

The most detailed guide on how to convert inches to centimeters, millimeters, and meters in Word.

In Microsoft Word, the default units of measurement can be inches, centimeters, millimeters, or meters. For convenience when editing text, you can change the unit of measurement as needed. Let's learn how to easily convert inches to centimeters in Word 2010, 2013, 2016, 2019, and other versions.

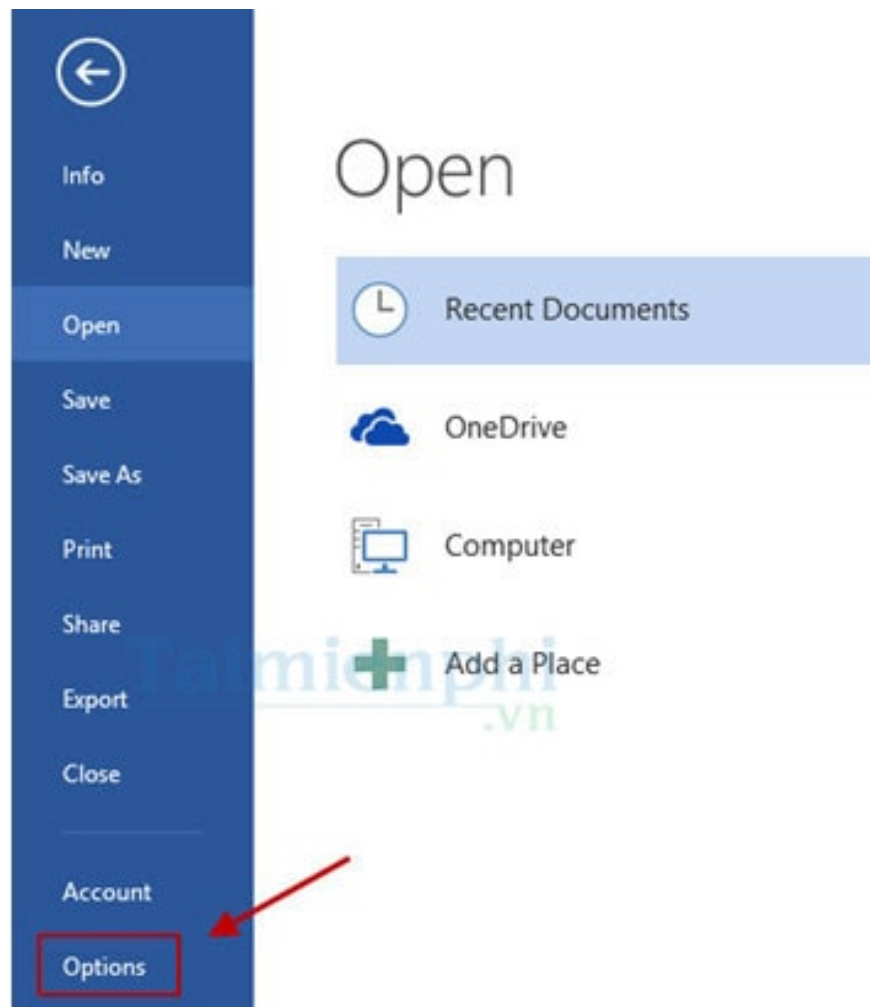
Converting inches to centimeters, millimeters, or meters in Word can be done quickly through the settings or using online tools. This article provides complete instructions to help you perform this operation accurately in all versions of Word.

To convert inches to centimeters in Microsoft Word, follow these instructions:

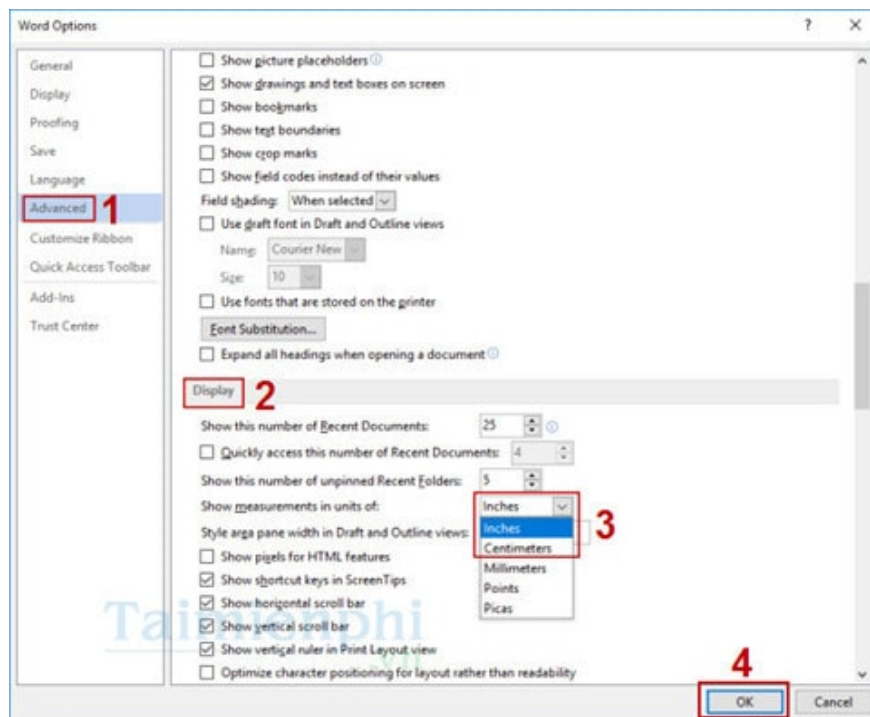
1. Perform this on Word 2010, 2013, 2016, 2019

Word versions 2010, 2013, 2016, and 2019 use the same method for converting inches to centimeters. Below, Taimienphi demonstrates the conversion in Office 2010 ; you can perform the same steps in other versions. Here's how:

Step 1: On the Menu, select **File** , then click **Options** .



Step 2: In the Word Options window , select the **Advanced tab , then scroll down to the **Display** section . Here, change the value from inches to centimeters, then click **OK**.**



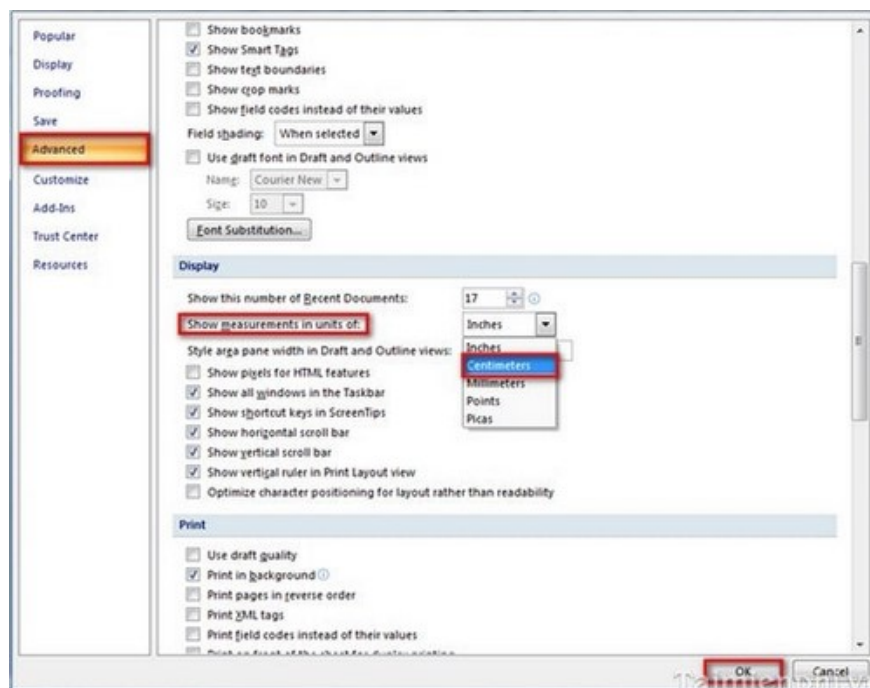
2. Convert inches to centimeters in Word 2007

Word 2007 is quite similar to Office 2010; converting inches to centimeters in Word in Office 2007 is also relatively simple. The example below will help you quickly convert 1 inch to centimeters in Office 2017 , allowing you to quickly find out how many centimeters are in 1 inch.

