

# **Creating a Table of Contents in MS Word**

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## Table of Contents

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## OVERVIEW

This document will explain the basic steps for adding a Table of Contents (TOC) to a Word document. Use the TOC feature in Word to organize information. It's an easy way for readers to identify the content of a document and to navigate within the document. Some typical uses:

- Use it for personal documents to organize your notes.
- Procedure manuals and training documents.
- Class syllabus.

## CREATING A TABLE OF CONTENTS IN WORD 2007

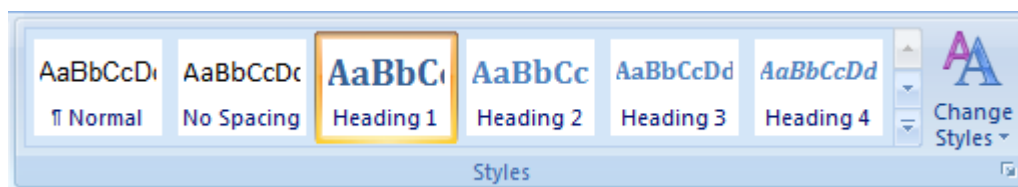
You create a TOC by placing “heading markers” in your document. As you make revisions to your document, you can easily revise the TOC (new headings, new page numbers) with just a click of your mouse.

### SELECT HEADING STYLES (MARKERS)

Place your cursor at the beginning of the text that you have selected as a heading.

Mark the text as a heading (level 1, 2, 3, etc.) by going to the **Home** tab in Word, then left-click once on a heading from the **Styles** group.

Example: The “*Creating a Table of Contents in Word 2007*” heading in this section is Level 1 and the “*Select Heading Styles (Markers)*” heading is Level 2.



### MODIFY HEADING FONTS

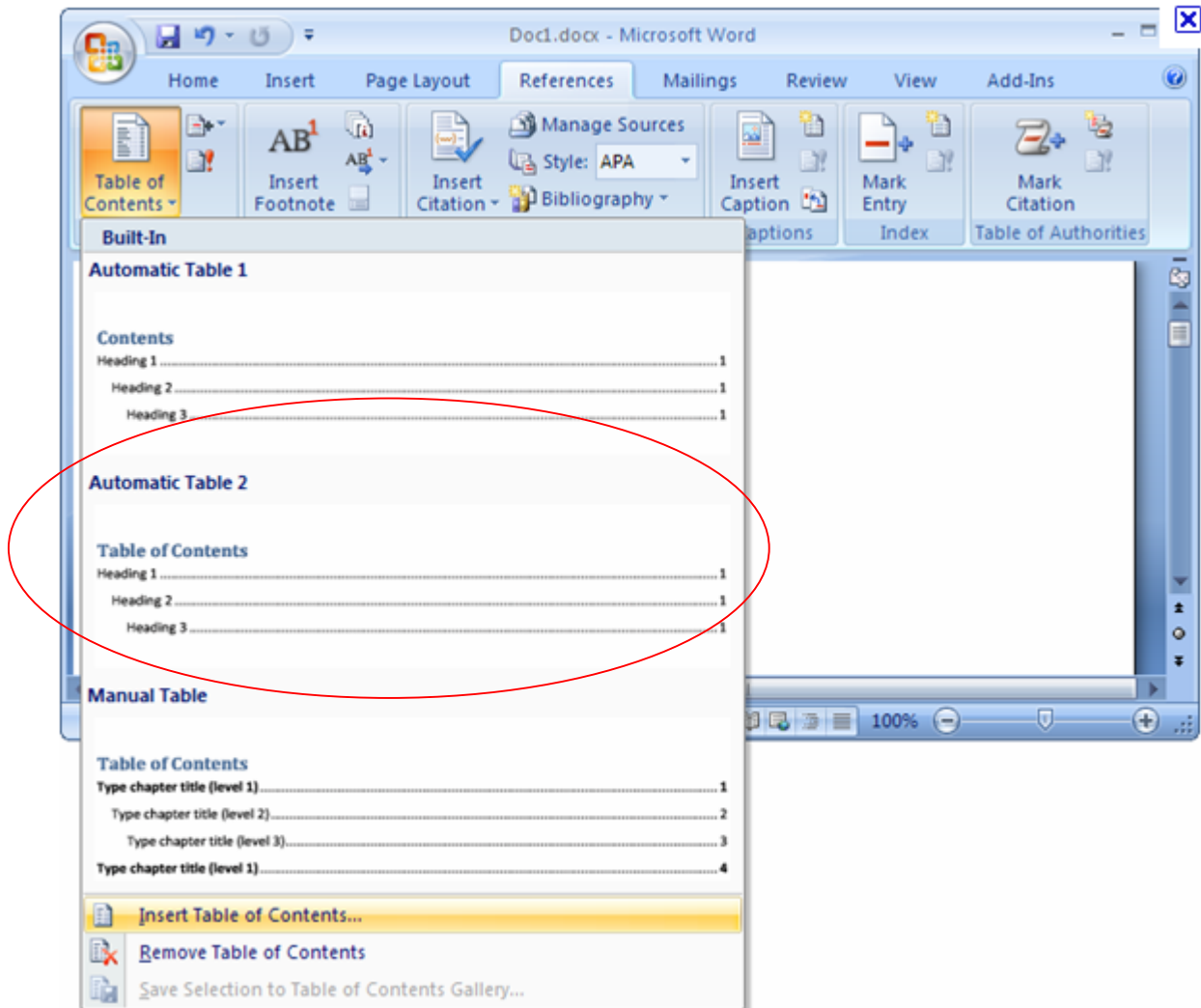
You can change the font type, size and color by following these steps:

- Go to the Styles group.
- Right-click on the heading.
- Select Modify.

## INSERT THE TABLE OF CONTENTS

Follow these steps after you have created your headings:

- Place your cursor where you want the TOC to be located.
- Go to the **References** tab.
- Click on *Table of Contents*, then select one of the automatic formats.
- The table will automatically be inserted into your document.

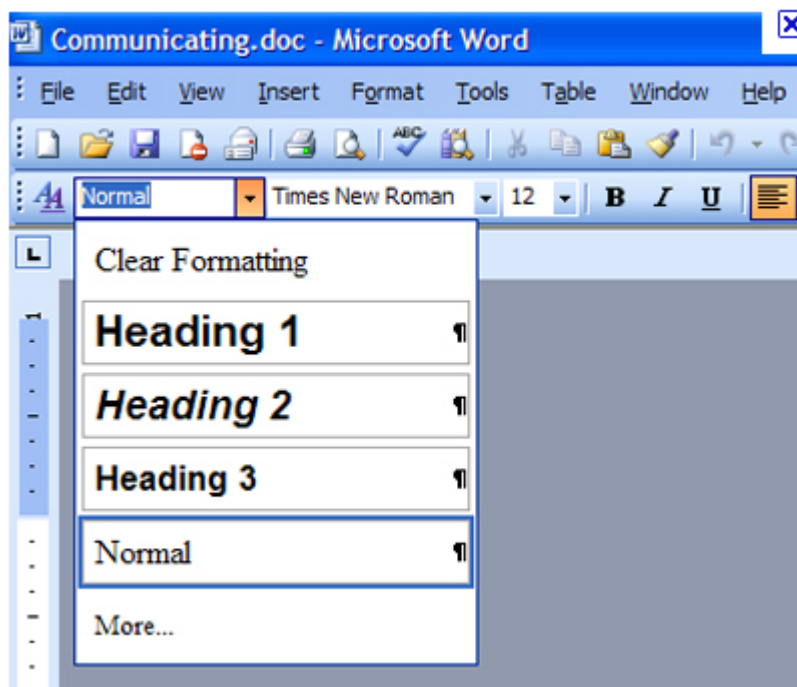


## CREATING A TABLE OF CONTENTS IN WORD 2003

The steps for creating a TOC in Word 2003 are the same as the steps in Word 2007 but the toolbars are different and there are not pre-formatted selections.

### SELECT HEADING STYLES (MARKERS)

The Heading Styles are located in the Formatting toolbar next to the font selector. The style defaults to Normal when you create a new document. Place your cursor at the beginning of the text that you have selected as a heading, then click on the menu arrow to select a heading style.



