

'Speed ??up' for Microsoft Word 2007 and 2010

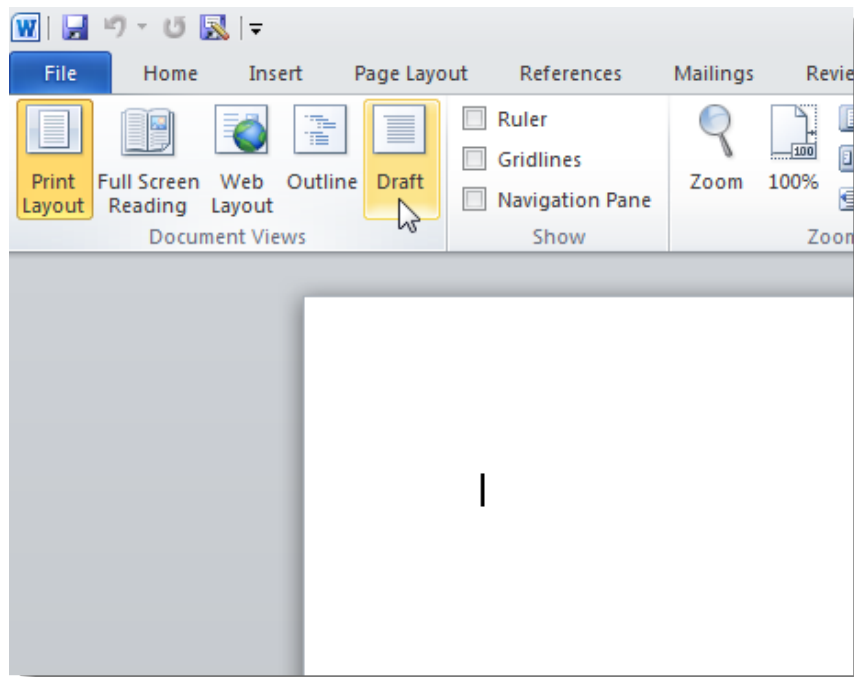
In the Microsoft Office product suite, it seems that Word is the slowest and most heavy-duty component. In fact, there are many causes affecting this phenomenon, but we can easily overcome with some simple operations below ...

TipsMake.com - In the Microsoft Office product suite, it seems that Word is the slowest and most active component. In fact, there are many reasons that affect this phenomenon, but we can easily overcome with some simple operations below.

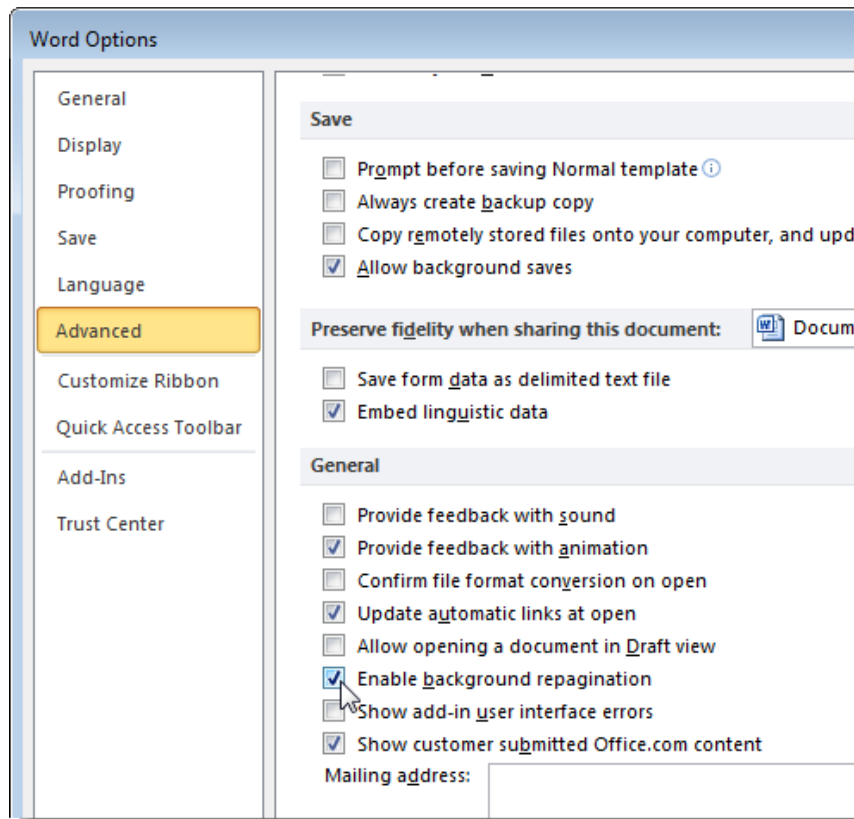
Turn off the Background Repagination function:

This feature allows Word to manually type the page number in the text when the program is idle, and also allows the number of pages to display on the status bar. However, this greatly affects the processing speed of Word, so we can turn off this feature if it is not really necessary.

