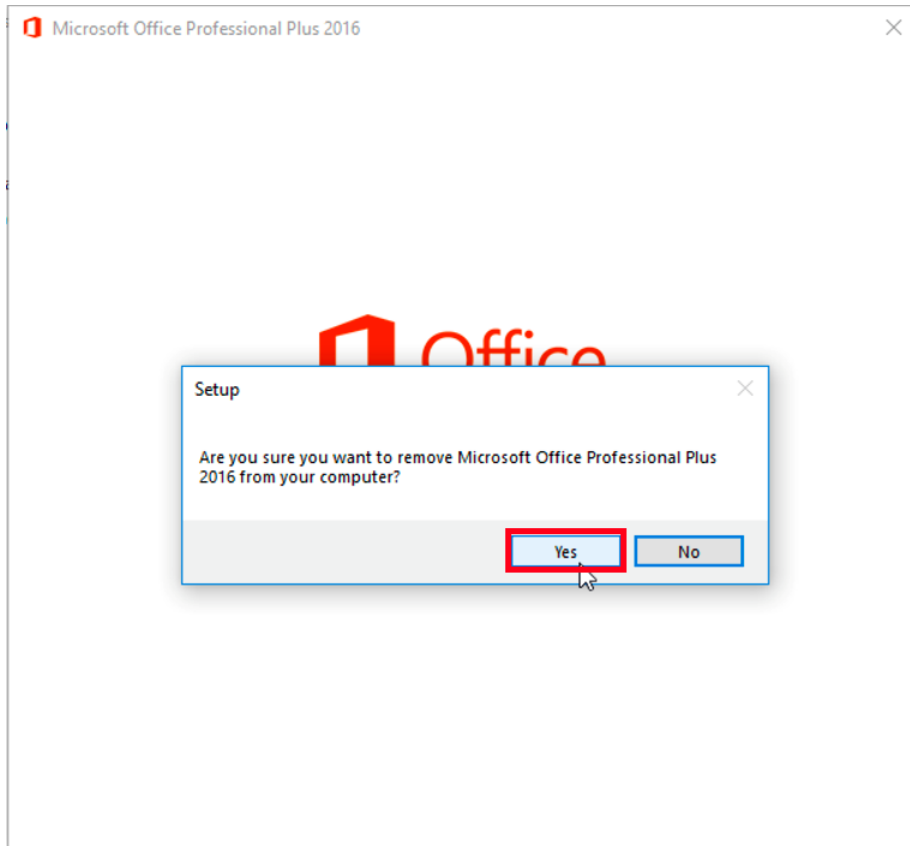
4 Right-click [Microsoft Office Professional Plus 2016]. Click [Uninstall].



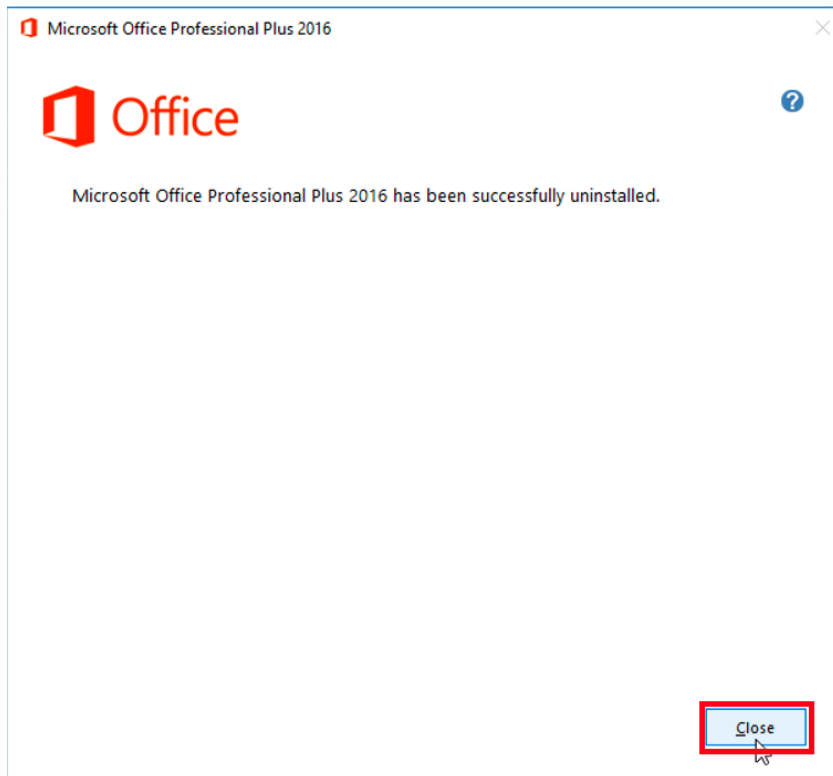
5 If you receive the message: *User Account Control* , click [Yes].



6
Click [Yes].



7
Click [Close].



<Reference>

Windows 7 – How to properly uninstall programs

<https://support.microsoft.com/en-us/help/2601726>

Tips to free up drive space on your PC

<https://support.microsoft.com/en-us/help/17421/windows-free-up-drive-space>

Uninstall or remove apps and programs in Windows 10

<https://support.microsoft.com/en-us/topic/4b55f974-2cc6-2d2b-d092-5905080eaf98>