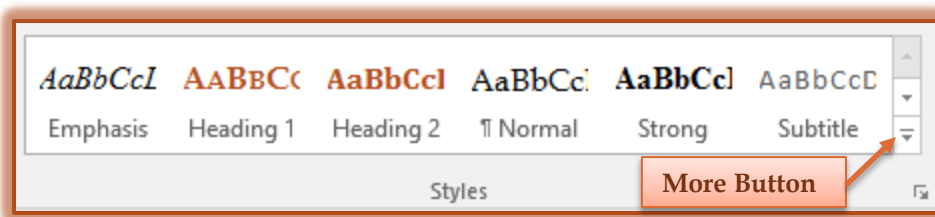


Table of Contents

There are several features under the References tab that can be used to enhance a document. One of these features is the Table of Contents. A Table of Contents is helpful to the people who read a document by presenting the information in outline form. In Microsoft Office Word a Table of Contents can be created and updated automatically. The Heading Styles feature in Word is the easiest and most efficient way to create a Table of Contents. It is possible to specify up to nine built-in heading styles (Heading 1-Heading 9) for any document (see **Create Styles** document on Word 2016 page). When the Table of Contents is defined, Word automatically creates the Table of Contents from the headings that were marked.

MARK ENTRIES USING HEADING STYLES

- ✚ Move the mouse pointer to the paragraph to which the heading is to be applied.
- ✚ Click the **Home Tab**.
- ✚ Click on a style in the **Styles Group** (see illustration).

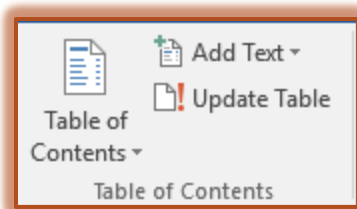


- ★ For the **Main Heading**, it is a good idea to use **Heading 1**.
- ★ Additional levels in the Table of Contents should have **Heading Styles** applied in **sequential order**.
- ★ Click the **More** button (see illustration above) to open the **Quick Style Gallery** and view additional styles.
- ★ If the desired style doesn't appear, access the document on **Styles** for information on viewing and using additional styles.

MARK INDIVIDUAL TEXT ENTRIES

If text that is not formatted as a heading needs to be included, it is possible to mark each entry individually.

- ✚ Select the text that is to be included in the **Table of Contents**.
- ✚ Click the **References Tab**.
- ✚ In the **Table of Contents Group**, click the **Add Text** button (see illustration).



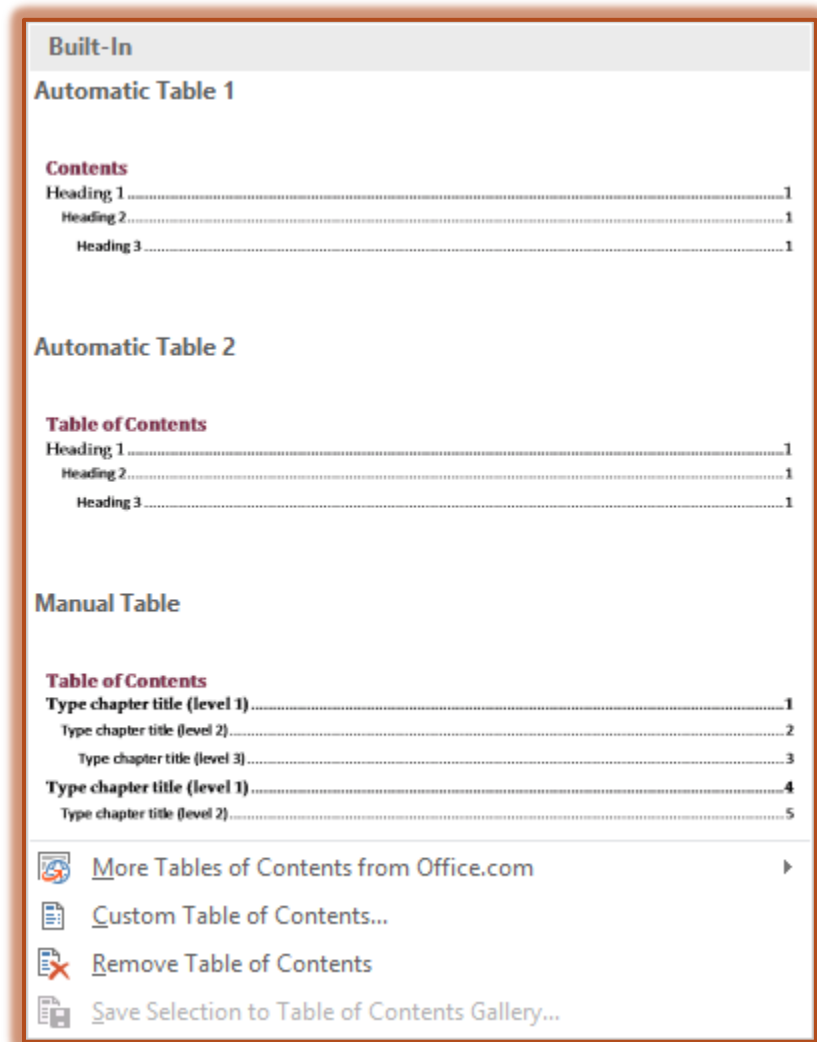
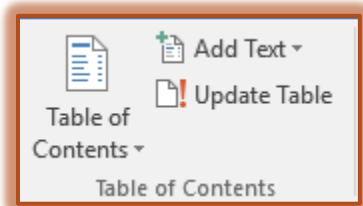
- ✚ Click the **Level** that is to be applied for the selected text.
 - ★ **Level 1** is the highest (main) level.
 - ★ **Level 3** is the lowest (bottom) level.
 - ★ When marking text, the Level will be applied to an entire paragraph.
 - ★ Paragraphs are defined by when the enter key is pressed.