To do so, make sure that Word is not in **Print Layout** mode, then click the **View> Draft** tab in the **Document Views** section :



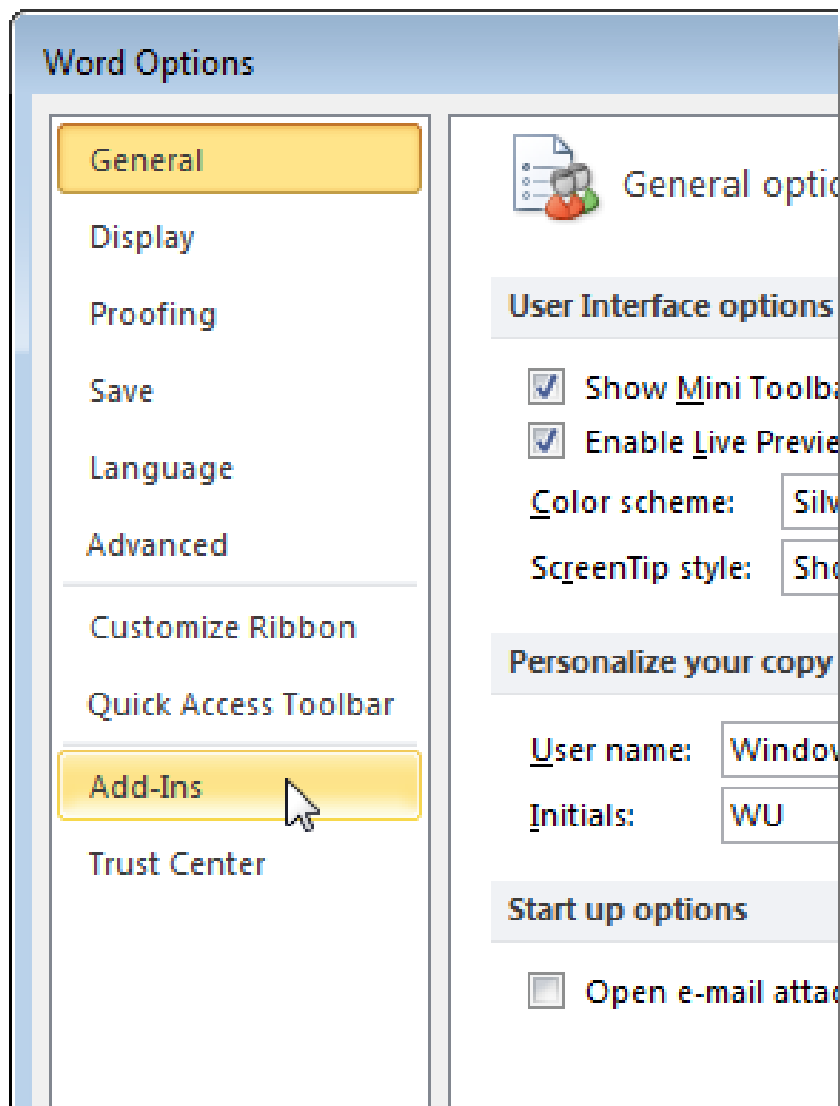
In Word 2010, click **File> Options** at the bottom of the displayed menu list. **Word Options** window appears, select **Advanced** , scroll down and uncheck **Enable background repagination** , then click **OK** :



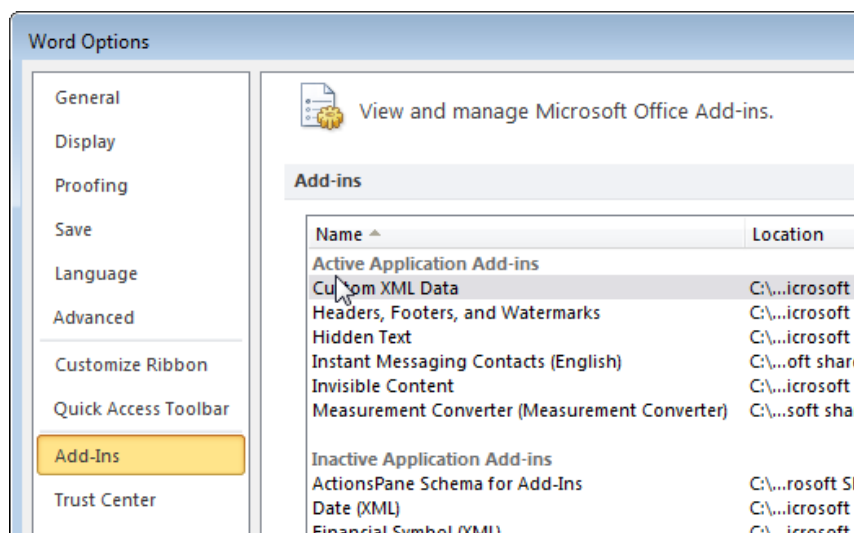
Disable unnecessary add - in:

Microsoft Word has been packed with a lot of features, but many of them are never used, and they are still available in the default mode. These causes are also 'contributing' to reducing Word's speed, while also making it difficult to use.

