

How to Turn Off Copilot in Word, Excel, and PowerPoint

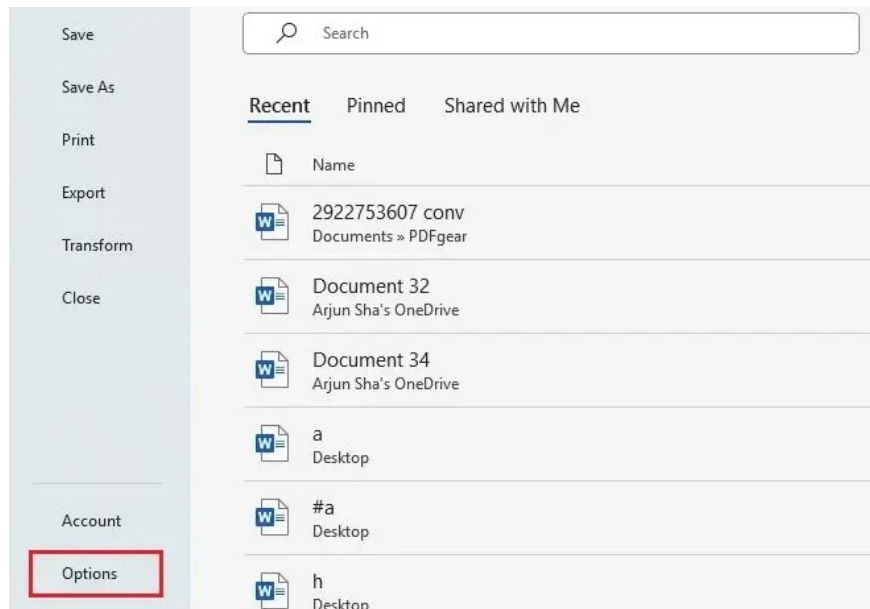
If you don't like the Copilot icon displayed in the Office application interface, you can turn it off, following the instructions below.

Microsoft has now integrated Copilot AI into Word, Excel, PowerPoint, and other Office applications. Copilot is enabled by default in Office applications for us to use and experience immediately for the content you are editing or processing. If you do not like the Copilot icon displayed in the Office application interface, you can turn it off, according to the instructions below.

Instructions to turn off Copilot in Word

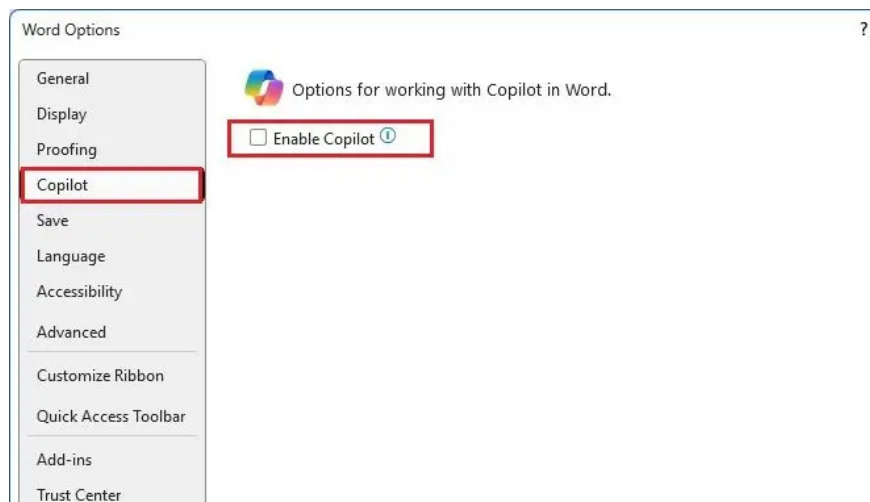
Step 1:

At the interface in Word, the user clicks on **File** and then selects **Options** .



Step 2:

Switch to the Word settings interface, click on **Copilot** and **uncheck Enable Copilot** to turn off Copilot in Word. Then click OK to save the new settings.

