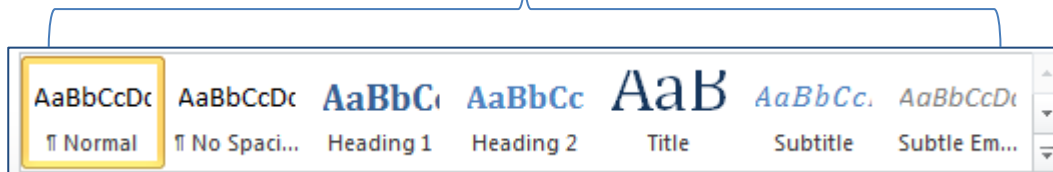


Creating a Table of Contents Using Microsoft Word 2010

When creating a document it is often very difficult to create a table of contents by hand, especially if the document is very long. Microsoft Word has a feature that allows you to easily create a table of contents in seconds. This handout will show you how to easily create a table of contents.

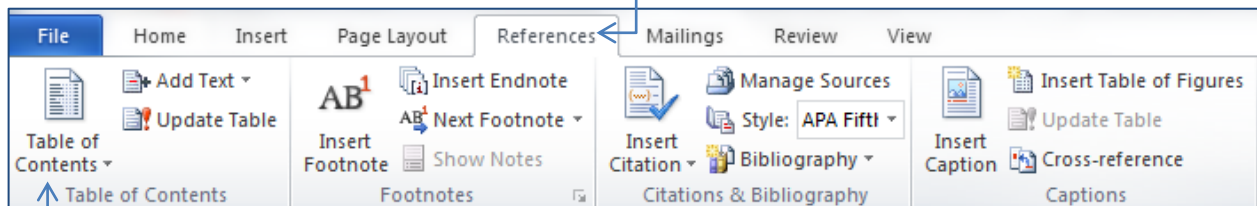
Step 1

Select a heading level for each section you are working on.



Step 2

Click the References Tab



Then click Table of Contents

Step 3

Built-In

Automatic Table 1

Contents

Heading 1	1
Heading 2	1
Heading 3	1

Automatic Table 2

Table of Contents

Heading 1	1
Heading 2	1
Heading 3	1

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

More Table of Contents from Office.com

- Insert Table of Contents...
- Remove Table of Contents
- Save Selection to Table of Contents Gallery...

After clicking table of contents a drop down list will appear. Click one of the options to create a table of contents.