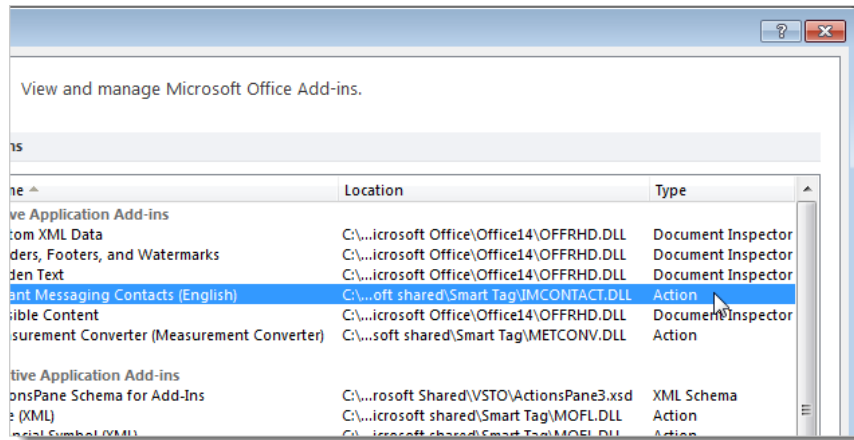
To fix this, we open **Word Options** as above and click Add - Ins in the list on the left:



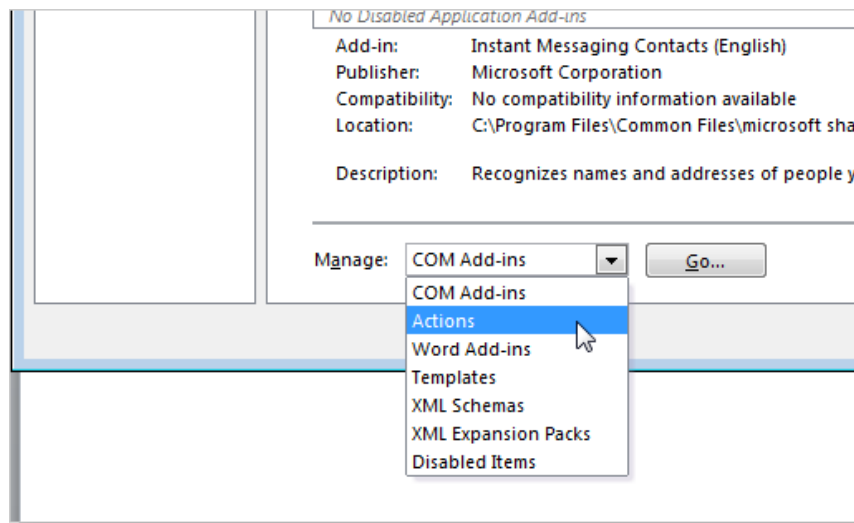
Here, we will see a lot of add - ins that are in active and inactive state:



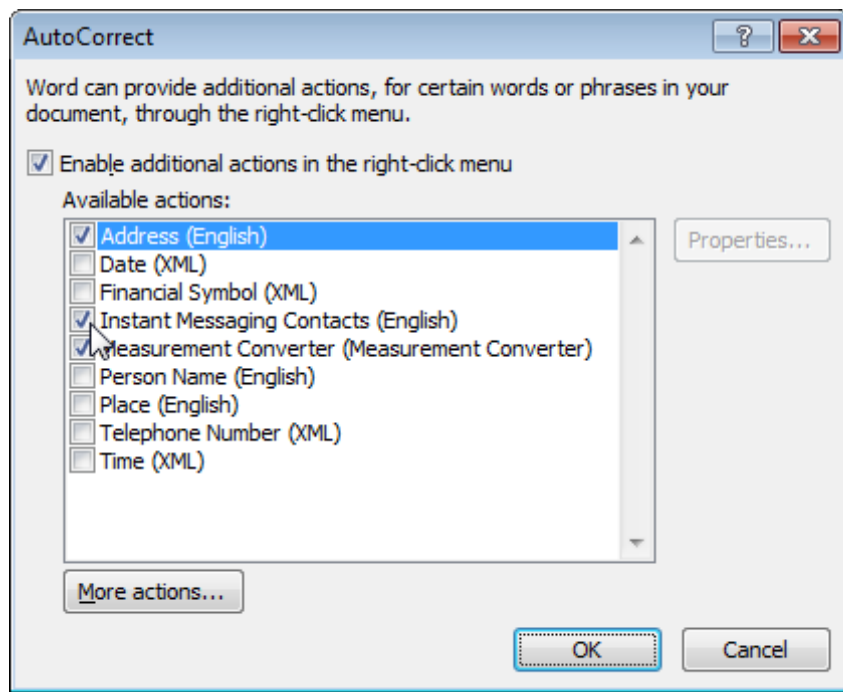
Select the correct add - ins that need to be disabled in the **Type** column:



After converting the corresponding Actions from the **add-ins** in the list, we select **Actions** in **Manage > Go**:

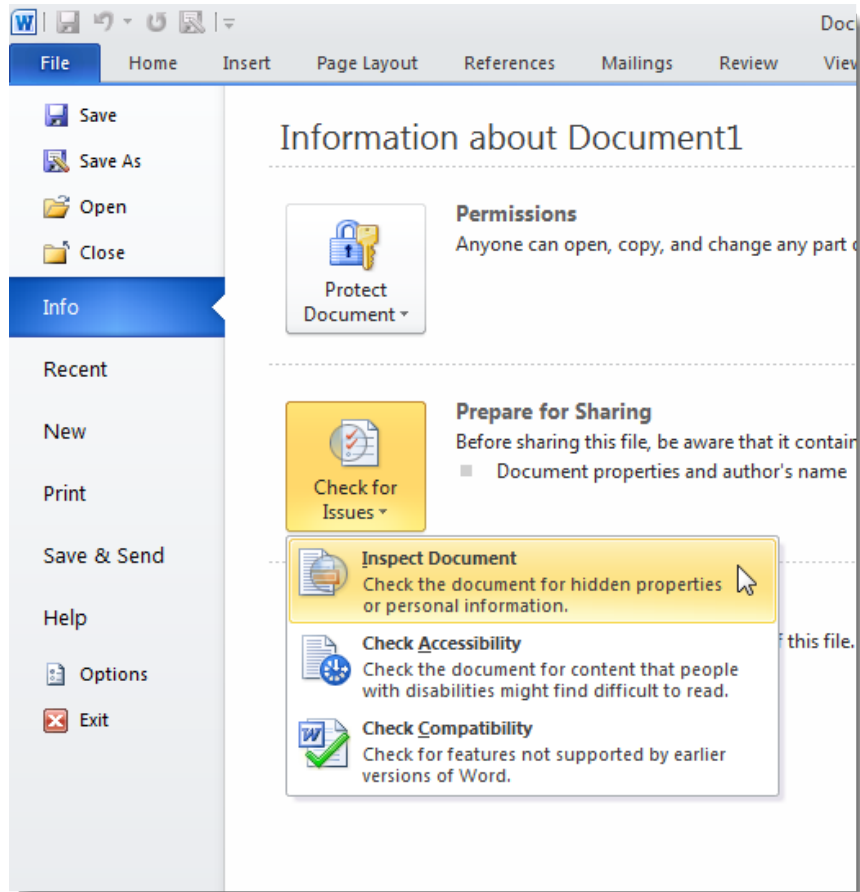


Then, uncheck all these boxes and click **OK** :

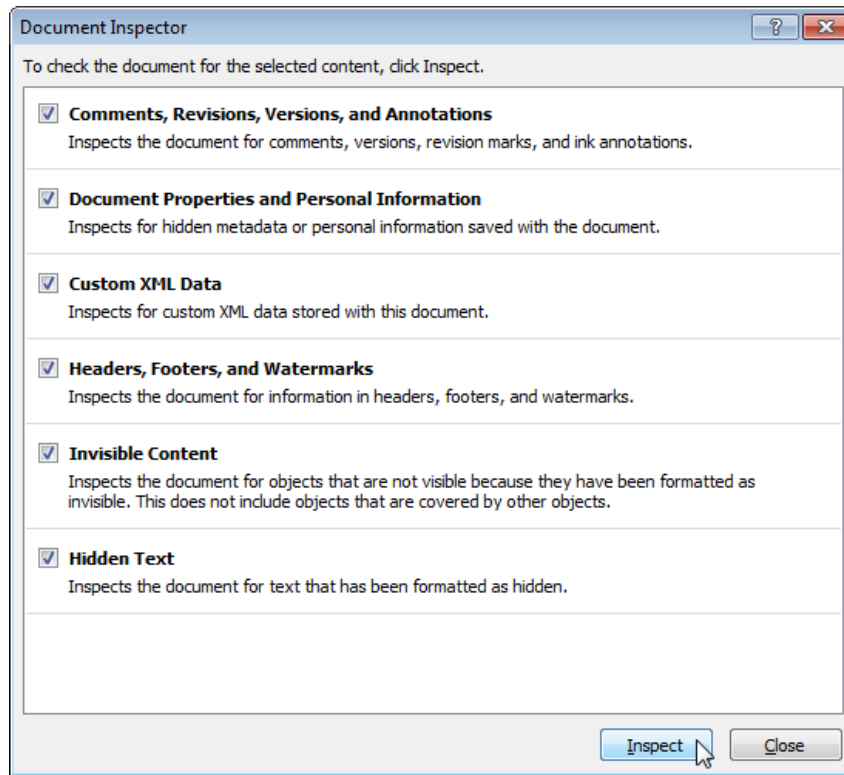


You may also notice the **Document Inspector** in the **Type** column, but there is no **Document Inspector** in the **Manage** list, because they are managed and monitored in another location. Specifically, these add - ins allow users to check metadata components as well as some other personal information that is automatically activated in the text.