- ✚ Complete the steps above until all the text that is to appear in the Table of Contents has been marked.

CREATE TABLE OF CONTENTS

After the entries have been marked either through styles or individually, it is time to build the Table of Contents.

- ✚ Click in the area where the **Table of Contents** is to be inserted.
 - ★ The **Table of Contents** usually appears at the **beginning** of a document.
 - ★ If a cover page is created, the **Table of Contents** should appear as the second page in the document.
- ✚ Click the **References Tab**.
- ✚ In the **Table of Contents Group**, click **Table of Contents**.
- ✚ A list of styles will display.

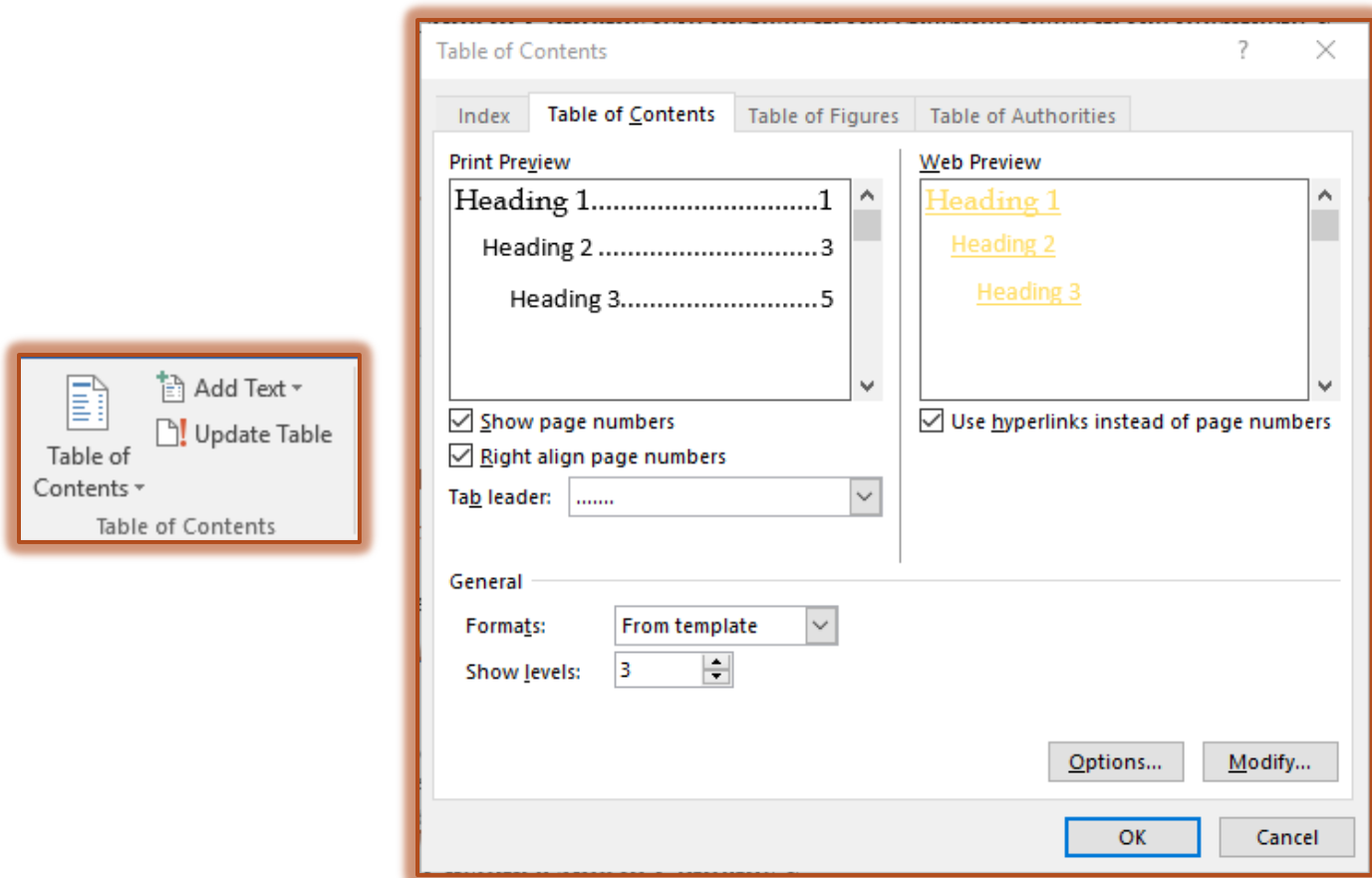


- ✚ Click the desired style for the Table of Contents.
- ✚ To specify additional **options** for the Table of Contents, click the **Custom Table of Contents**.
- ✚ The **Table of Contents** will display in the specified place in the document.

CREATE TABLE OF CONTENTS USING DIALOG BOX

Create the Table

- ✦ Click the **References Tab**.
- ✦ In the **Table of Contents Group**, click the **Table of Contents** arrow.
- ✦ Click **Custom Table of Contents**.
- ✦ The **Table of Contents** dialog box will display.



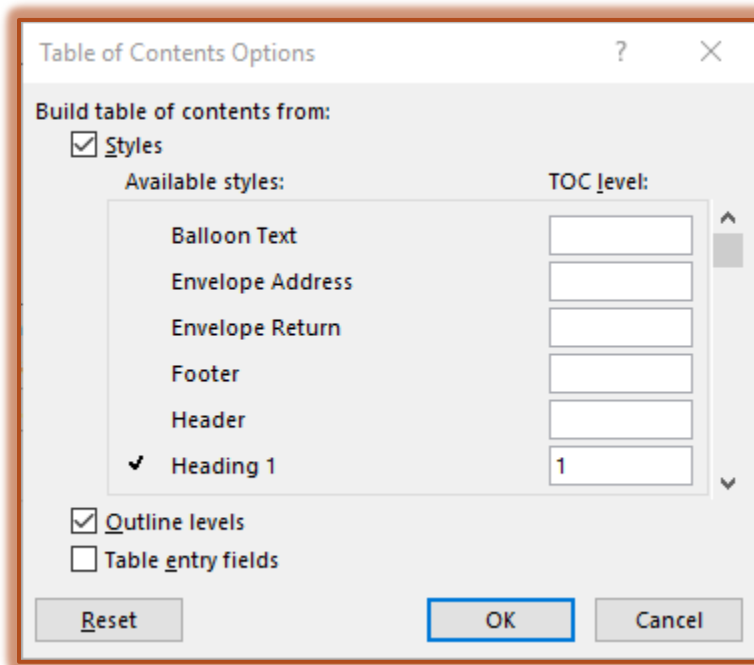
- ✦ Click the **Tab Leader** list arrow to specify what type of leader is to be used.
 - ★ A **Tab Leader** is a connector that helps the eye to connect the item entry and the page number.
 - ★ They are displayed between the item entry and the page number.
 - ★ The **Tab Leader** options are:
 - ✦ **None** – A leader will not be displayed in the Table of Contents.
