

# Creating a Table of Contents in MS Word

Julie White, International Student Services Office

## **Table of Contents**

OVERVIEW	3
CREATING A TABLE OF CONTENTS IN WORD 2007	3
SELECT HEADING STYLES (MARKERS)	3
MODIFY HEADING FONTS	3
INSERT THE TABLE OF CONTENTS	4
CREATING A TABLE OF CONTENTS IN WORD 2003	5
SELECT HEADING STYLES (MARKERS)	5
INSERT THE TABLE OF CONTENTS	6
UPDATING THE TABLE	7
NAVIGATION TIP	7

## **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 <u>Level 1</u> and the "Select Heading Styles (Markers)" heading is <u>Level 2</u>.



#### **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.

ſ		<b>.</b> • <b>7</b> •	(j) =			Doc1.docx - N	licrosoft Word					×
	•	Home	Insert	Page	Layout	References	Mailings	Review	View	Add-Ins	¢	
	Table	e of ents	AB <sup>1</sup> Insert Footnote		Insert Citation	Manage So Bibliograp	hy *	ert tion	Mark Entry	Mark Citation	12 	
	Bui	lt-In					8	ptions	Index	Table of Aut	thorities	
	Auto Coni Headi Headi Auto Tabl Headi Headi Headi	matic Table tents ng 1 teading 3 matic Table le of Content ng 1 teading 2 teading 3	1 2 s					)				
		ual Table										Ŧ
ť	Manu	Jai Table							100% 😑	U	•	.::
	Tabl Type o Typ T	le of Content chapter title (leve e chapter title (leve ype chapter title (leve chapter title (leve	S d 1) vel 2) (level 3) d 1)				1 2 3 4					
		Insert Table	of Content	ts								
	₿ <mark>k</mark>	Remove Tab	ole of Conte	ents								
		Save Selecti	ion to Table	of Cont	ents Galler	у						

## **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.

· 말 Co	ommuni	icating	g.doc -	Microso	ft Wo	rd				×
: <u>F</u> ile	<u>E</u> dit	View	<u>I</u> nsert	F <u>o</u> rmat	<u>T</u> ools	s Ta	ble	<u>W</u> indo	w	<u>H</u> elp
	💕 🔒	6		💁   🖑	<b>13</b>	¥ 🛛	b 🛍	5	19	- (2
4	Normal		<ul> <li>Times</li> </ul>	New Rom	an 🝷	12	-   B	I	U	
L	Clear	Form	atting							
-	Heading 1 1									
-	Hea	ding	g 2		1					
•	Head	ding	3		1					
:	Norm	nal			1					
-	More									

## **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*.

Index and Tables	X
Index Table of Contents Table of Eigures Print Preview Heading 1	Table of Authorities       Web Preview       Heading 1       Heading 2       Heading 3
▼ ▼ Show page numbers ▼ Right align page numbers Tab leader:	▼ Use hyperlinks instead of page numbers
General Formats: From template  Show levels: Show Outlining Toolbar	3 ♣ Options Modify

## **UPDATING THE TABLE**

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

Fable of Contents
leading 14
Heading 24
Heading 34

...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.