

Instructions on how to convert measurement units in Microsoft Word 2007

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Typically, the default unit of measurement in Word is inch. However, when we want to print the text and still keep this default unit, the distance will be different from the text on the machine. Therefore, we need to align the margins to get a size of centimeters.

Here's how:

First, click on the **Office Button** icon and select **Word Option** as follows:

Picture 2 of Instructions on how to convert measurement units in Microsoft Word 2007

After clicking on **Word Options** , a browser will appear, you choose **Advanced**, Scroll down to **Display** to **Convert measuring units** into centimeters **in Word 2007** as shown below:

Picture 3 of Instructions on how to convert measurement units in Microsoft Word 2007

Then click **OK, got it** So we have finished the work **Convert measuring units** from ing to centimeters **in Microsoft Word 2007** .Other units you can do the same operation.It's simple, right.

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