

# Instructions for converting inches to centimeters in Word

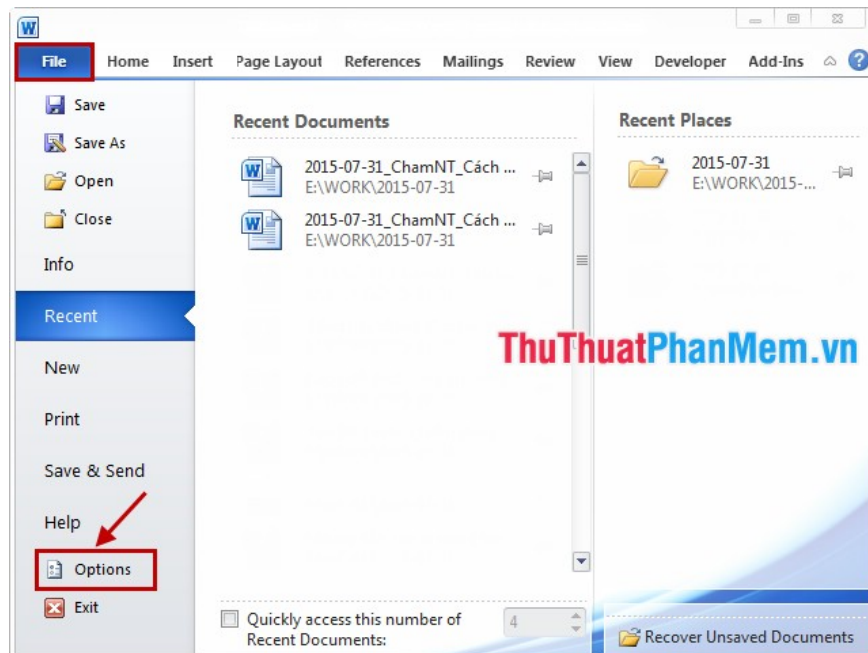
The default unit in Word and Excel is inches, but when you need to adjust the margins for Word or Excel, using inches will be more difficult to align. So you want to convert centimeters into units for easier alignment in Word and Excel.

The default unit in Word and Excel is inches, but when you need to adjust the margins for Word or Excel, using inches will be more difficult to align. So you want to convert centimeters into units for easier alignment in Word and Excel.

The following article shows you how to convert inches into centimeters in Word and Excel.

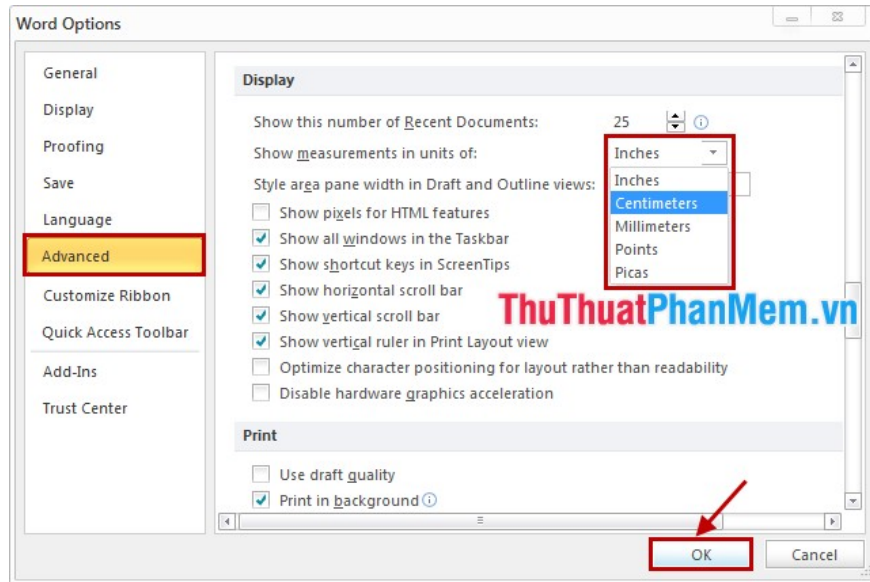
## Convert inches to centimeters in Word.

**Step 1:** Select **File -> Options** .



**Step 2:** In the **Word Options** dialog box, select the **Advanced** tab , then scroll to the **Display** section . In the **Display** section you change the units from inches to centimeters by in the section *Show measurements in units of* you choose **Centimeters** .

