

# How to convert inches to cm, mm, m in Word all versions

Did you know that Microsoft Word can help you convert between inch, cm, mm and m measurement units easily? With the built-in unit conversion feature, you just need to enter the data and select the target unit, Word will automatically calculate and display the correct results.

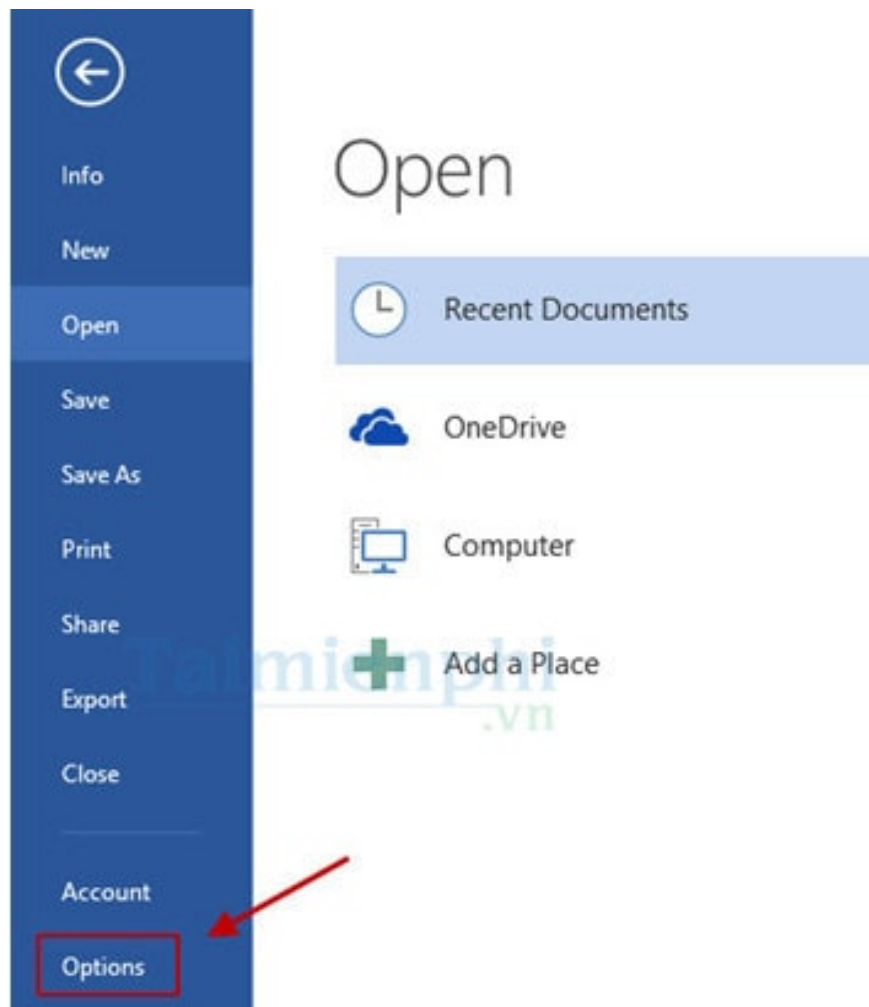
When working with documents that contain different units of measurement such as inches, centimeters, mm and m, conversion between these units is essential. Fortunately, Microsoft Word has a built-in unit conversion tool, helping you convert inches to cm, mm, m in Word quickly and accurately.

