

# Keep AI Out of Your Microsoft Office

## What

Instructions to create a bat file of commands to delete specific Microsoft Office AI files which will prevent Microsoft Office AI from opening and functioning. Also included are instructions to create a scheduled task to run this bat file automatically and keep the AI function deactivated.

## Why

Microsoft Office thru updates has installed a background running app called Artificial Intelligence (ai.exe) to collect data thru your Office apps to offer suggestions. While some users like this function and welcome the suggestions, others do not. Besides the personal preference a user has the Office AI, its functions uses a lot resources which on many less robust systems causes Office apps to hang and interfere with the use of Office apps due to resource restrictions. Microsoft Office does have settings to stop AI from making suggestions and cut down on some of the resources it uses, but this does not prevent the AI app from loading and using resources and often these settings will be turned on again by default with future updates. There are Registry keys that will prevent the AI app from running, but with some office apps the AI app will still load into memory and use those resources although not running. The only way to totally deactivate the AI app and prevent it from using resources is to delete the app and its associated files. All Office apps will still function just as they did before the update added those files. The following command will delete the AI app and its associated files, but Microsoft will likely replace those files thru updates; requiring you to repeat running the commands after each update to keep AI from running. Placing that command in a bat file and creating a scheduled task to run that bat file on a daily basis will result in those files being deleted after any update and AI never running.

## How

*Note: The instructions are based upon Windows 10 and Microsoft Office 2019 installed on the C:\ drive, but the instructions should apply to any Office 16 (2016 & up).*

Special Note: *Click the red colored text to view the screenshot and click the red here to return to the instructions where you were.*

- This first step is to show where the AI app file (ai.exe) is kept.
  - Copy the following Path address:

**C:\Program Files (x86)\Microsoft Office\root\vfs\ProgramFilesCommonX86\Microsoft Shared\OFFICE16**

- Paste the Path address into the Start Menu Search bar and press the Enter key. This will open File Explorer to that folder.
- Look for and locate the **ai.exe** file (other ai files are there too).
- Close File Explorer.
- Open Notepad to a new document.

- Copy the following command all at once. This is a one line command shown in several lines due to text warping.