 - ✦ **Dot** – A dot leader will be displayed between the item entry and the page number.
 - ✦ **Hyphen** – Hyphens will be displayed between the item entry and the page number.
 - ✦ **Line** – A solid line will be displayed between the item entry and the page number.
- ✦ To change the **Format Style** for the **Table of Contents**, click the **Formats** list arrow.
- ✦ Click one of the styles.
- ✦ The selected style will appear in the **Print Preview** and **Web Preview** boxes.
- ✦ Click the **Show Page Numbers** check box to remove the check mark if the page numbers are not to appear in the table.

- ✦ Click the **Show Hyperlink Instead of Page Numbers** check box to remove the check mark if links are not to appear in the document.
 - ★ When this option is chosen, the person reading the document can just click the links to access the desired section of the document.
 - ★ This option should be used if the document is to be uploaded to the Web.
- ✦ Click the **Right Align Page Numbers** check box to remove the check mark if the page numbers are to display next to the item instead of right-aligned.
- ✦ Click the **Show Levels** spinner arrows to change the number of levels that are to be displayed in the Table of Contents.
 - ★ Up to **nine** (9) levels can be displayed in the Table of Contents.
 - ★ The default number is **three** (3).

Options

This area is used to specify which headings are to be used for the Table of Contents. It is also possible to specify the level for each item.

- ✦ In the **Table of Contents** dialog box, click the **Options** button.
- ✦ The **Table of Contents Options** window will display.