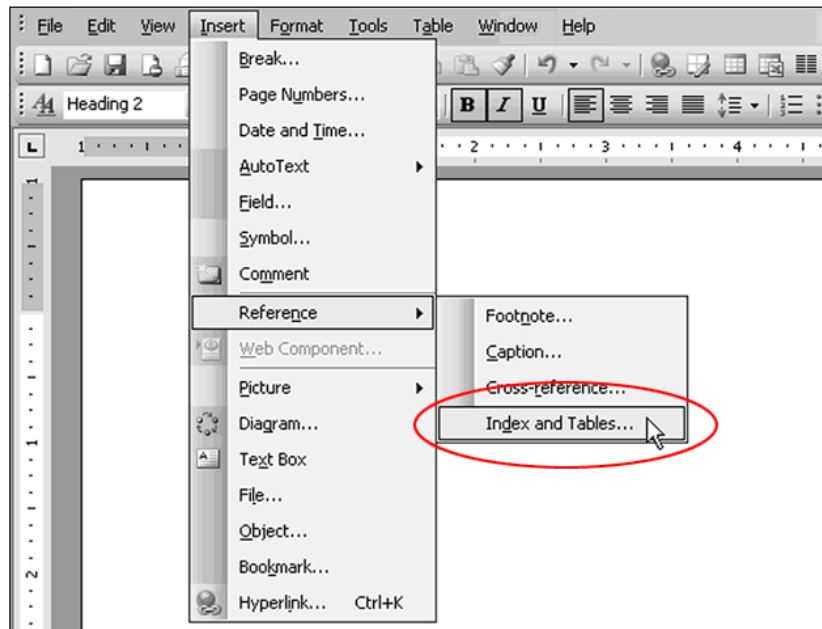
## INSERT THE TABLE OF CONTENTS

### Step 1

Click on *Insert* from the main toolbar.

Select *Reference*.

Select *Index and Tables*.

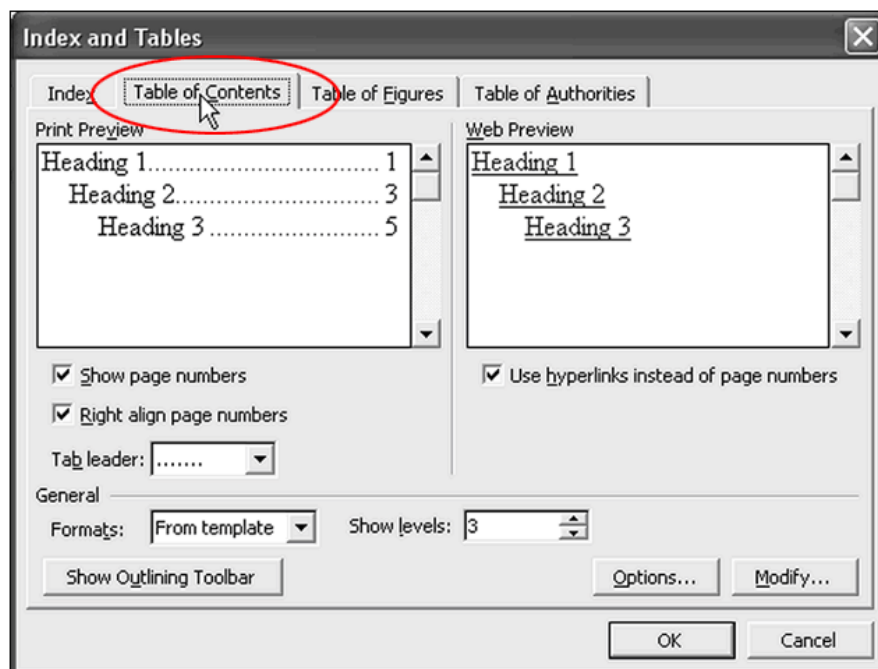


### Step 2

Click on the *Table of Contents* tab.

Change the settings or use the default settings.

Click on *OK*.



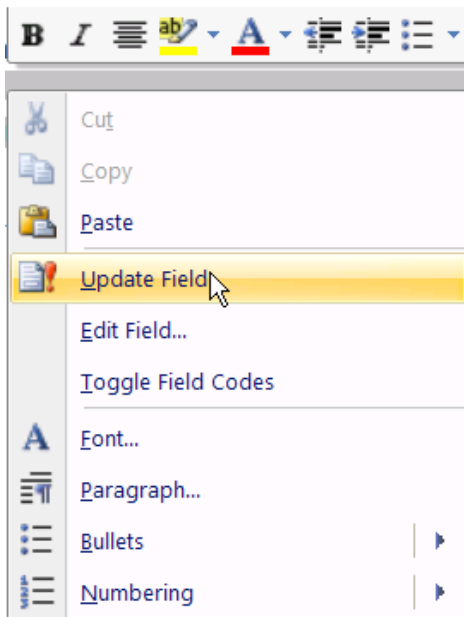
## UPDATING THE TABLE

The table is an **object**. To update it, left-click once anywhere on the TOC to highlight it...

### Table of Contents

Heading 1 .....	4
Heading 2.....	4
Heading 3 .....	4

...then right-click once on the highlighted TOC and select *Update Field*. Select *Update page numbers only* or *Update entire table*, then click on OK.



## NAVIGATION TIP

When viewing an e-copy of a document with a TOC, you can quickly “jump” from the table of contents to a specific location in the document by holding down the Ctrl key, then left-clicking once on a heading in the TOC.