



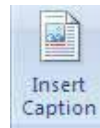
# Need to Know IT

## Generating a table of figures in *Word 2007*<sup>®</sup>

A table of figures is a contents page which references graphs, pictures and tables. Before you can create a table of figures, you need to create **captions** for each figure. Word<sup>®</sup> uses the captions to generate the table.

### Applying a caption

- Click once anywhere on the figure to select it
- Click the **References** tab
- Click the **Insert Caption** button
- Customise the caption and click **OK**



The 'Caption' dialog box in Microsoft Word 2007 is shown. It has a title bar with a question mark and a close button. The 'Caption:' field contains the text 'Table 1'. Below this, under the 'Options' section, there is a 'Label:' dropdown menu currently showing 'Table', and a 'Position:' dropdown menu currently showing 'Below selected item'. There is an unchecked checkbox labeled 'Exclude label from caption'. At the bottom of the dialog, there are several buttons: 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', 'OK', and 'Cancel'.

Click here to enter your own title, e.g. Table 1: Chemical Symbols

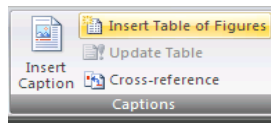
Choose a label that is suitable for the figure or click **New Label** to create your own label

Choose where you want the caption to be inserted – above or below the figure

Click here to create your own label

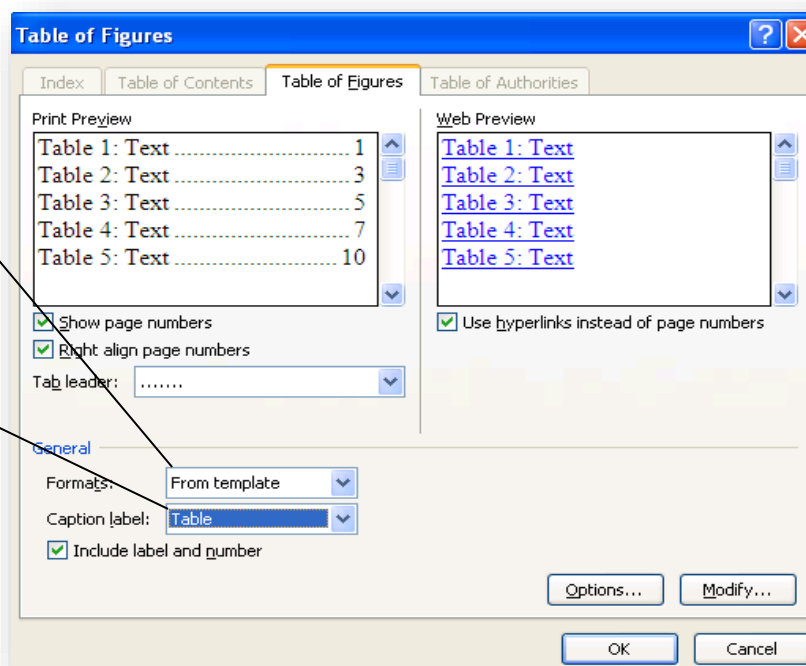
## Generating a table of figures

- Click where you wish to insert the table
- Click the **References** tab
- Click **Insert Table of Figures**
- Customise the table and click **OK**. The table of figures will be inserted.



Choose a formatting style for the table

Select an appropriate caption label



## Updating the table of figures

If you edit, move or delete a caption, the table of figures will need to be updated to reflect the revision.

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