## *Instructions for converting from Inch to cm in Word*

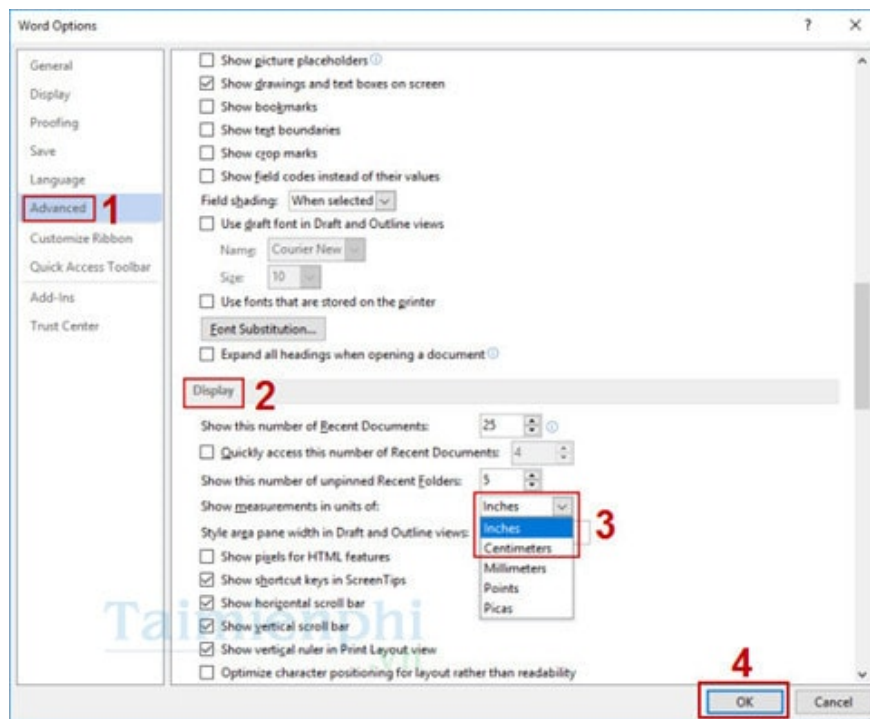
### *1. Convert from Inch to cm in Word 2010, 2013, 2016, 2019*

Word 2010, 2013, 2016 and 2019 have the same method of converting inches to centimeters. So you can perform the operations below in all 4 versions. Below Taimienphi makes changes on Office 2010, specifically as follows:

*Step 1:* On the Menu select **File -> Options**



*Step 2: In the **Word Options** window , select the **Advanced** tab then scroll down to the **Display** section , here you choose to switch from inches to Centimeters then click **OK***



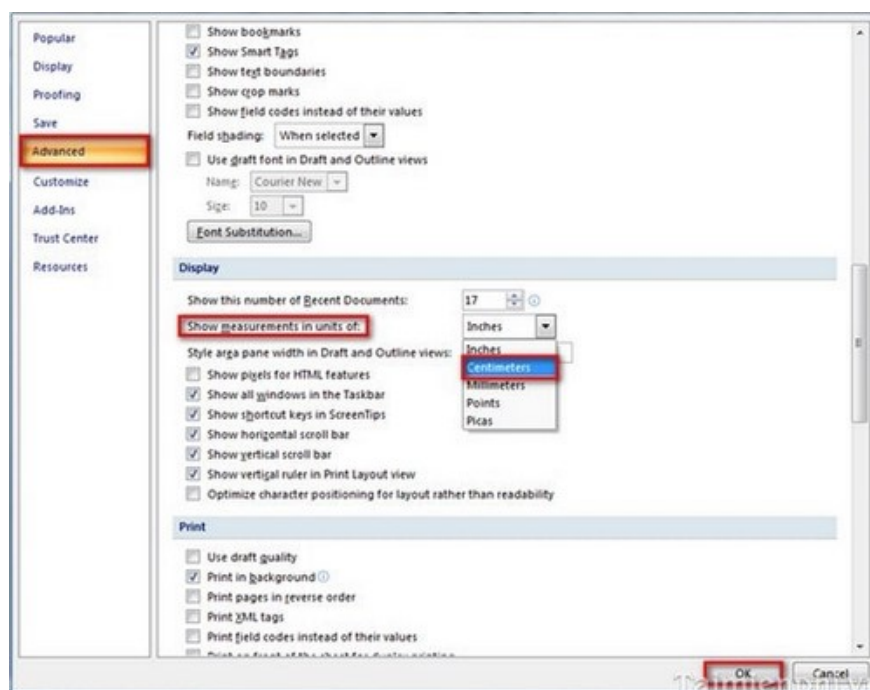
## 2. Convert Inches to CM in Word 2007

Similar to Office 2010 Word, how to convert inches to cm in Office 2007 Word is also relatively simple. The example below will help you convert 1 inch to cm in Office 2017 fastest.

