

Word 2007- Table of Contents

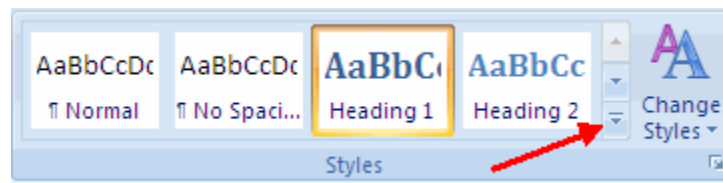
The easiest way to create a **Table of Contents** is to utilize the **Heading Styles** that you want to include in the Table of Contents. For example: Heading 1, Heading 2, etc. based on the content of your document. When you add or delete headings from your document, Word updates your **Table of Contents**.

Mark Table of Contents Entries

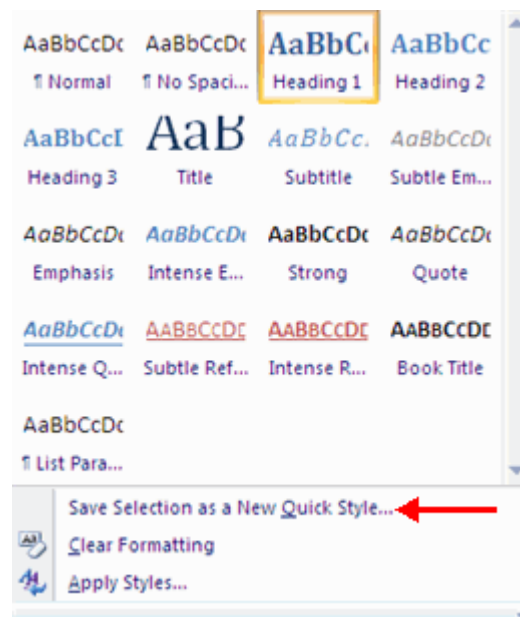
You can mark the Table of Contents entries in one of two ways: by using built-in heading styles or by marking individual text entries.

To Use Built-In Heading Styles

- Select the text that you wish to be the heading
- Click the **Home** Tab
- In the Styles Group, click **Heading 1** (or the appropriate heading)

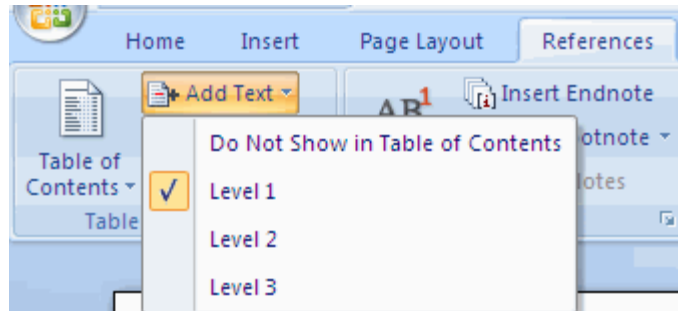


- If you don't see the style you want, click the arrow to expand the **Quick Styles Gallery**
- If the style you want does not appear click **Save Selection** as New Quick Style



To Mark Individual Entries:

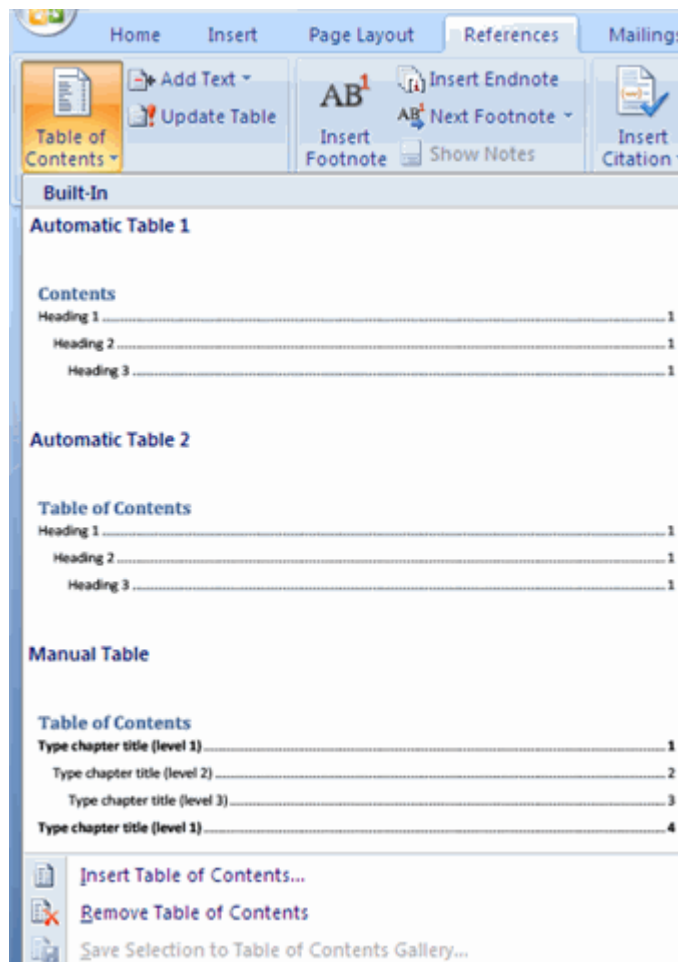
- Select the text you wish to make a heading
- Click the **References** Tab
- Click **Add Text** in the Table of Contents Group
- Click the **Level** that you want to label your selection



Create a Table of Contents

To create the table of contents:

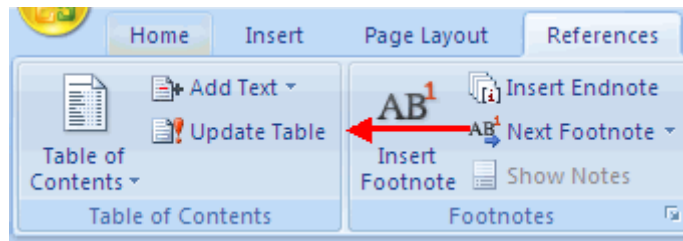
- Put your cursor in the document where you want the Table of Contents
- Click the **References** Tab
- Click the **Table of Contents** button



Update Table of Contents

If you have added or removed headings or other table of contents entries you can update by:

- Apply headings or mark individual entries as directed above
- Click the **References** Tab in the Ribbon
- Click **Update Table**



Delete Table of Contents

To delete a table of contents:

- Click the **References** Tab on the Ribbon
- Click **Table of Contents**
- Click **Remove Table of Contents**

