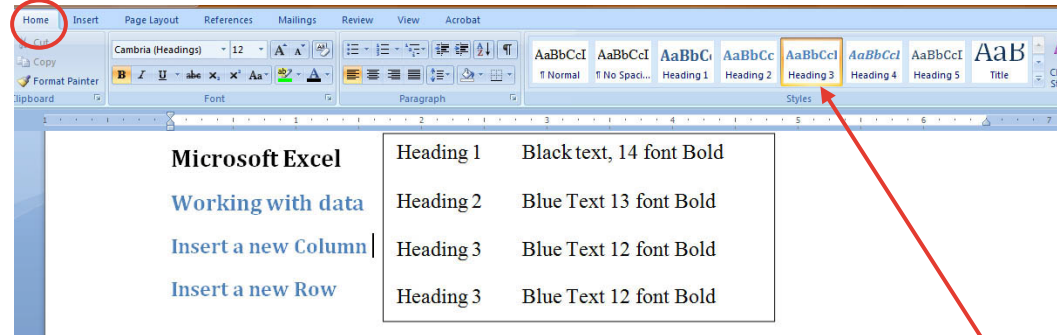


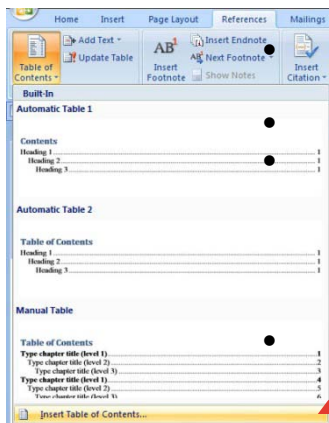
## Word 2007 Table of Contents

An automatic Table of Contents (TOC) is created based on Headings applied throughout the document. Each item you want in the TOC must be marked with a Heading. The main topics should be marked Heading 1 with subtopics marked as Heading 2, 3, 4, etc. Headings are briefly described below. Heading 1 will appear at the left most edge with the other Headings indent from there. This accomplishes two things. Using Headings will give your document a consistent professional look and feel and allow Word to automatically track changes made in your document and adjust in your Table of Contents accordingly.

Select the Home tab.



Highlight a section that belongs in the TOC and select the appropriate Heading. Once Headings are applied to the entire document, the Table of Contents is ready to insert.



Place the cursor in the desired location, normally before the first line of text in the document.

Select the References Tab from the top of the screen

If the desired table is listed in the preview window select the desired Table. For this demonstration, select insert Table of Contents to demonstrate other advanced options. The manual table of contents is not recommended. Word cannot automatically make changes later. Follow the same same process for modifying TOC already inserted into the document. See Figure 6

**Print preview:** shows how the document will look using the current settings

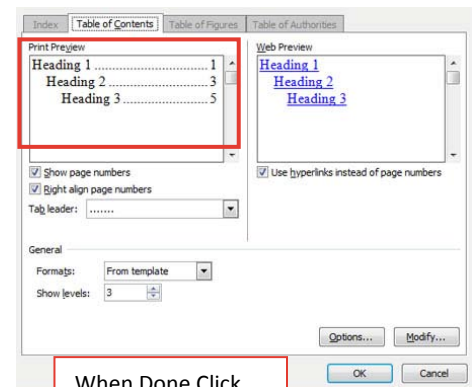
**Show Page Numbers:** determines whether or not to display the page numbers

**Right Align Page Numbers:** select this to make the numbers appear on the right hand side

**Tab Leader:** there are four options. ..... is the most common.

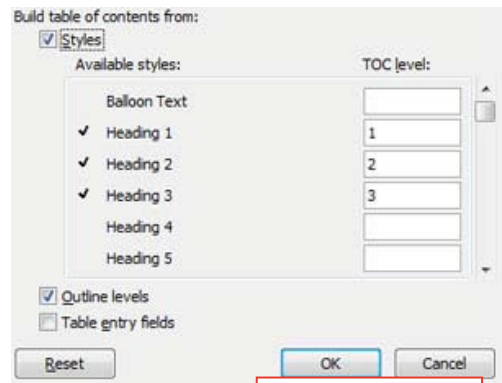
**Formats:** allows the user to select a predefined design template. After selecting a template look in the print preview box for a sample. Note, choosing a template may overwrite other options such as **Right Align Page Numbers**.

