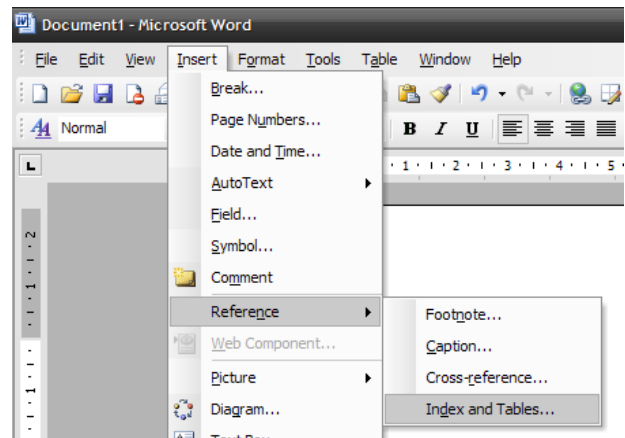


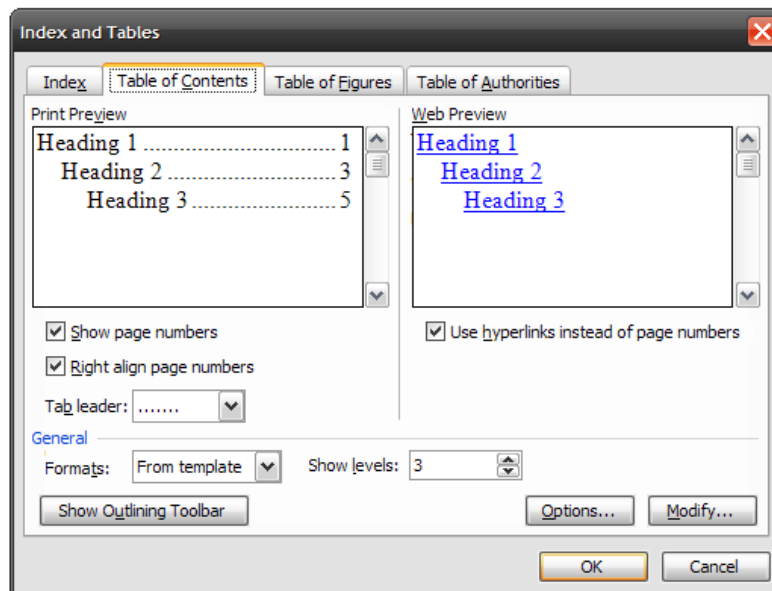
Inserting a Table of Contents in Microsoft Word

In a large document, a table of contents is quite possibly the most important page allowing quick referencing of material. Most word processors can insert these automatically and this sheet explains how to do this in Microsoft Word.

1. Start a new document in Word and go to the place you will want the contents page (typically the first or second page).
2. Click *insert*
3. Click *reference*, a menu pops out on the left – choose *Index and Tables*.
4. A dialog box opens containing options for generating tables of contents, indexes etc. Click the *table of contents* tab:



The Insert menu with reference menu open



The index and tables dialog box

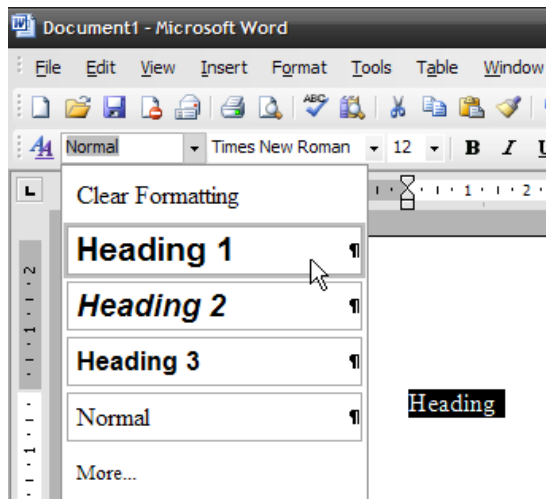
5. You have the option to turn off the page numbers – this is reasonably pointless. Most of the options in here can be left exactly as they are. The *tab leader* can be changed to suit your needs or made blank.
6. When you are happy with your options, click OK – the table of contents is automatically inserted.

Important – see using the table of contents below

Using the Table of Contents

The table of contents is generated because you have used *headings* in your document. To create a heading follow these steps:

1. Type the text you want for your heading – for example overview.
2. Highlight the text using the mouse and click the drop down arrow next to the list of styles (top left by default). See left for example.
3. Choose the heading you want, for the first heading (or a new section's title) you want *heading 1*.
4. You will notice the font and size change – your heading now exists.



The styles list from the top left

Updating the table of contents

The contents table doesn't automatically update itself – if you add a new heading you have to force it to update.

1. Right click on the contents list – it will have a grey background to it.



Updating the contents list

2. From the menu that appears click *update field*
3. Choose to update the *entire table*
4. Your contents page is now correct – the page numbers have updated themselves and new headings have been added.



Update options