

Swansea Metropolitan University

An Introduction to Microsoft Word 2007:

Creating a Table of Figures

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Introduction:

At the front end of some documents, you typically find a Contents Page and a Table of Figures. The Table of Figures displays information in a similar way to that of a Contents Page but in place of Headings and page numbers you will find the text associated with a Figure and a corresponding page.

TABLE OF TABLES

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Creating a Table of Figures:

Creating a Table of Figures is a three-part process in Word. The first part is to place a figure in your document. The second part is creating a Style to be used with each figure (Figure Style) and label it with text in the Figure Style. The third part is building the Table of Figures itself.

To create a set of figures for inclusion in the Table of Figures, follow these steps:

1. With Microsoft Word displayed on the screen, press the print screen button. The screen image is copied into the clip board.
2. Open the Paint application from the All Programs >> Accessories Menu.
3. With Paint running press the Edit Menu item and select Paste. The screen shot is now available for modification.



4. Using the Select Tool  highlight a portion of the screen and copy it to the clip board.
5. Now paste it into your document.
6. Label the Figure:
 - Figure 1: Font System
7. Now repeat steps 4 and 5 and label the second Figure:
 - Figure 2: Paragraph System

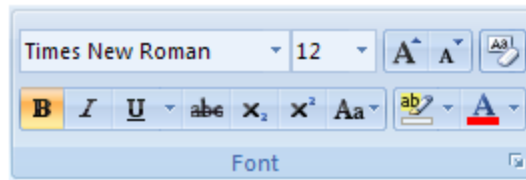


Figure 1: Font System

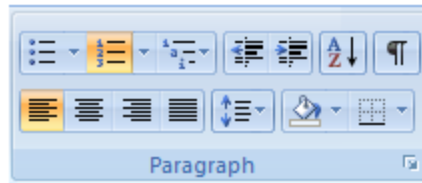
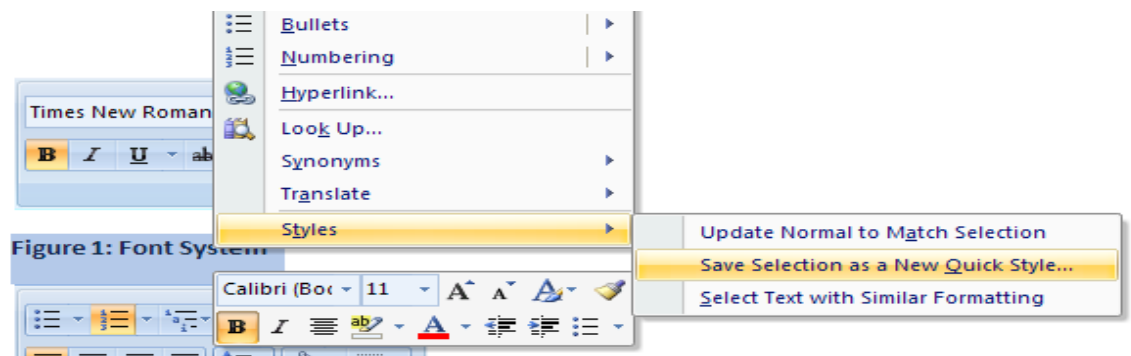


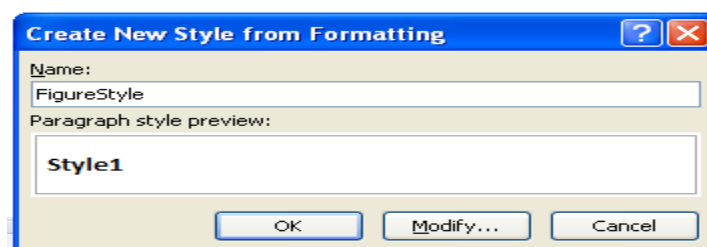
Figure 2: Paragraph System

To create a figure style, follow these steps:

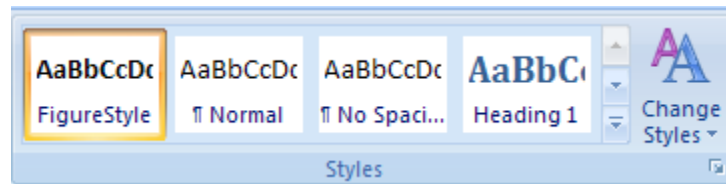
1. Highlight 'Figure 1: Font System' and then make the text bold, change any of the other font properties to suit your requirements.
2. With the text still highlighted place the cursor on this text and click the right mouse button.
3. From the popup menu select **Styles** and the **Save Selection as a New Quick Style**.



