

Microsoft Word - Creating a Table of Contents



Creating a Table of Contents.

A table of contents is normally found at the beginning of a document. It is possible to group chapters and sub-chapters together using Heading styles.

In the following example we have created a document that requires two chapters and sub-chapters.

Chapter One – has two sub-sections (Pets & House).

Chapter Two – has one sub-section (Cars).

Preview Table of Contents:

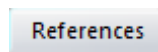
Chapter 1	2
Pets	2
House	2
Chapter 2	2
Cars	2

Creating the Table of Contents:

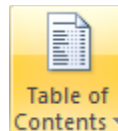
1. **Create** the document applying heading style one to “Chapters 1 & 2”, apply heading style two for the chapters sub-sections.

2. **Insert** and place cursor in a blank page at the beginning of the document.

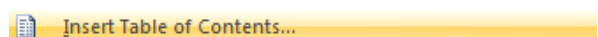
3. **Click** on the **Reference** tab.



4. **Click** → **Table of Contents**.



5. From the **Table of Contents** list → **Insert Table of Contents**.



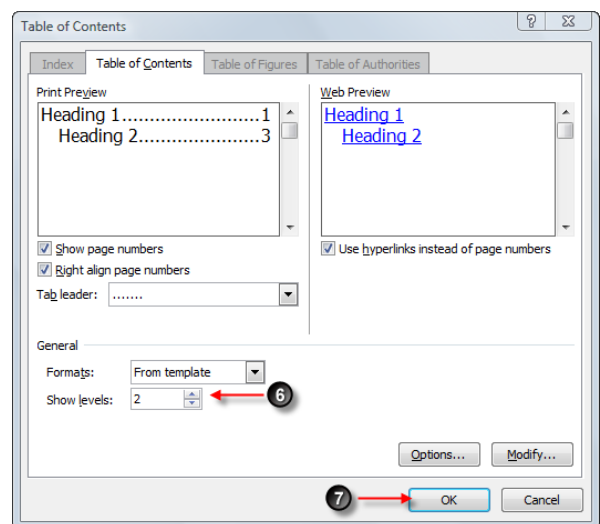
6. **Show Levels:** Select the required amount levels.

In this example we are using two levels:

Level 1: Chapters.

Level 2: Sub-Sections.

7. Click **Ok**.



Tip: If the document is modified click into the Table of Contents press (F9) to update.