

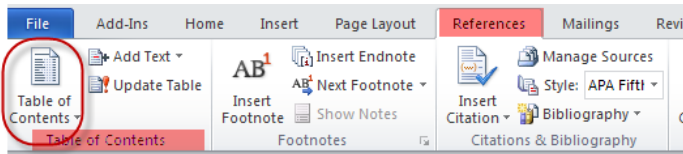
MS Word

Create Table of Contents

If a document contains styles to its headings a Table of Contents can be created. The Table of Contents display the headings and the page numbers on which they are located. Once these tables are created, they can be automatically updated, if any of the information is changed.

Creating a Table of Contents

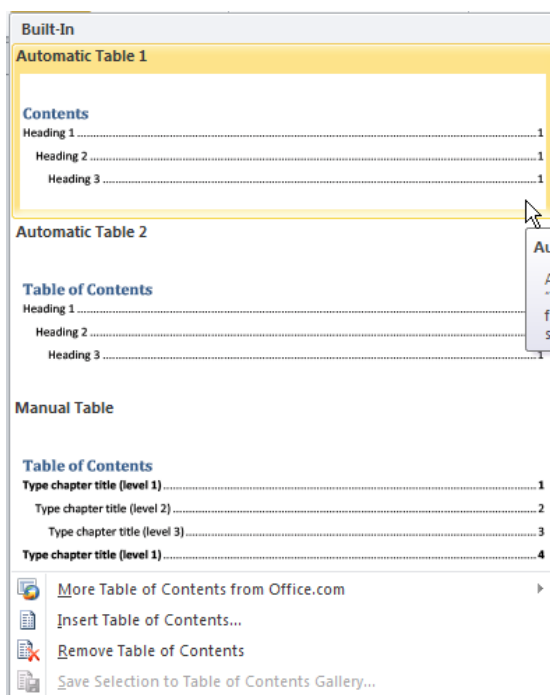
- ☞ Click where you wish the contents page to be inserted (You may wish to have this in a separate section)
- ☞ Select **References Tab**
- ☞ From the Table of Contents ribbon click **Table of Contents**



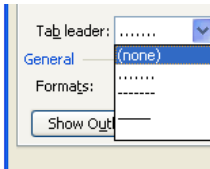
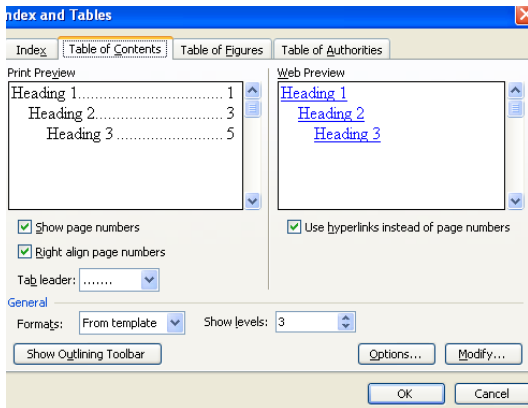
Select a pre-defined Table of Contents from the options given

Alternatively

- ☞ Select **Insert Table of Contents** from the bottom of the list.

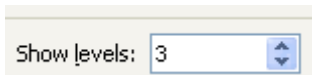
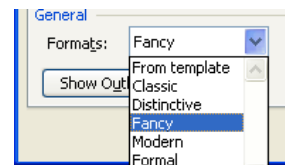


☞ Select the **format** and **levels** required and check the box, if you wish to show page numbers



☞ Select the **Tab Leader** you wish to use.

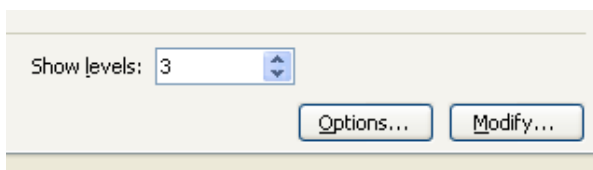
☞ Choose the **Style** for your Table of Contents by clicking on the **Formats** menu.

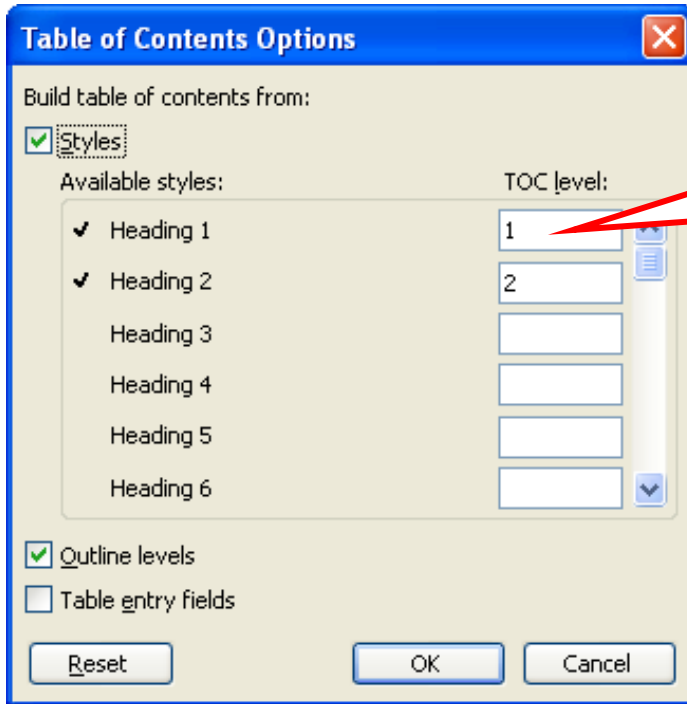


☞ Next choose the number of **Style levels** you wish to include

NB: By default a Table of contents will automatically use Heading 1, Heading 2 and Heading 3 Styles for its table of contents. If you wish to have your own Styles displayed you must do the following:

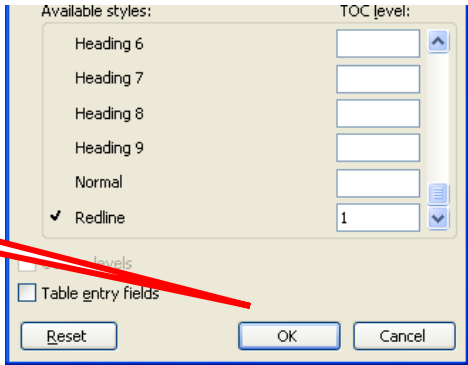
☞ Click on the **Options** button from the **Table of Contents** screen





Remove the level numbering from the Headings you do not wish to use then use the scroll bar to scroll to your own styles and apply the appropriate levels.

Click **Ok** to return to the main window and then **OK** again to finish



The Table of Contents is now inserted

To go to the section, you require hold down **Ctrl** and **click** on the link.

TABLE OF CONTENTS

HELLO 1 **1**

HELLO 2 **1**

HELLO 3 **1**