

# List of Default Features installed by Office 2016 for Windows Installer

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The Office 2016 installer installs the following features by default:

- Microsoft Access
- Microsoft Excel
- Microsoft OneDrive for Business
- Microsoft Into Path
- Microsoft OneNote
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Visio Viewer
- Microsoft Word
- Office Shared Features
- Office Tools

### If you wish to change which Office features are installed

If you wish to change the Office features installed, you can do so during installation setup, or can change them afterwards.

During initial installation:

1. Press the **Customize** button in the Setup program and choose the features that you want.

If Office is already installed:

1. Go to **Control Panel > Programs > Programs and Features**
2. Click **Microsoft Office Professional Plus 2016** from the list of programs
3. Click the **Change** button above the list of programs
4. When the setup window opens, choose **Add or Remove Features**