**Show Levels:** The sample in the print preview windows shows Heading 1,2, and 3. If the document is more in depth increase the number of levels to show. There may be times you make a Heading and do not want it to show in the Table of Contents. When this occurs click the options button. The options Button give more choices on how to deal with displaying the Headings in the TOC.



**Styles:** make sure this box is checked.

**Available Styles:** use this to either include or exclude certain Headings. The Example shows a Table of Contents with three Headings. If Heading 2 should not show up in the Table of Contents erase the number in the TOC level column and leave blank. The example shows each Heading with more indent than the other. If all Headings should show up at the same level (all aligned with the left margin) make all numbers in TOC Level are the same. This will eliminate any indenting.



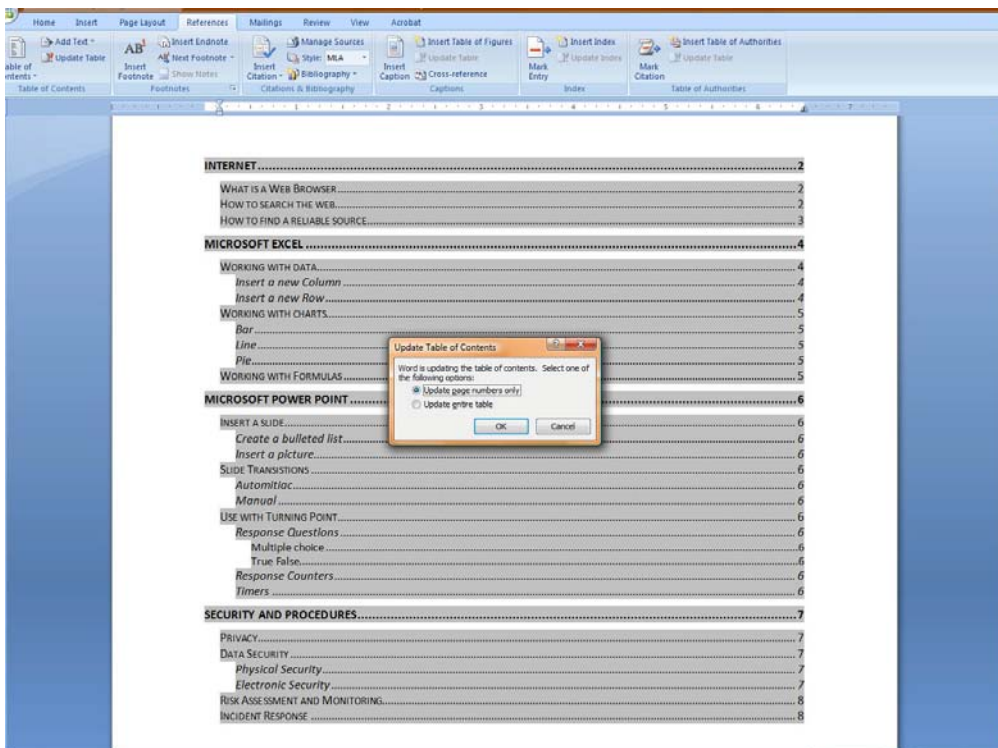
When Done Click

Note: when you change the TOC Level, it affects every instance labeled with that Heading.

Things to remember,

- If you make changes to your document remember to update your Table of Contents See sample below.
- To update the table design go to the References tab click Table of Contents and select Insert Table of Contents and click ok to replace the selected table of Contents.
- Always update text in body of document, do not edit the text in the table of contents.
- Use [Section Breaks](#). Section breaks allow the Table of Contents to have different page numbers and Headers than the rest of the Document.
- A Movie on working with a Table of Contents is located here <http://office.microsoft.com/en-us/word/HA102365581033.aspx>

### Sample Table of Contents



To update a Table of Contents right click anywhere in the middle of the TOC. Select one of the choices. Update entire table updates the page numbers as well as any changes made to the Headings on the document.

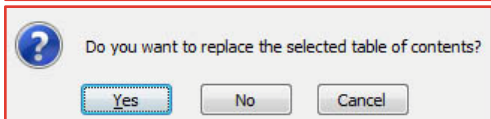
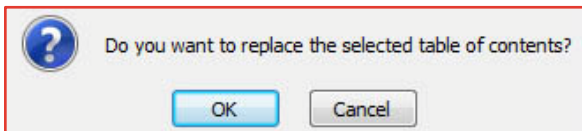


Figure 6. To modify an existing TOC click Table of Contents from the reference tab and click insert TOC and make all the desired style changes. When prompted select Yes or OK depending on the prompt.