

Tips to convert units in Word extremely quickly without installing the application

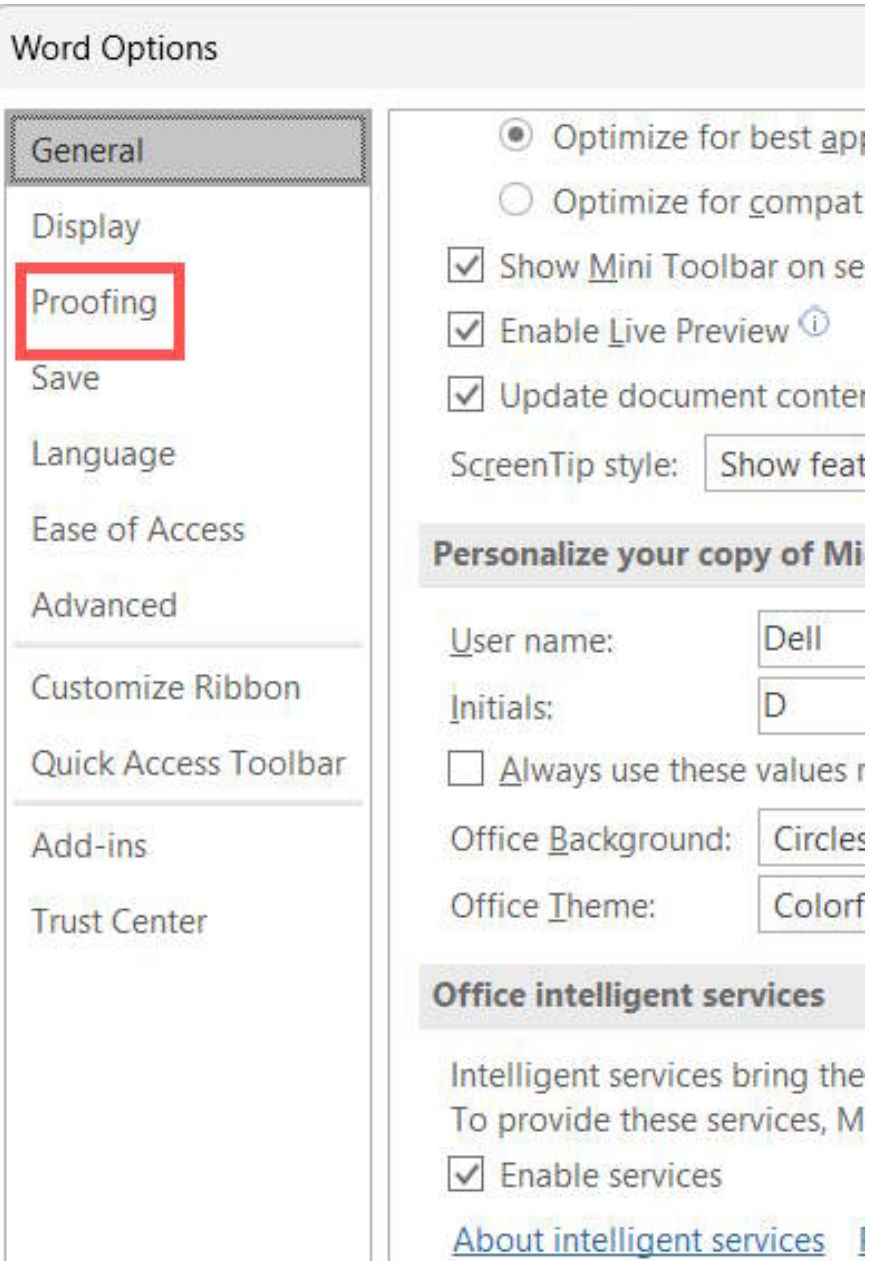
To change units in Word, we just need to use the available tool in the application without needing other support methods, saving implementation steps.

To convert units in Word, we just need to use the available tool in the application without needing other support methods, saving operations. By default, the unit conversion tool in Word is not enabled and we need to activate it manually according to the instructions below.

How to enable unit conversion tool in Word is very simple

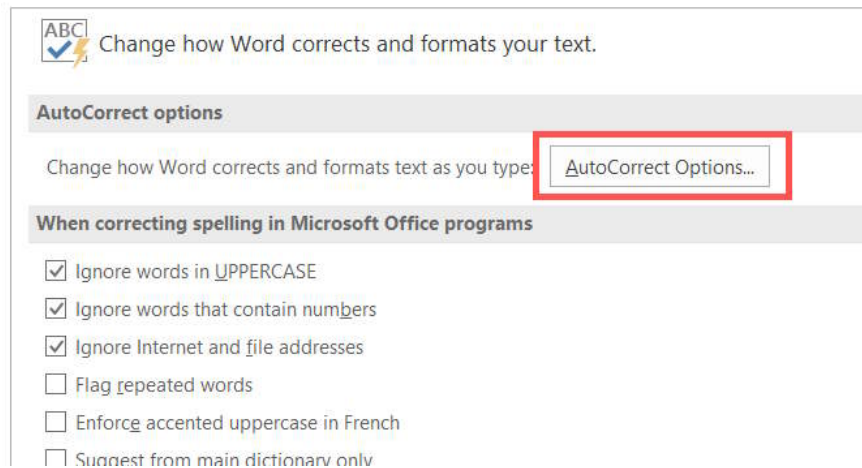
Step 1:

At the Word interface, click **File**, then click **Options** , then select **Proofing** in the next display interface.