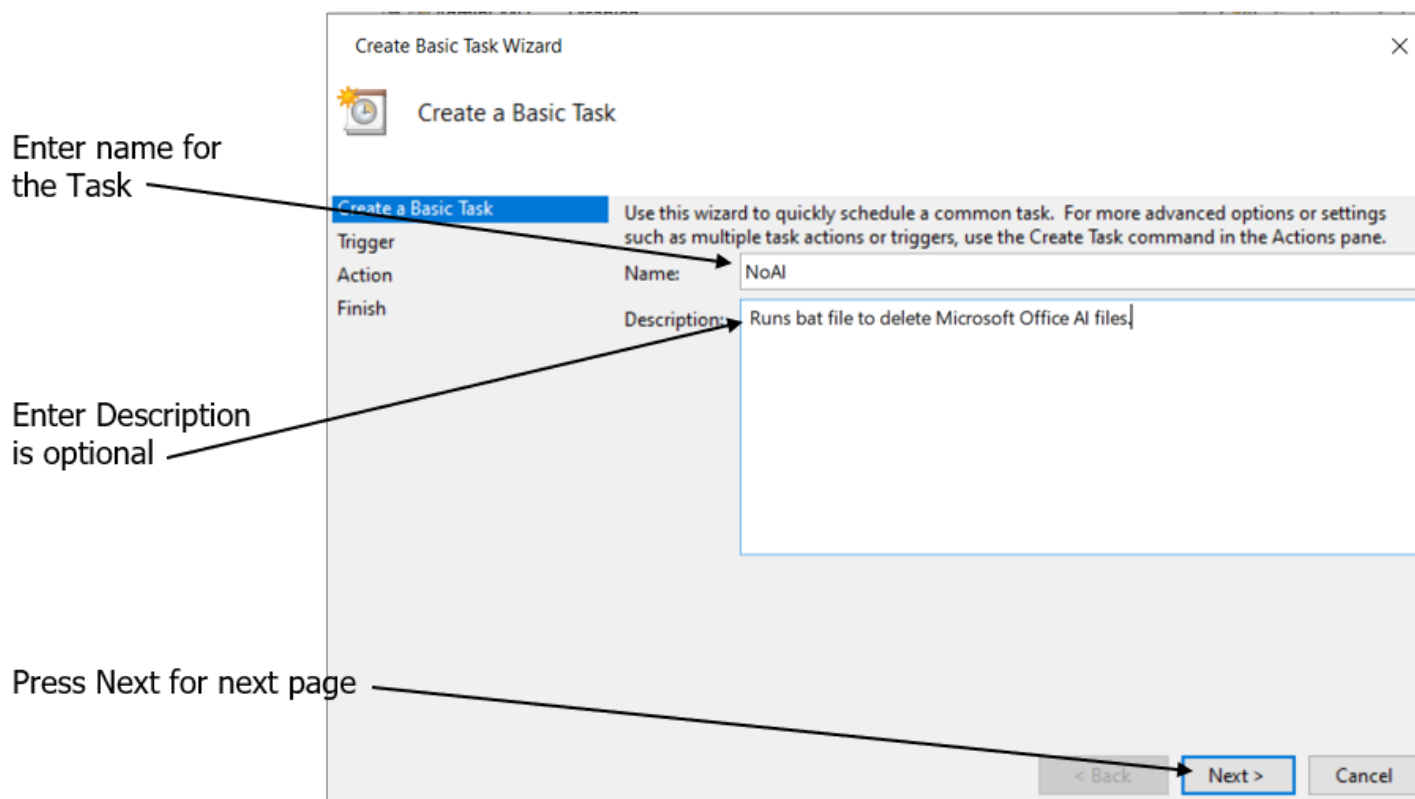
```
del "C:\Program Files (x86)\Microsoft Office\root\vfs\ProgramFilesCommonX86\Microsoft Shared\OFFICE16\ai.exe" & del "C:\Program Files (x86)\Microsoft Office\root\vfs\ProgramFilesCommonX86\Microsoft Shared\OFFICE16\ai.dll" & del "C:\Program Files (x86)\Microsoft Office\root\vfs\ProgramFilesCommonX86\Microsoft Shared\OFFICE16\aimgr.exe"
```

- Paste this command in the Notepad document so it starts on the first line of the page on the left margin. It will paste as a single line and NotePad will expand to accept the long command. Note: ai.dll and aimgr.exe are associated AI files that are deleted to prevent orphans services ai.exe from loading and using resources.
- Select *File > Save as* to open the Save as window. Choose a location to save the file. In *Save as file type*: select All files. Enter the name as **NoAI.bat** (the .bat must be part of the name).
- Now test the bat file to see it work. Use File Explorer to go to the NoAI.bat file, right click the file and select *Run as administrator* which will cause the UAC to open for you to click Yes to allow the command to run. It will appear as nothing happened, but use the first step above to go to that folder and see that the ai.exe and other ai files are gone.
- The next Microsoft Office update, which will be silent as all of them are, may reinstall the ai.exe and the other files. This will require you to run the bat file again (when you notice AI running again) to get rid of these files and keep AI from running. It is easier to set this running of that bat file to be ran automatically so you don't have to mess with it again.
- Creating a scheduled task to run this bat on a daily basis will make sure those files are deleted after any update reinstall and keep AI from running.

