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Skills for the Workplace

Creating an automatic Table of Contents (TOC) in Microsoft Word

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Creating your own Table of Contents

You can create your own Table of Contents using the built in features in Word.

Creating Headings

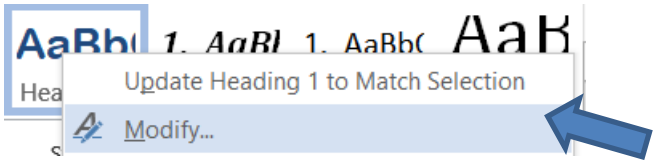
To use the built in Table of Content (TOC) in Word, you first need to use the built in Headings for each section.

These can be found on the **Home Tab** in **Word**

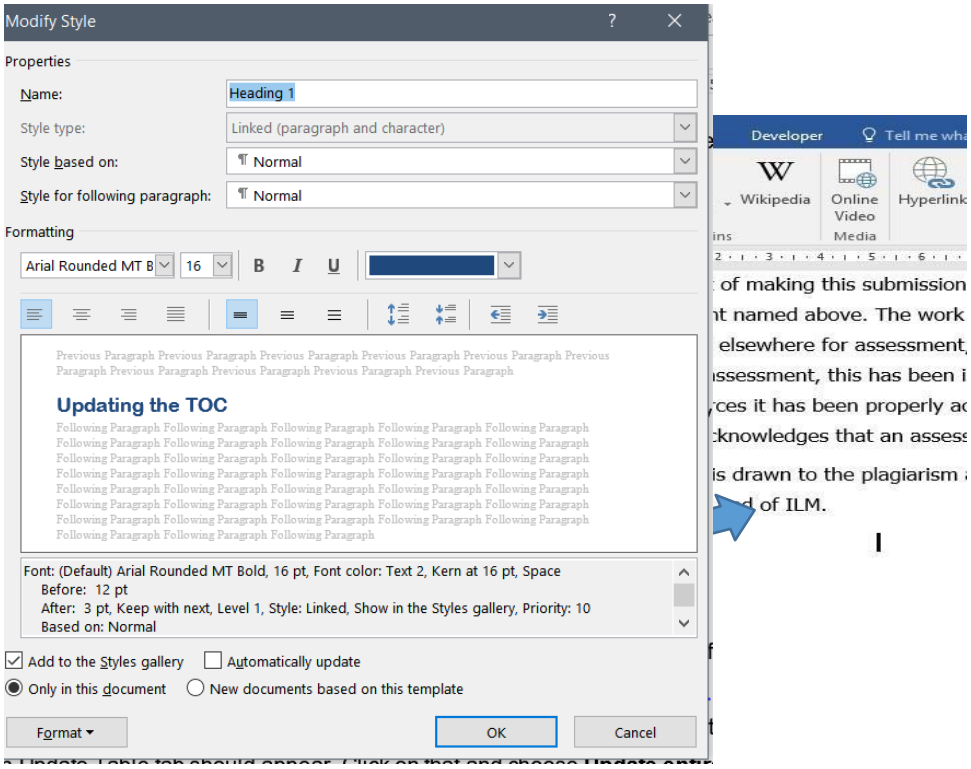
Clicking on the small down arrow at the end of the Headings box gives you more options.

Heading 1 or **Heading 2** are usually the most suitable to use and you can modify the Defaults if you need to.

Right click on the Heading you want to change and click on **Modify**.



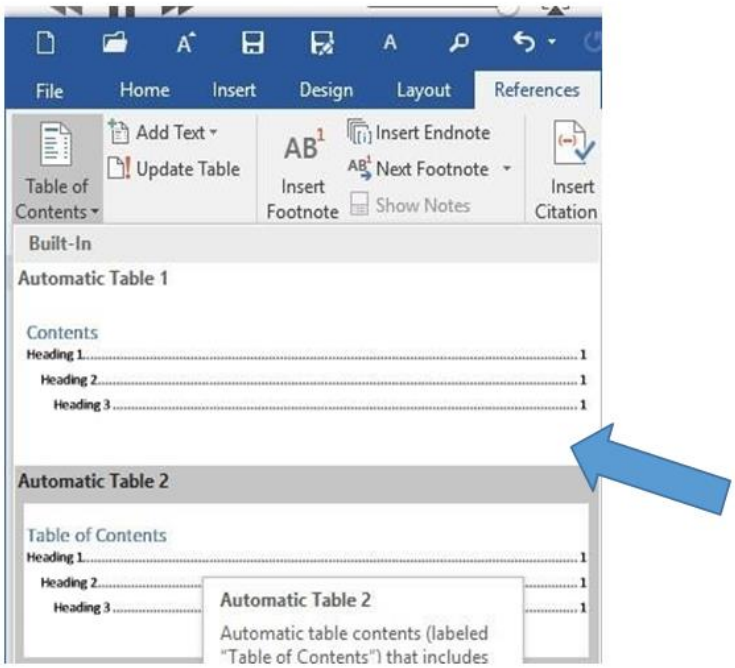
You can then make any changes you want in the dialog box that opens - as shown below.



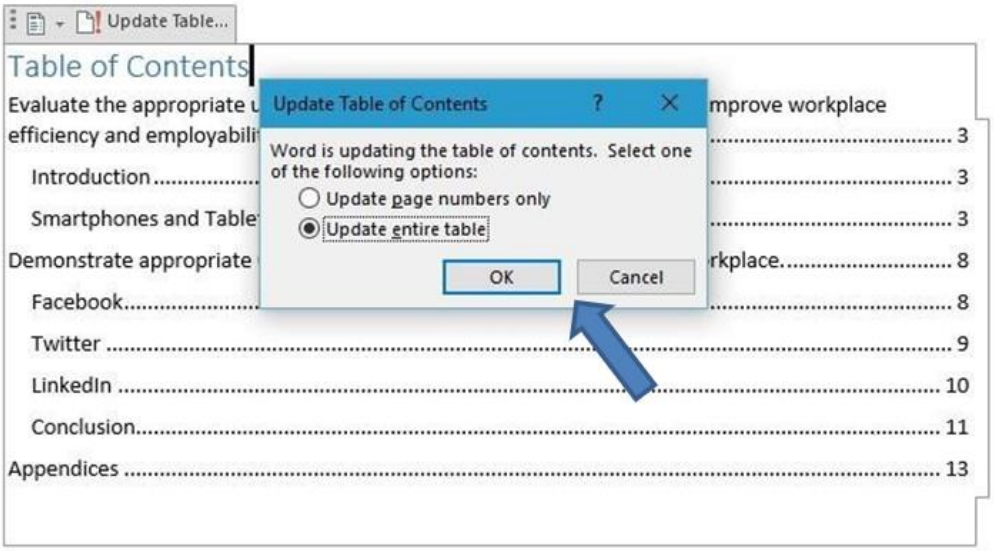
Inserting the TOC

After you have created your sections using Headings, go back to where you want your TOC to appear (usually on the page immediately after your title page), click on the bottom of your title page as shown by the arrow, go to the *Insert tab* and then *Page Break.*

When in the new page, go to the *References* tab and click on the down arrow on Table *of Contents*. Choose Automatic Table 1 or 2 and a Table of Contents will appear



Updating the Table of Contents

Whenever you make changes to your document, you will need to update your Table of Contents **(TOC)** to reflect these changes.

Go to the Table of Contents at the start of your assignment and left click on it near the top. An Update Table tab should appear. Click on that and choose **Update entire table**, click OK and it will update with your changes.