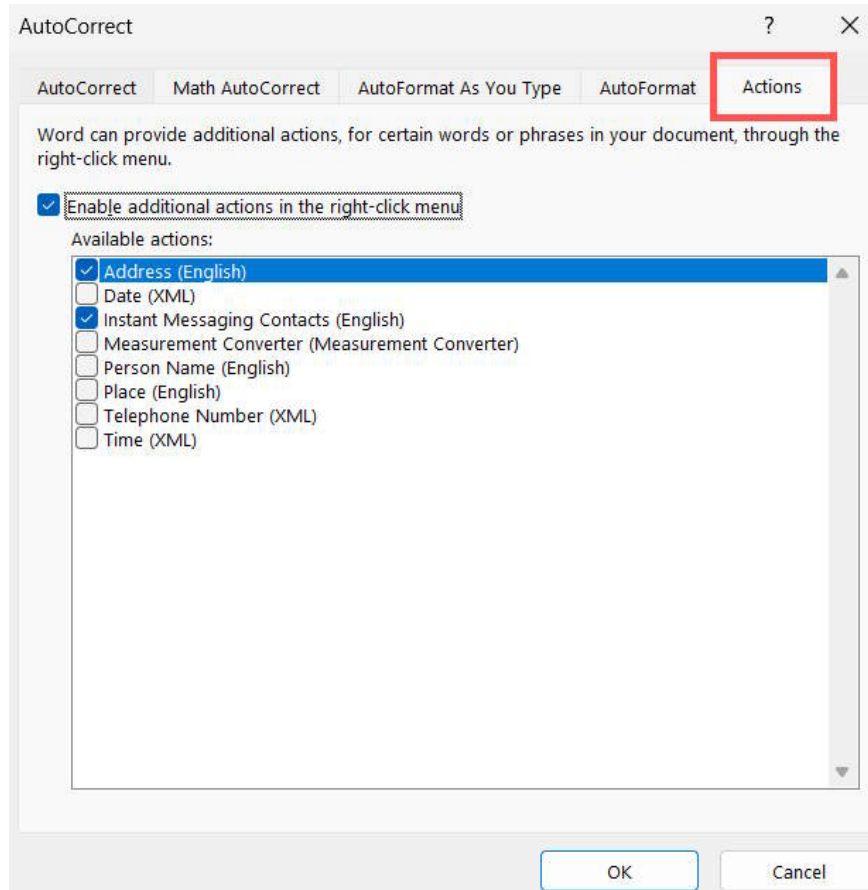
Step 2:

Look at the content next to you **and click on AutoCorrect Options** .