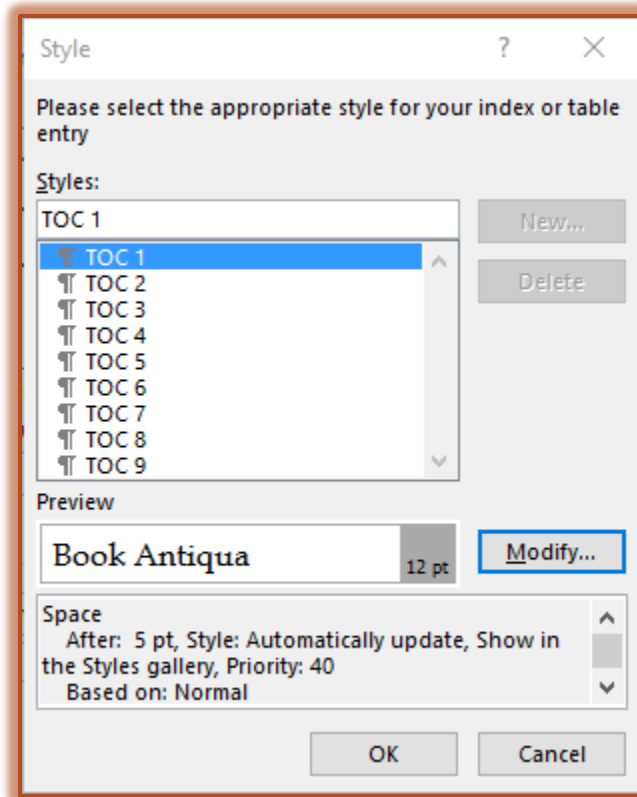
- ✦ In the **TOC Level** boxes, input the **Level** number for each of the headings.
- ✦ The default heading levels are **Heading 1-Heading 3**.
- ✦ To specify a level, put the level number next to each heading item in the **TOC Level** list.
- ✦ To use **Custom Styles**, remove the **Level Numbers** next to the default headings.
- ✦ When the levels have been specified, click the **OK** button.

Modify Table of Contents

This feature is used to make changes to the formatting of the levels in the Table of Contents. Changes such as font type, font size, font color, paragraph spacing, and bullet or number types may be specified.

- ✦ Click the **Modify** button in the **Table of Contents** dialog box.

✚ The **Styles** dialog box will display.



- ✚ To make changes to the level:
 - ★ Click the level in the **Styles** list.
 - ★ Click the **Modify** button.
 - ★ Make the necessary changes to the style.
 - ★ Click the **Format** button to make additional changes.
 - ★ Click **OK** to exit the dialog box and save the changes.

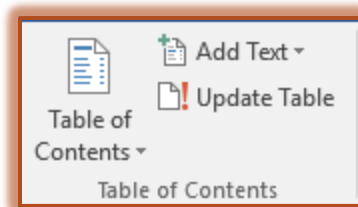
UPDATE TABLE OF CONTENTS

Once a Table of Contents has been created, it will have to be updated as new material is added to a document. When updating a Table of Contents, two options are available; update page numbers only or update entire table.

✚ Place the insertion point somewhere within the **Table of Contents**.

✚ Do one of the following:

- ★ Click the **References Tab**.
- ★ In the **Table of Contents Group**, click **Update Table**.

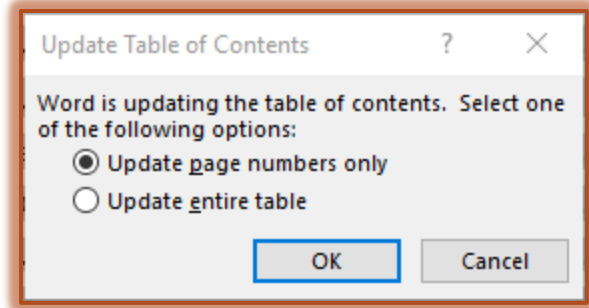


- ★ The **Table of Contents** will automatically update.

or

- ★ **Right-click** within the **Table of Contents**.

- ★ Click **Update Field**.
- ★ The **Update Table of Contents** dialog box will appear.



- ★ Click one of the two options:
 - ✦ **Update Page Numbers Only** – This option should be chosen when there haven't been any new entries marked for the Table of Contents. This will update just the page numbers where the Table of Content entries are marked.
 - ✦ **Update Entire Table** – When new entries have been marked for the Table of Contents, this option should be used. This will add the new marked entries as well as change the page numbers.
- ✦ Click **OK**.

DELETE TABLE OF CONTENTS

- ✦ Place the insertion point somewhere within the **Table of Contents**.
- ✦ Click the **References Tab**.
- ✦ In the **Table of Contents Group**, click the **Table of Contents** button.
- ✦ Click **Remove Table of Contents**.