

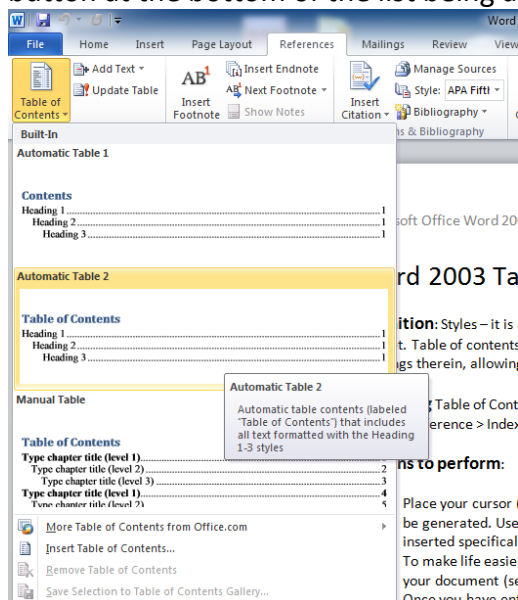
Word - Table of Contents

Definition: Styles – it is always nice to look to see what is within a document or a booklet. Table of contents is usually at the front of a document with a list of all the headings therein, allowing easy browsing of the document

Accessing Table of Contents (TOC):
References Ribbon > Table of Contents tab

Actions to perform:

1. Place your cursor (insertion point) where you want the table of contents to be generated. Use Table of Contents drop down, noticing various ways for inserting the table of contents, with automatic or the insert table of contents button at the bottom of the list being available



2. To make life easier – apply Heading 1, 2, 3 (as required) to text throughout your document (see notes for Styles prior to using table of contents)
3. Once you have entered into the table of contents, the defaults are going to provide page numbers that are right aligned with dots as leaders, also by default 3 levels of headings are brought into the TOC (headings 1, 2 and 3 are these levels through the styles)

Tips:

The TOC, by default, provides hyperlinks. This is great for anyone wishing to navigate around the document using the list within the TOC. I would suggest leaving the default setting for this.

Table of Contents is much easier to use if styles for Heading 1 (level 1) and 2 / 3 have been used. See styles notes.

Updating the Table of Contents:

If a page is inserted or items move onto different pages after the TOC has been inserted, you will note your TOC is now incorrect. It requires updating.

Notice the 'Update Table' button within the Table of Contents tab on the References Ribbon. Click within the table of contents and click the Update Table button