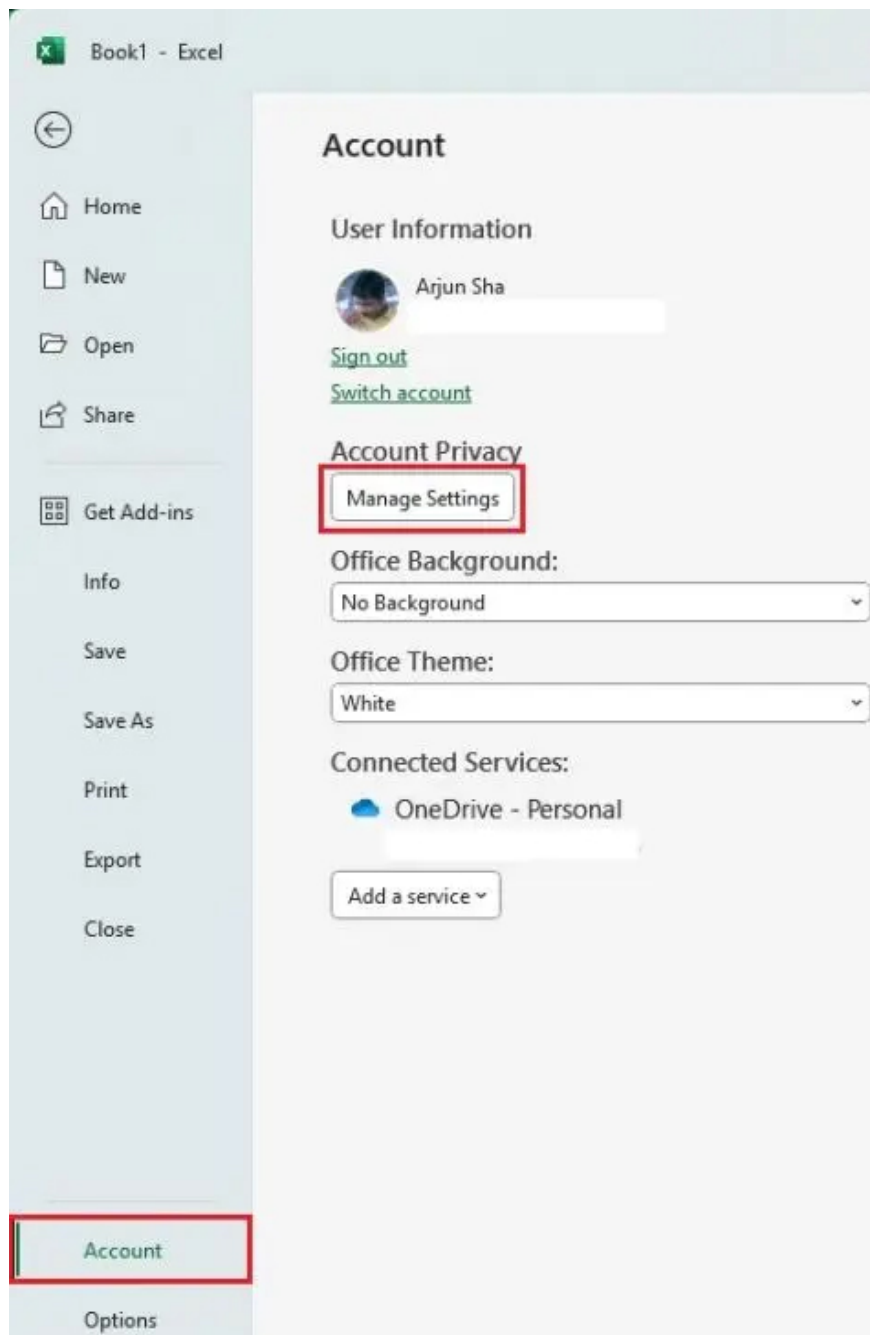


How to Turn Off Copilot in Excel and PowerPoint

For Excel and PowerPoint, there is currently no option like there is for Word, so you need to completely disable Copilot for all Office applications.

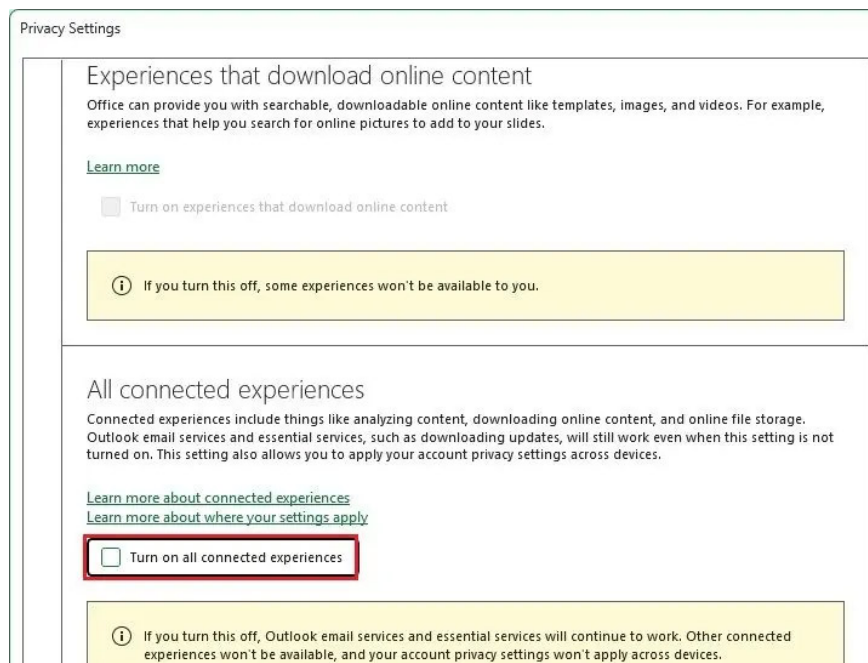
Step 1:

Open Excel or PowerPoint then click on **File** . Continue to click on **Account** in the lower left corner and look to the side and select **Manage Settings** .



Step 2:

Switch to the new interface, users scroll down below **at All connected experiences** , you **uncheck Turn on all connected experiences** to turn off all services connected to your Office account.



However, the Copilot icon will still appear in Excel and PowerPoint, but it will not work after you have turned off the service with all Office applications.

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