### Create Scheduled Task to Run NoAI.bat

- Before creating a task to run the NoAI.bat file make sure you have the bat file stored where you plan on keeping it. I keep a separate folder to store "run" files. The bat file can't be moved once the task has been created.
- Open Task Scheduler by opening a Run box (WinKey + R), entering **control.exe schedtasks**, and pressing the Enter key.
- After Task Scheduler opens press and release the following keys in this order: *Alt, A, B*. This will open the Create Basic Task Wizard as shown **below**.
- Enter a name for the Task. The name can not have any spaces in it. Entering a Description of the task is optional, but over time we forget and so a brief description may help us in the future.
- Press Next to go to the next page in the wizard as shown **below**.
- Select *Daily* if not already selected.
- Press Next to go to the next page in the wizard as shown **below**.
- Enter a time each day for this Task to run. I chose 5:00 AM which is just before my regular use of the Office Apps to delete any ai files that may have been added thru an update the night before. It doesn't matter when the Task runs as this bat file will run in a few seconds on even the slowest of machines. May sure **1** is in the *Recur every: Days* box.
- Press Next to go to the next page in the wizard as shown **below**.
- Select *Start a program* if not already selected.
- Press Next to go to the next page in the wizard as shown **below**.

- Press the *Browse...* button to open an Explorer window to go to where you keep the bat file and select the bat file as the "program". After the selection the Explorer window will close and the Path address to that bat file will display in the box.
- Press Next to go to the next page in the wizard as shown **below**.
- Click the box next to *Open the Properties dialog for this task when I click Finish*.
- Select *Finish* which will open the task's Properties to the General tab as shown **below**.
- Click to select **Run with highest privileges**. This box must be checked for this bat file to run. Click the drop down arrow to the right of the *Configure for:* box and select *Windows 10*.
- Press the OK button to close the Properties box.
- Close Task Scheduler.
- That is it. Each day at the time you set the bat file will run in the background. If no AI files are there to delete, nothing will happen and if ai files are there they will be deleted without you even knowing about it and resulting in keeping AI out of your Office Apps.



Click [here](#) to return to your place in the instructions

Create Basic Task Wizard



Task Trigger

Create a Basic Task

Trigger

Action

Finish

When do you want the task to start?

Daily

Weekly

Monthly

One time

When the computer starts

When I log on

When a specific event is logged

< Back   Next >   Cancel

Select Daily if not already selected

Press Next for next page

Click [here](#) to return to your place in the instructions

Create Basic Task Wizard



Daily

Create a Basic Task

Trigger

Daily

Action

Finish

Start:

2/27/24

5:00:00 AM

Synchronize across time zones

Recur every: 1 days

< Back

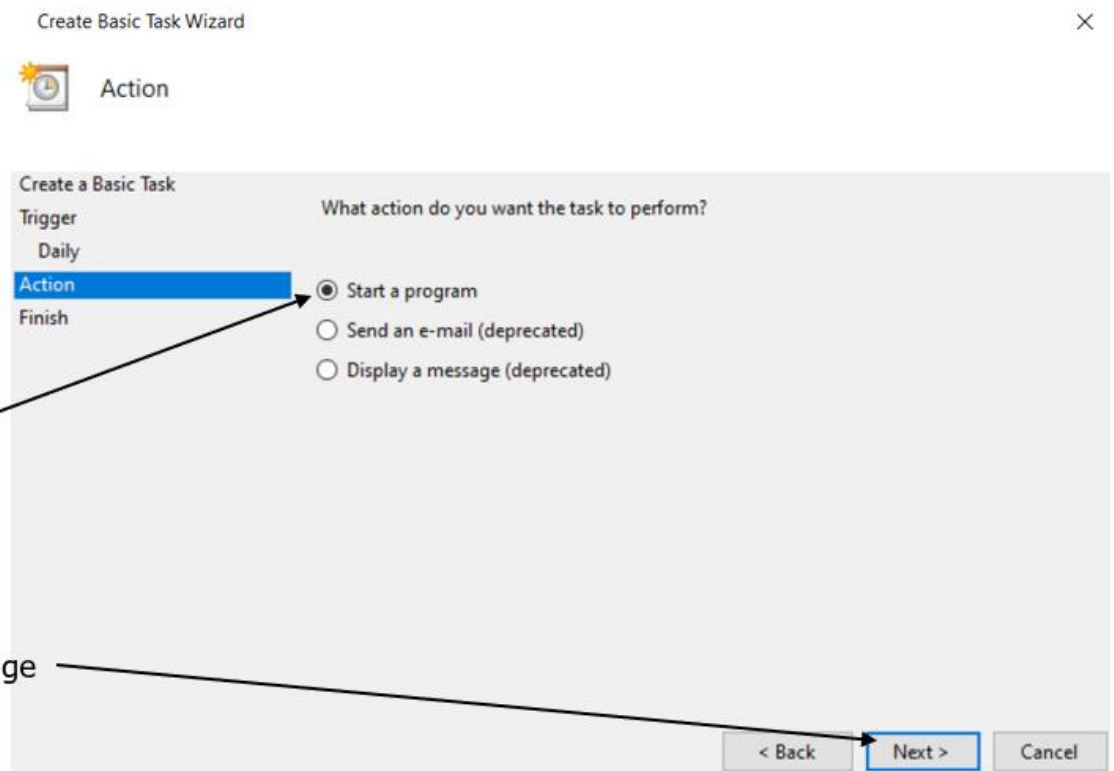
Next >

Cancel

Enter time of day Task should run

Press Next for next page

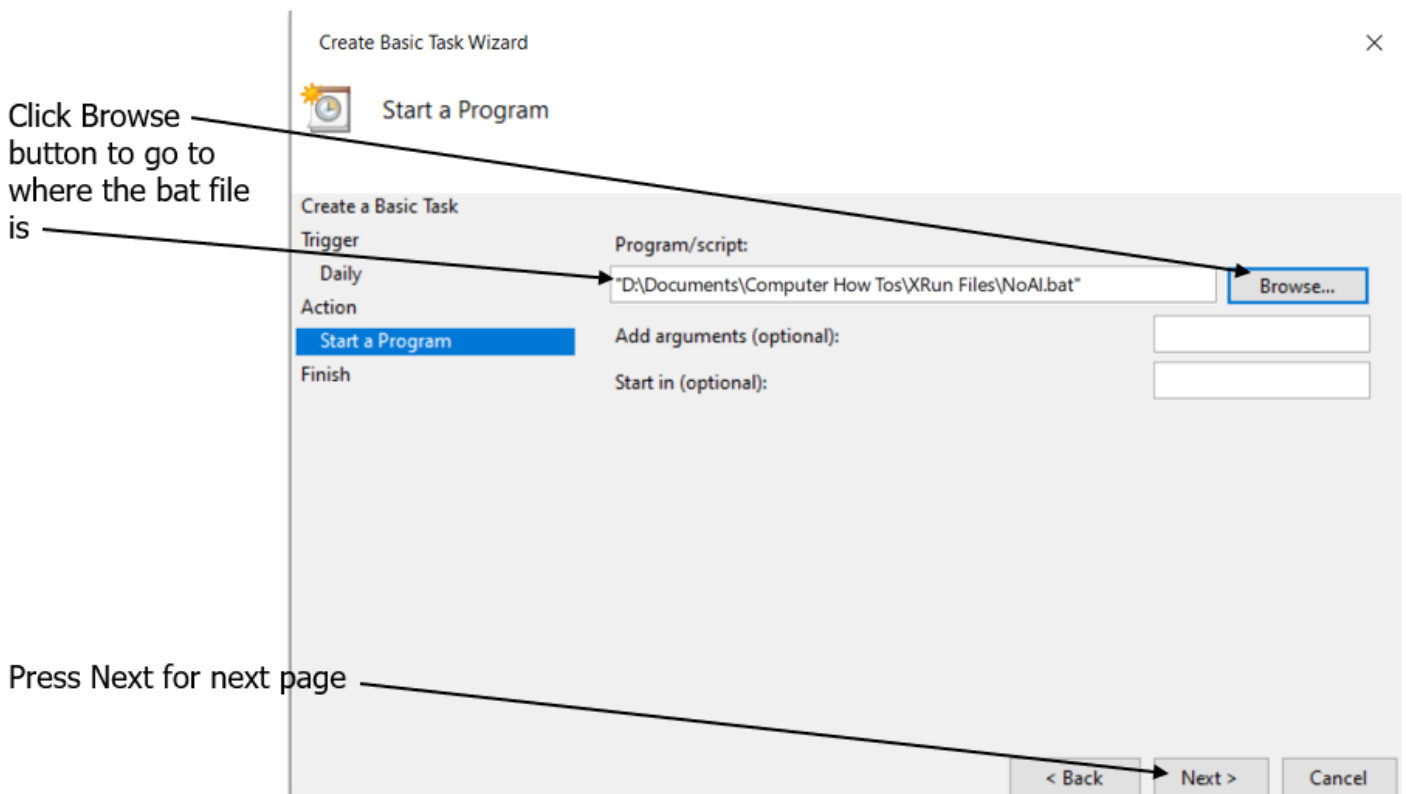
Click [here](#) to return to your place in the instructions