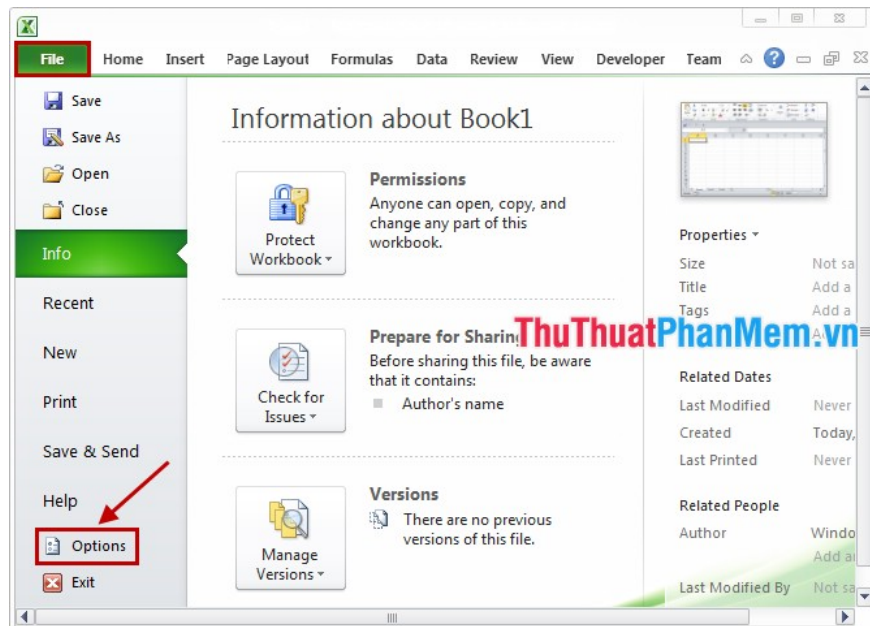
Then click **OK** to finish.



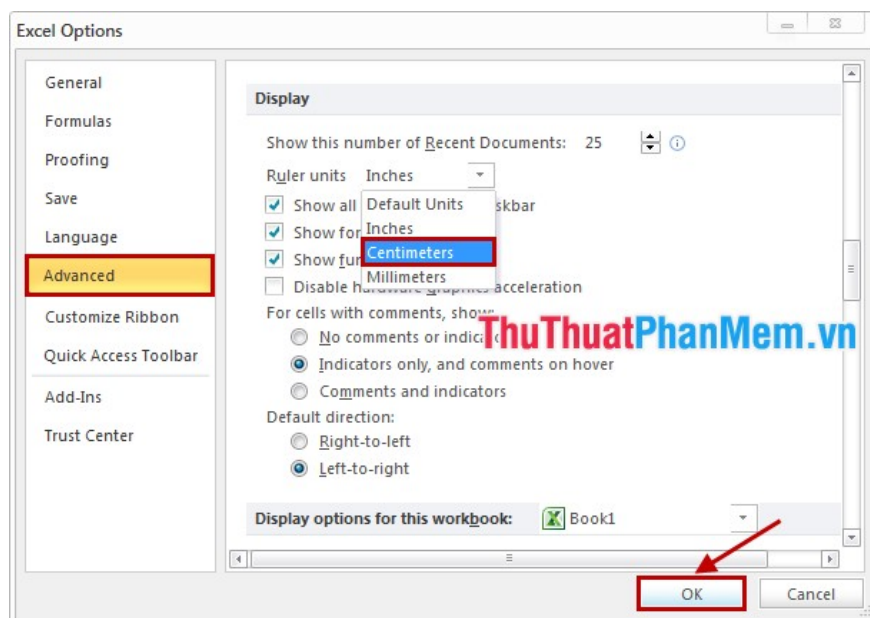
## Convert inches to centimeters in Excel.

You do the same as converting inches to centimeters in Word.

**Step 1:** Select **File -> Options** .



**Step 2:** In the **Excel Options** dialog box, select the **Advanced** tab , then scroll to the **Display** section . In the **Display** section, you change the units from inches to centimeters. In the **Ruler units** section, select **Centimeters** . Then select **OK** to save changes.



So when necessary you can quickly convert from inches to centimeters quickly. Good luck!

You finished reading the article "**Instructions for converting inches to centimeters in Word**" 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.