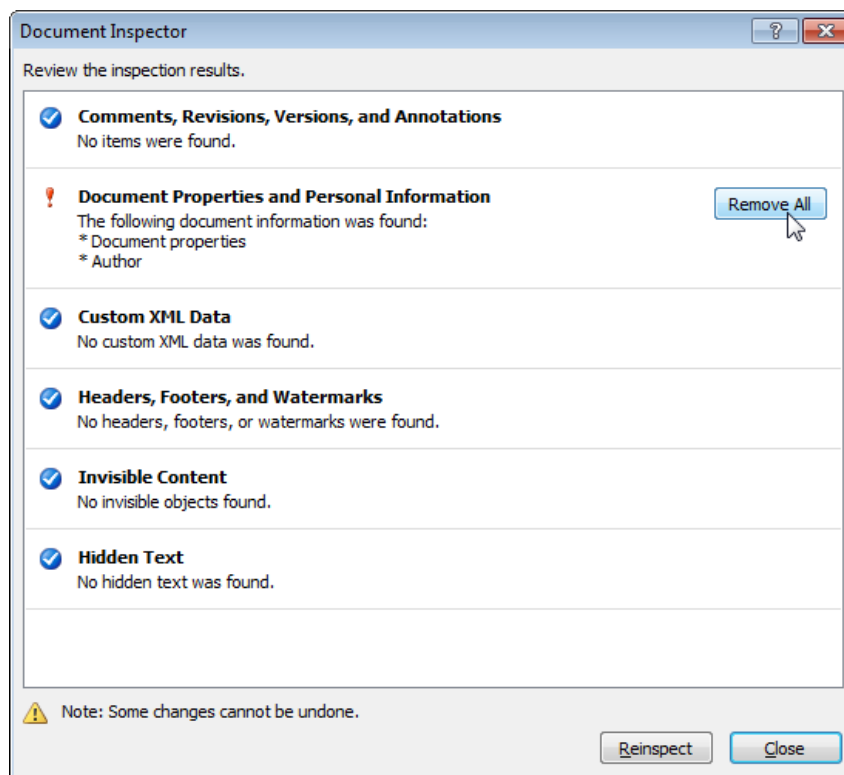
In **Word 2010** , click the **File> Info** tab on the left, select the function **Check for issues> Inspect Document** from the displayed list. For **Word 2007**, click the **Office** button > **Prepare> Inspect Document**:



The main control panel of the **Document Inspector** is displayed, select the component you want to check and click **Inspect** , but choosing **Invisible Content** is only available in **Word 2010**:

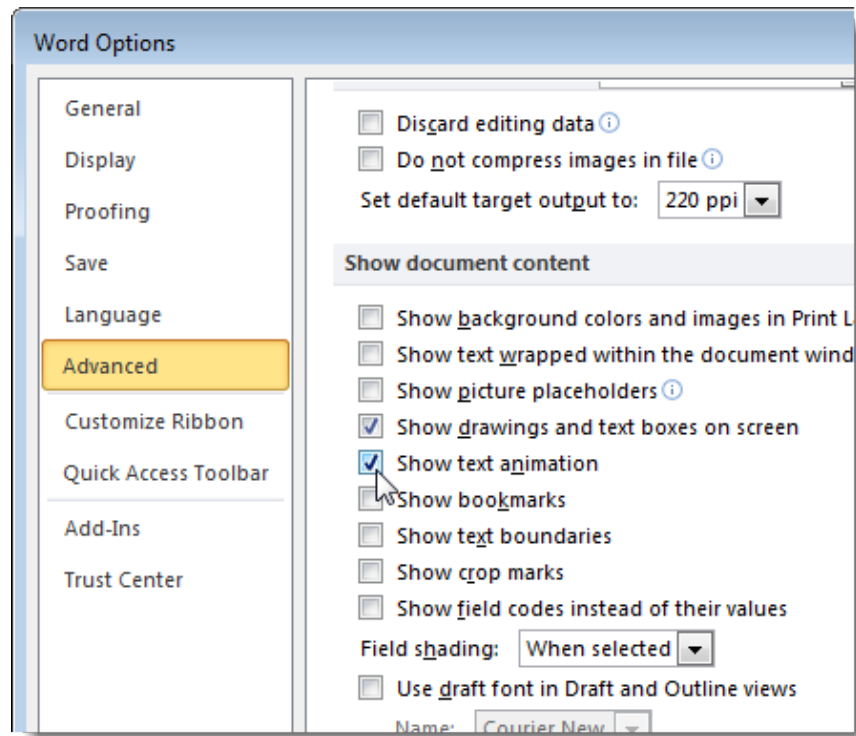


Then, select **Remove All** for the results returned from the system:

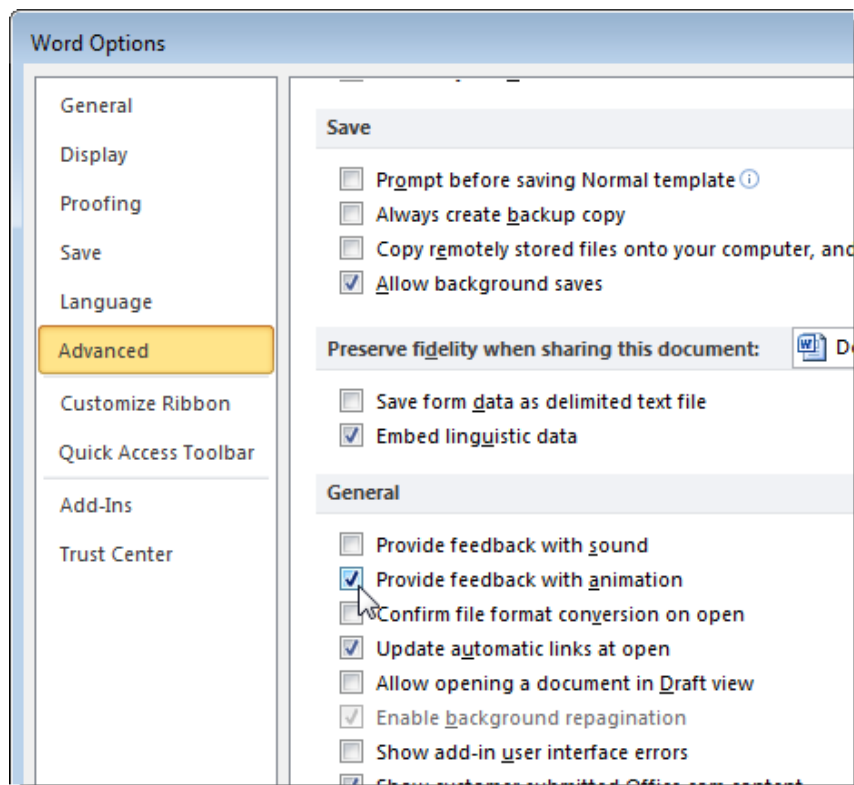


Turn off unused options:

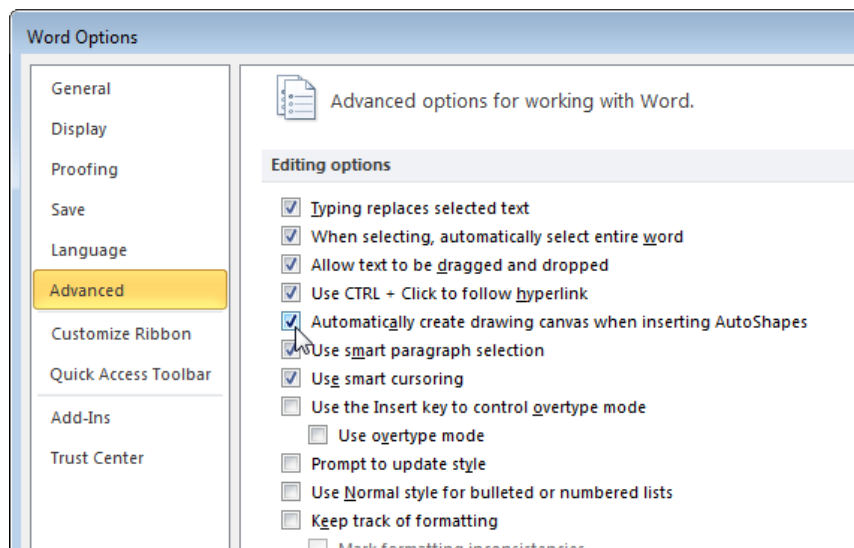
The first is **Show text animation** - allowing users to format text characters in text based on the effects available in Word, and most cases apply, the performance of Word will be significantly reduced. To do this, open **Word Options> Advanced**, scroll down to the bottom of the list until the **Show document content** section , uncheck the check box at **Show text animation**:



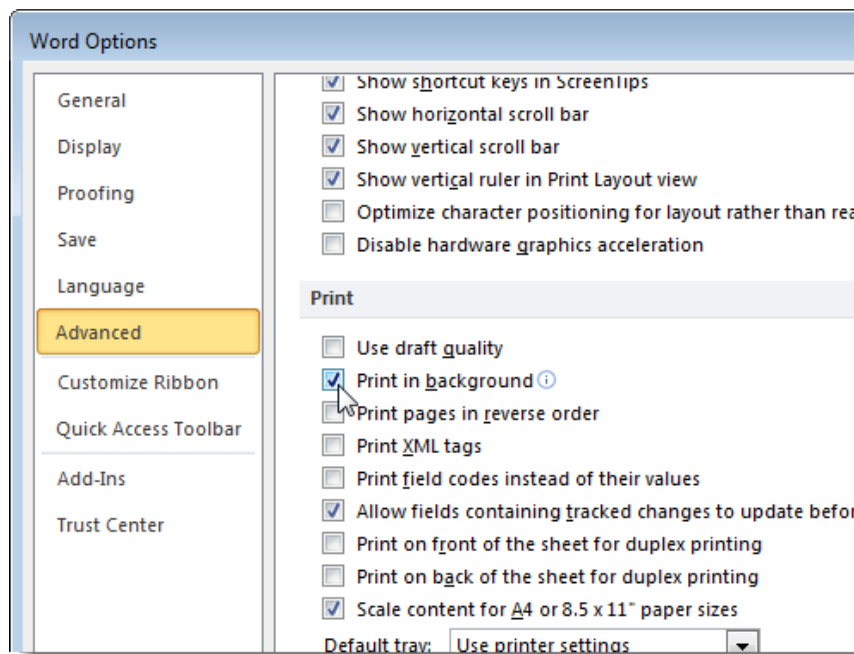
Also at the **Advanced** panel is the **General** option - **Provide feedback with animation** . This feature allows users to send feedback to Microsoft's application development department with sound and effects. In fact, this function is not necessary for most users if their program works stably, so turn this off:



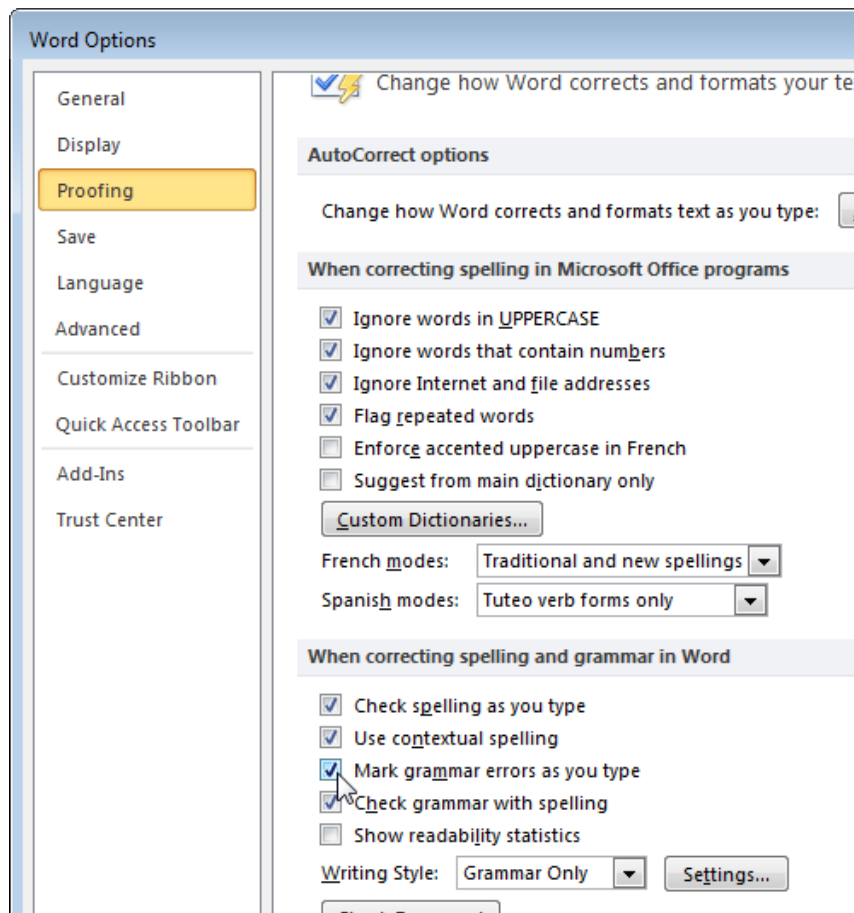
When using **AutoShapes**, we can easily see that when inserting an object, an additional line appears around the object and is used to align and align other elements in the image. painting. If you just insert a simple **AutoShapes** object, you probably don't need to use an external drawing. In the **Advanced** custom screen, in the **Editing** option is **Automatically create drawing canvas when inserting AutoShapes**, you uncheck this item:



Another option at this **Advanced** screen (in the **Print** section) is **Print in Background** - allowing users to continue working while printing text. In fact, this function is not too important compared to the current computer configuration and printer models, so we can turn off this option:

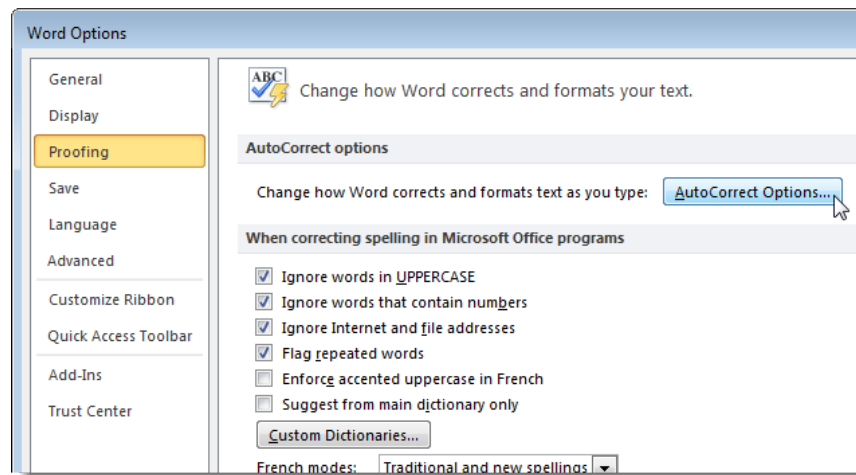


In the **Proofing** screen are a number of options for checking spelling and grammar when users edit. And this is also one of the reasons that significantly reduces the speed and performance of **Word**, if you have confidence in your editing ability and grammar level, you can disable it. This feature:

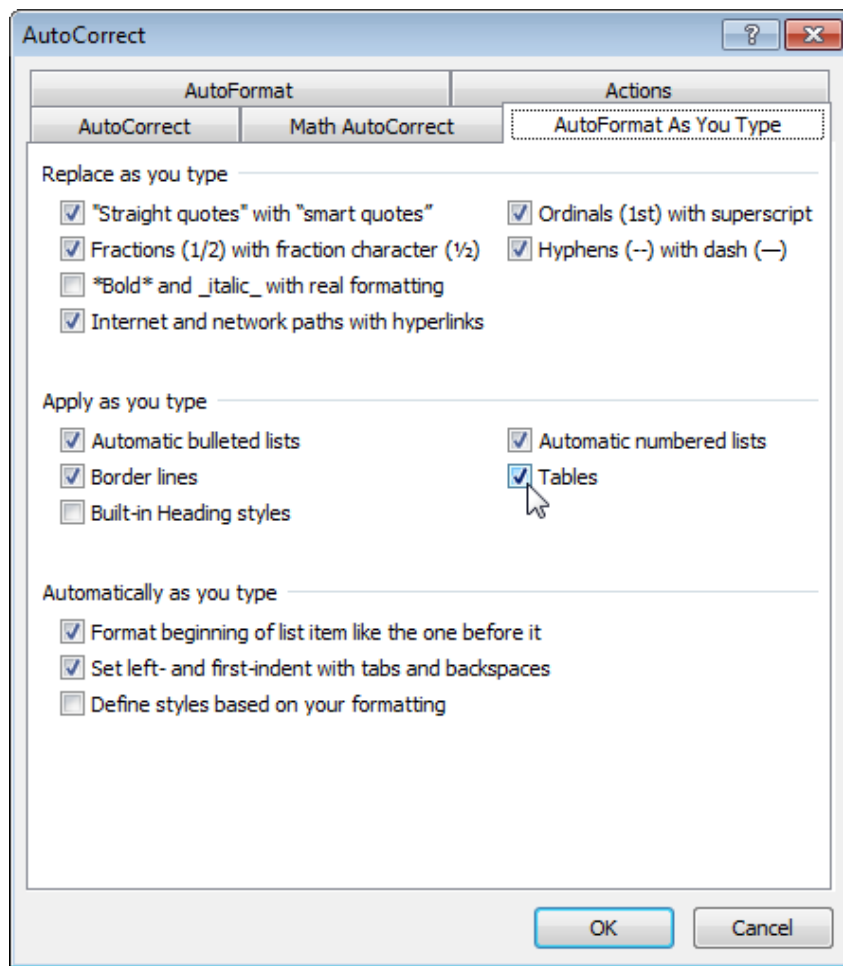


Uncheck the **Check spelling as you type** and **Mark grammar errors** boxes **as you type**

Besides the option to automatically format characters in different types of **Word** - there are many users who don't know how to use, or even don't know the existence of this feature. To do so, open the **AutoCorrect Options** section in the **Proofing** section:



The main control window of **AutoCorrect** , select the **AutoFormat As You Type** tab, and uncheck the corresponding checkbox:



Hopefully, these basic tips can help you improve the speed and performance of Microsoft Word applications in your daily work. Good luck!

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