Select Start a program if not already selected

Press Next for next page

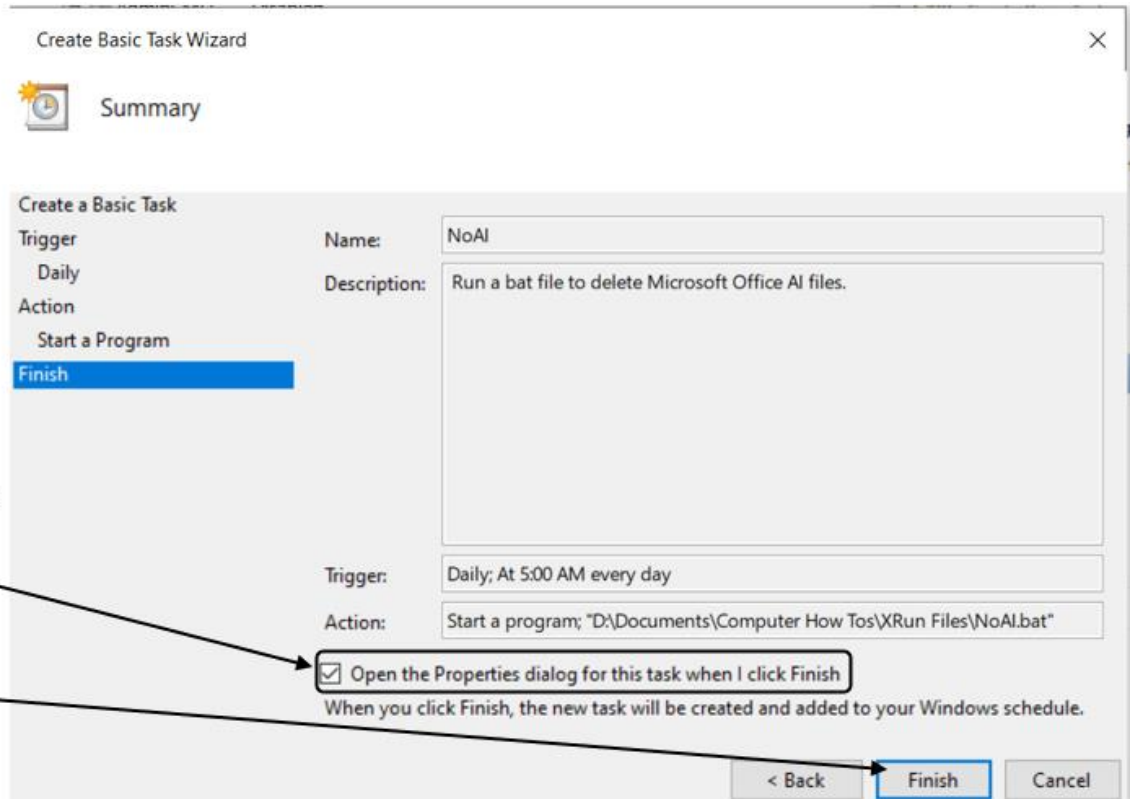
Click [here](#) to return to your place in the instructions



