



Need to Know IT

Creating a table of contents in *Word 2007*[®]

This guide will help you to create a table of contents usually required for long reports, dissertations and theses. The table can be automatically generated from headings within the document or there is a quick and easy way to do this manually if you would rather devise a contents table of your own design.

The contents page should be the last part of the document that you produce.

Generating a table of contents automatically

Word[®] can generate the table of contents automatically from the titles and paragraph headings within the document. To allow the appropriate titles to be identified, you must apply the "Heading" style or mark the titles.

Applying the Heading style

The **Styles** group can be found from the **Home** tab. You should use Heading 1 for main titles and chapter headings, Heading 2 for sub-headings and Heading 3 for paragraph headings.



- Highlight the text which requires a Heading style
- Click once on the style

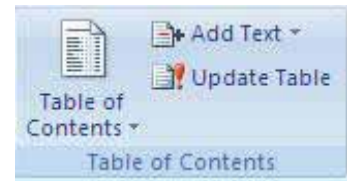
Generating a table of contents

- Click where you wish to insert the table of contents
- Click the **References** tab
- Click the **Table of Contents** button
- Select a style for the table

Update the table of contents

If you change any of the headings in your document, you will need to update the table of contents.

- Click the **References** tab
- Click the **Update Table** button
- In the box that appears, select **Update entire table**
- Click **OK**



Word® also allows you to create a contents table manually

- Click where you wish to insert the contents table
- Click the **References** tab
- Click the **Table of Contents** button
- Select **Manual Table**

Table of Contents	
Type chapter title (level 1).....	1
Type chapter title (level 2).....	2
Type chapter title (level 3).....	3
Type chapter title (level 1).....	4
Type chapter title (level 2).....	5
Type chapter title (level 3).....	6

An outline contents table will be inserted. You can click on each title and page number to enter your own information. You can change all aspects of the fonts – size, colour, style and so on – in the same way as you would normally in Word. Remember with this manual table, the page numbers will not be automatically updated, so you have to make sure the numbers correctly match the exact pages within the document.

Deleting a table of contents

- Click the **References** tab
- Click the **Table of Contents** button

- Click *Remove Table of Contents*