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



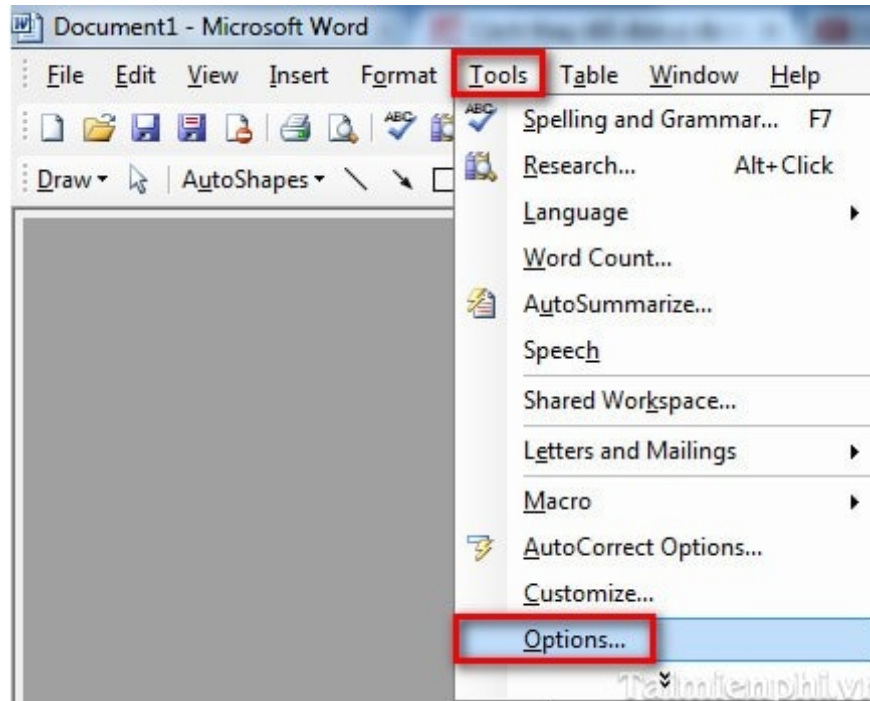
Step 2: A dialog box will appear in the **Advanced** tab . Drag your mouse and select **Centimeters** in the **Show measurement in Units Of** section . Then click **OK** .



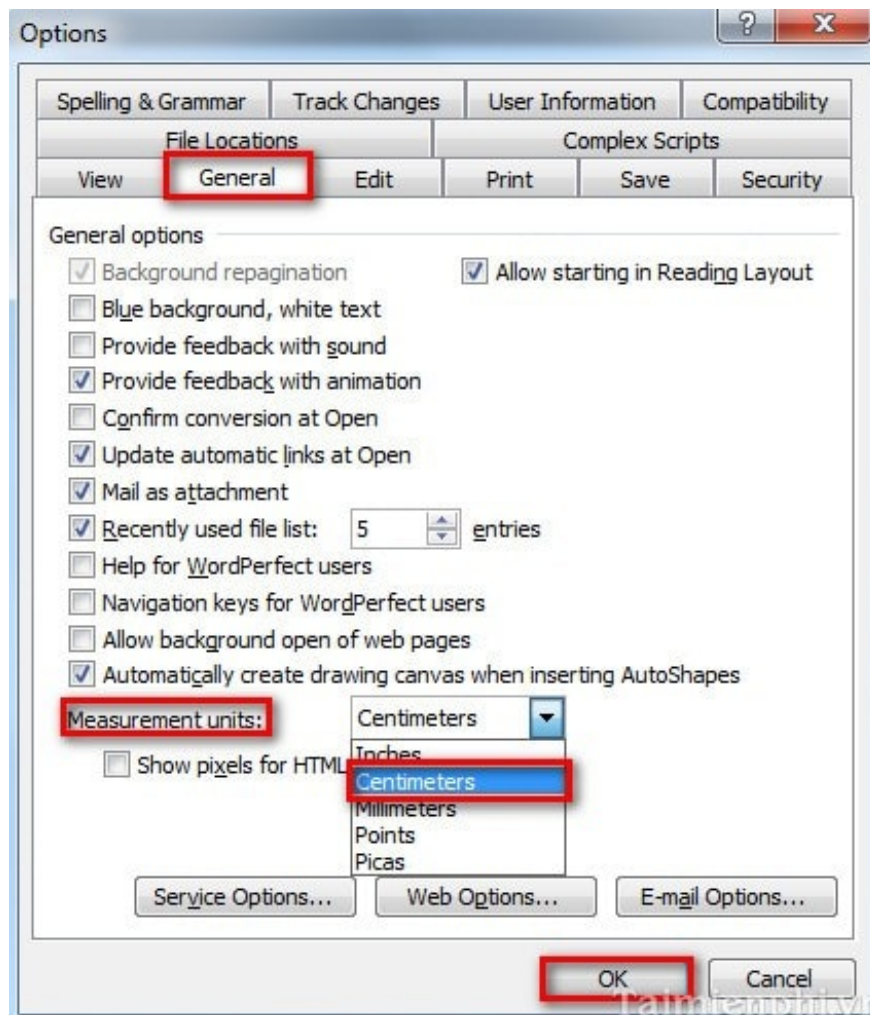
3. Convert from inches to centimeters in Word 2003