**Step 1: Select Office Button --> Word Options**



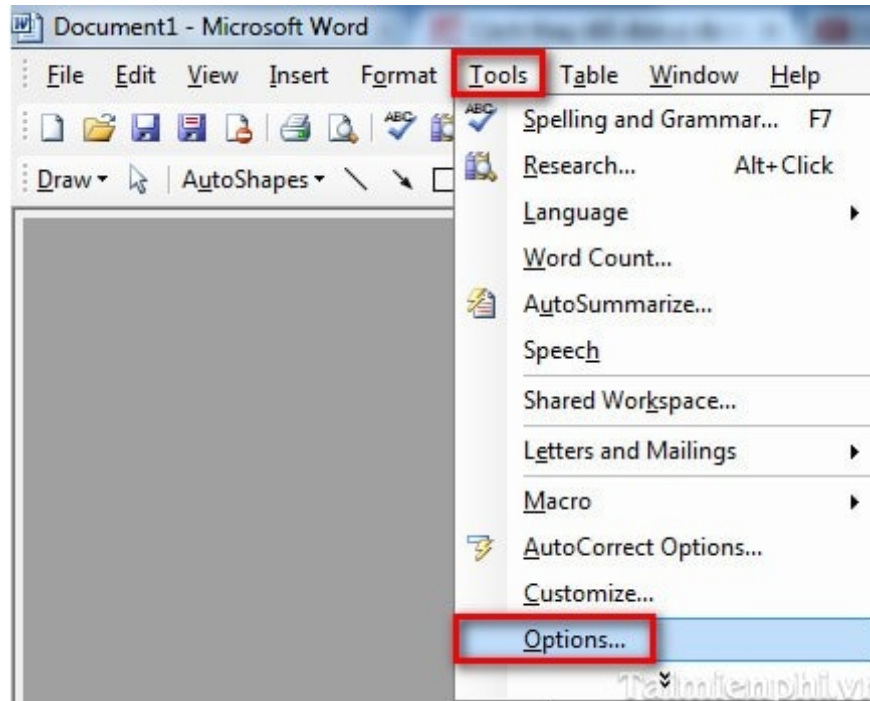
**Step 2:** A dialog box appears in the **Advanced** Tab , drag the mouse and select the unit **Centimeters** in the **Show measurement in Units Of** section . Then click **OK** .



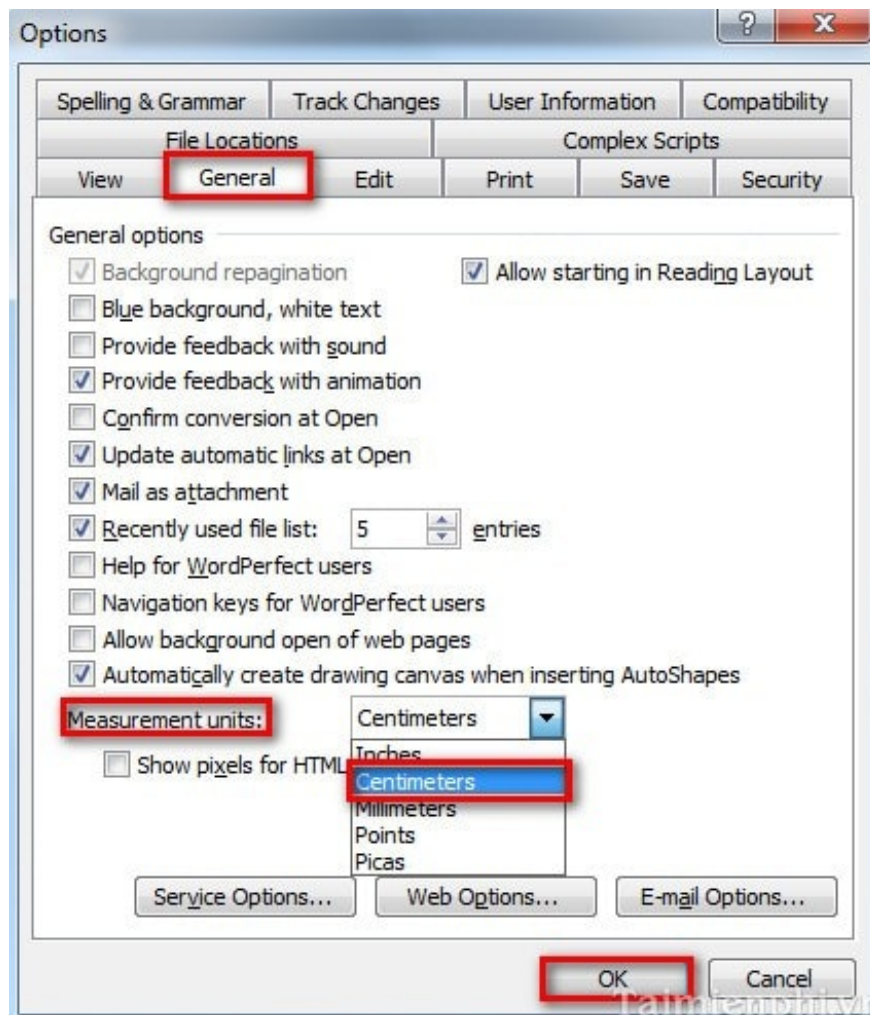
### 3. Convert Inches to CM in Word 2003