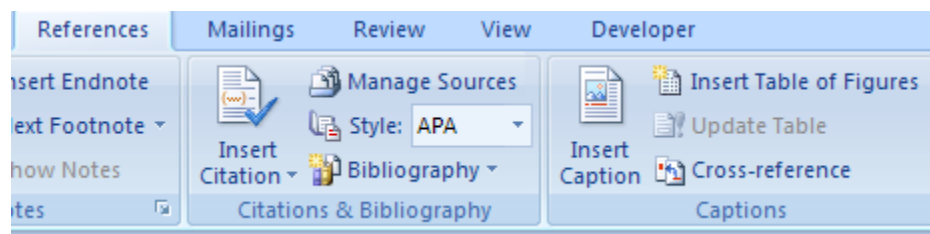
4. Name the Style as FigureStyle and click on OK.



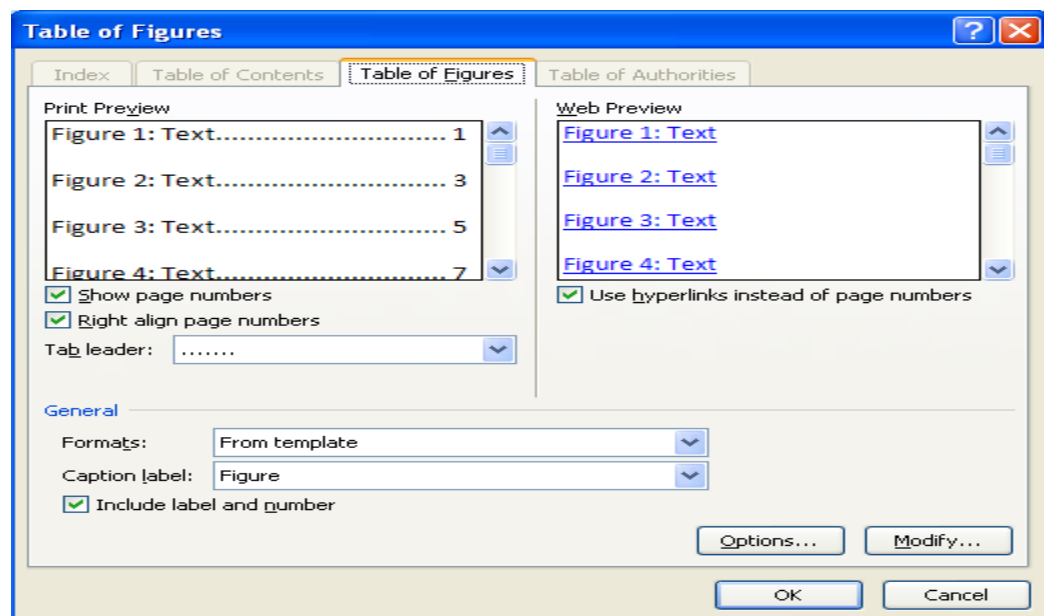
- Highlight 'Figure 2: Paragraph System' and from the Styles available on the Home tab select FigureStyle.



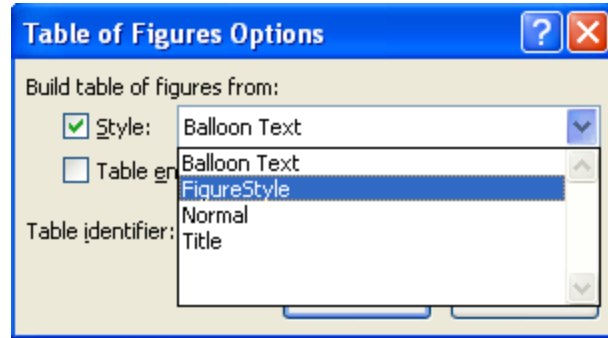
- Both of the text labels are now of the FigureStyle Style.
- Create some free space near the start of the document where you want the Table of Figures to appear.
- Select the References tab and click on the **Insert Table of Figures** item.



- Now select the options button.



- Select the **Style** option and from the drop down list choose **FigureStyle**.



11. Select the OK button on the 'Table of Figures Options' form.
12. Select OK on the 'Table of Figures' form.
13. The Table of Figures should now be displayed.

Table of Figures

Figure 1: Font System.....	1
Figure 2: Paragraph System	1

14. To update the entries at any time **right click** in the table and select **update field** from the popup menu.