Although the function buttons in Office 2003 are different from current versions, you can still easily convert 1 inch to centimeters using the method below.

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



Step 2: A dialog box will appear; select the **General** tab . In the **Measurement Units** section , select **Centimeters** **and** click **OK** .

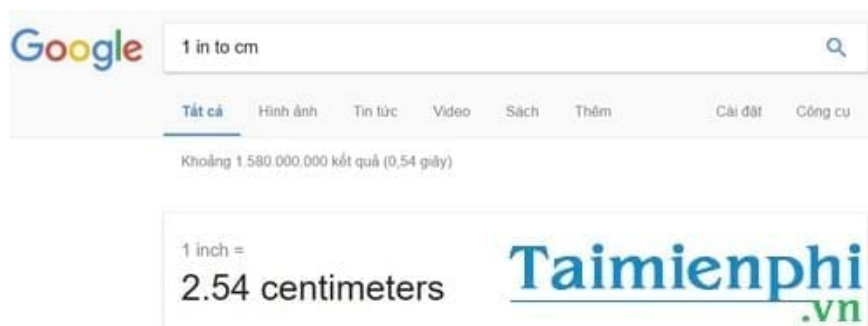


4. Use an online conversion tool.

Method 1: Use Google to convert inches to centimeters, millimeters, and meters.

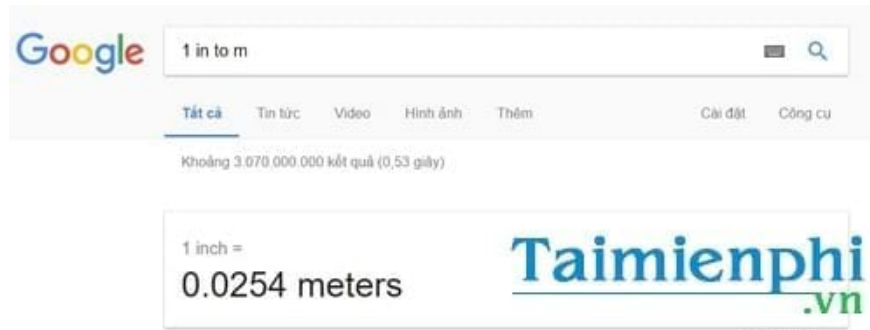
This is one of the quickest and most convenient ways to convert inches to centimeters, millimeters, and meters currently available. Simply access Google and search using the following syntax:

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



Similarly with other units, we have

"1 inch to m; 1 inch to mm



Method 2: Use the ConvertWorld tool to convert inches to centimeters, millimeters, and meters.

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

After accessing the site, select the **"Size , Length"** option.



Step 2: Select the desired unit of conversion from the options bar.

Select inches, and then you can see the units you want to convert, such as centimeters, meters, and millimeters.

Besides converting from inches to centimeters, you can also adjust many other settings in Word for more convenient operation. For example, if you need to adjust the page size in centimeters, you can go to Layout, select Size, and customize the size.

Additionally, Word also supports flexible conversion of measurements from inches to millimeters and meters. Instead of manually changing each value, you can set the default unit in Word Options, which helps to synchronize the parameters throughout the document.

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