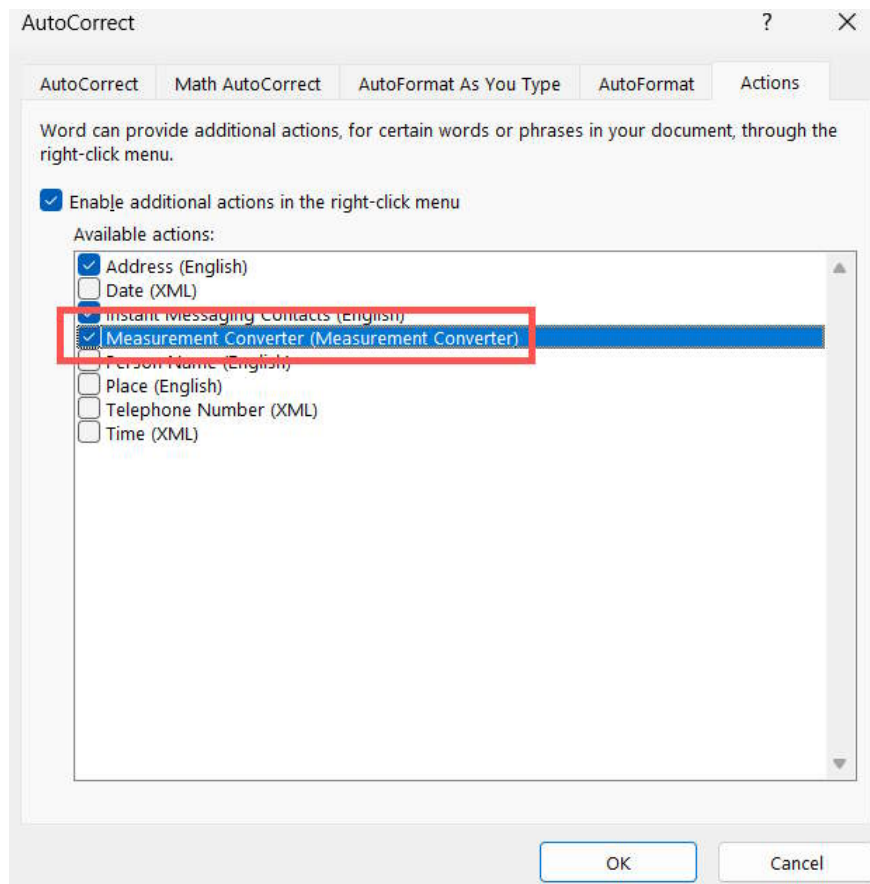


Step 3:

To display the new interface, **click on the Actions tab** and then **select Enable additional actions in the right-click menu** below.



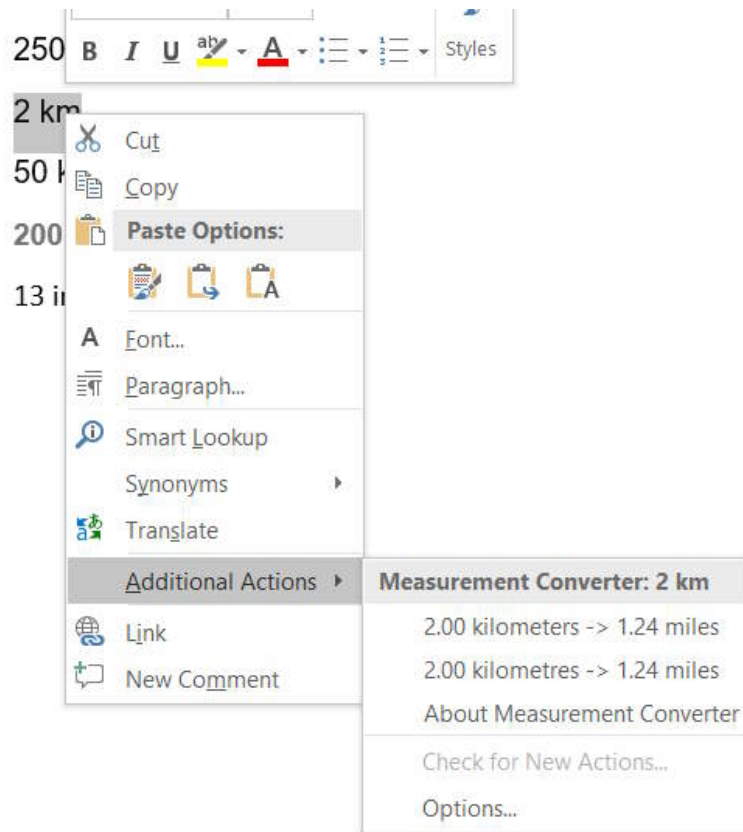
Then scroll down and **select Measurement Converter** to display the measurement unit conversion tool in Word via the right-click menu. Click OK below to save.



Instructions for converting units in Word

Once you have enabled the unit converter in Word, using it is very easy. You will not have to convert units manually anymore.

We enter numerical data into Word as usual. **Highlight the data** that needs to be converted to a unit of measurement, then **right-click and click Additional Actions** and you will see the conversion of the unit of measurement with units that support conversion as shown.



Some other actions in Word you can refer to.

Act	Describe	Available in
Address (English)	Support for Smart Tags in previous versions of Office up to Office 2010 only.	Word Outlook
Date (XML)	Allows you to schedule a meeting or view Outlook calendar contents on a specific date.	Word Outlook PowerPoint Excel
Financial Symbol (XML)	Allows you to view information about a stock ticker symbol.	Word Outlook
Instant Messaging Contacts (English)	Lets you send a quick message to someone from right inside an Office document.	Word Outlook

Measurement Converter	If your document originates in another country, you can insert this action to convert inches to centimeters while processing the document.	Word Outlook PowerPoint
Person Name (English)	Allows you to view Outlook contact information associated with a name.	Word Outlook
Place (XML)	Support for Smart Tags in previous versions of Office up to Office 2010 only.	Word Outlook
Telephone Number (XML)	Support for Smart Tags in previous versions of Office up to Office 2010 only.	Word Outlook
Time (XML)	Support for Smart Tags in previous versions of Office up to Office 2010 only.	Word Outlook

You finished reading the article "**Tips to convert units in Word extremely quickly without installing the application**" 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.