Click Browse button to go to where the bat file is

Press Next for next page

Click [here](#) to return to your place in the instructions

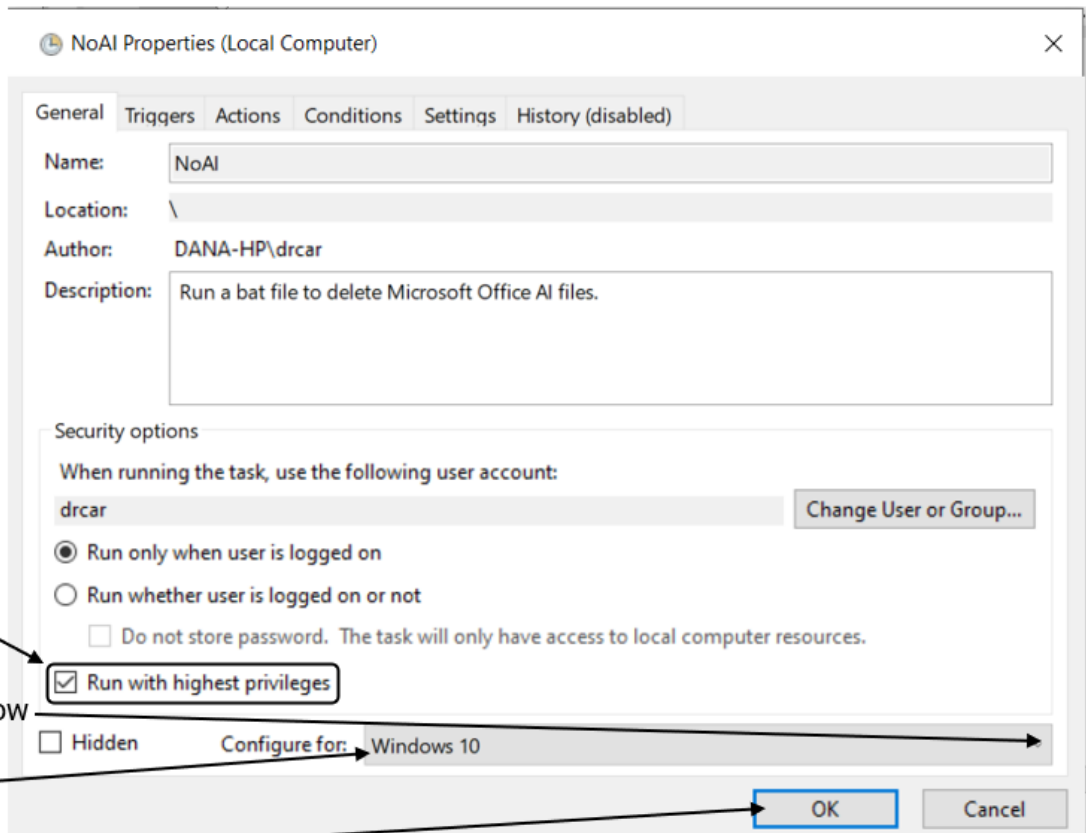


Select Open the Properties dialog for this task when I click Finish

Then

Click Finish

Click [here](#) to return to your place in the instructions



Select Run with highest privileges

Click drop down arrow and select Windows 10

Click OK to finish

Click [here](#) to return to your place in the instructions