How to change inches to cm in Office 2003 is also quite simple. Although the function buttons in Office 2003 are different from current versions, you can still easily change 1 inch to cm by following the steps below.

**Step 1:** On the Menu go to **Tools --> Options**



**Step 2:** A dialog box appears, select **General** Tab , in the **Measurement Units** section , select the unit as **Centimeters** and click **OK** .

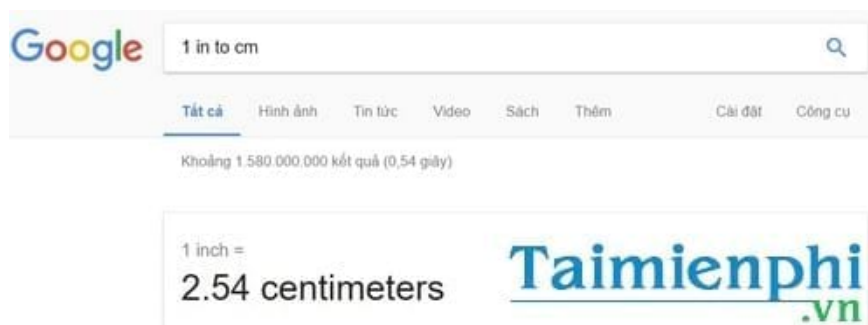


#### 4. How to convert inches to cm, mm, m using online tools

- Use Google to convert inches to cm, mm, m

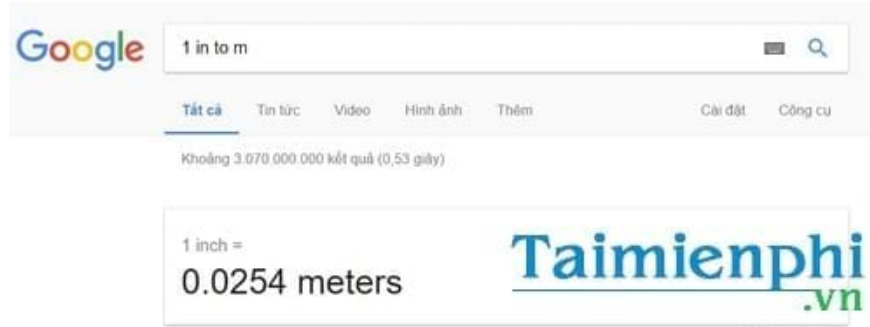
This is one of the fastest and most convenient ways to convert inches to cm, mm, m today. You just need to visit Google and search with the following syntax:

**"1 in to cm" or "1 inch to cm"**



Similar to other units, we have

## "1 inch to m; 1 inch to mm



- Use the tool to convert inches to cm, mm, m ConvertWorld

Step 1 : Visit the ConvertWord conversion page [here](#)

After accessing, select **Size** and length



Step 2 : Select the unit you want to convert on the options bar.

Select inches and then you can see the units you want to convert like cm, m and mm.

In addition to converting measurement units from Inches to Centimeters, you can convert to many other units. In addition, you can refer to how many m/s is equal to 1km/h if you do not clearly understand the rules for converting **1km/h to how many m/s** to convert accurately and quickly.

You finished reading the article "**How to convert inches to cm, mm, m in Word all versions**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.