

## Hide menu

Using accessibility features

Set save options

Controlling page appearance

Controlling text flow

Add captions and references to a document

Add hyperlinks, footnotes, and endnotes to a document

Add citations, a bibliography, and a table of contents

✓ Video: Add citations  
2 min✓ Reading: Exercise:  
Adding citations  
10 min✓ Video: Insert a  
bibliography  
1 min✓ Reading: Exercise:  
Adding citations and a  
bibliography  
10 min

Work Smarter with Microsoft Word &gt; Module 5 &gt; Exercise: Inserting a table of Contents

&lt; Previous Next &gt;

# Exercise: Inserting a table of Contents

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

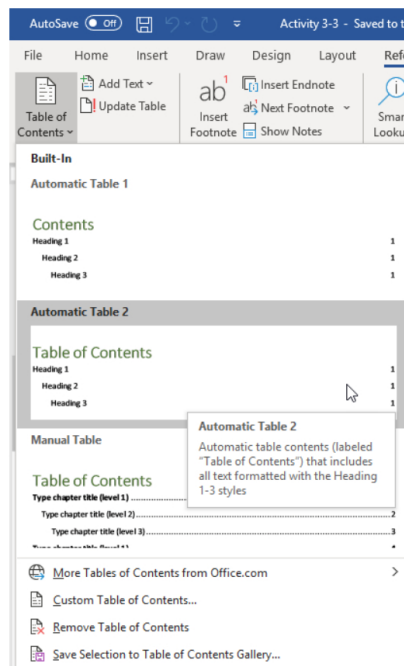
## Let's get started!

In this exercise, you will add a table of contents to a document. Note that when we refer to a page number, we are referring to the physical location of the page, not the formatted number that appears on the page.

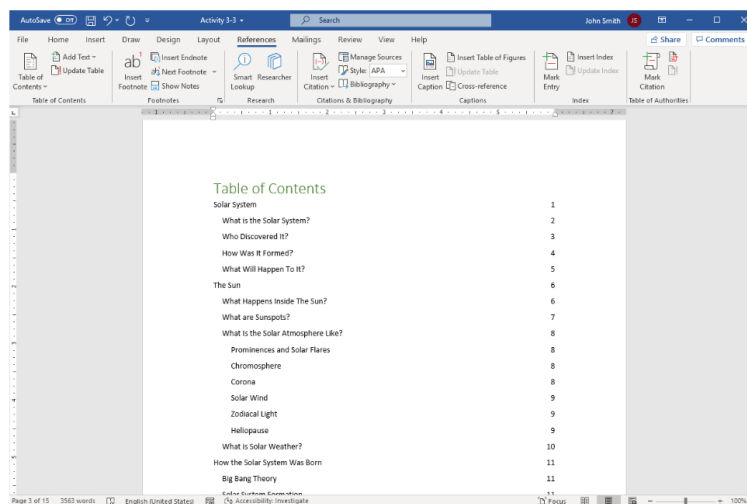
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Inserting a Table of Contents](#)

2. Go to the third page of the document and click to place your cursor there. Click **References** → **Table of Contents** → **Automatic Table 2:**



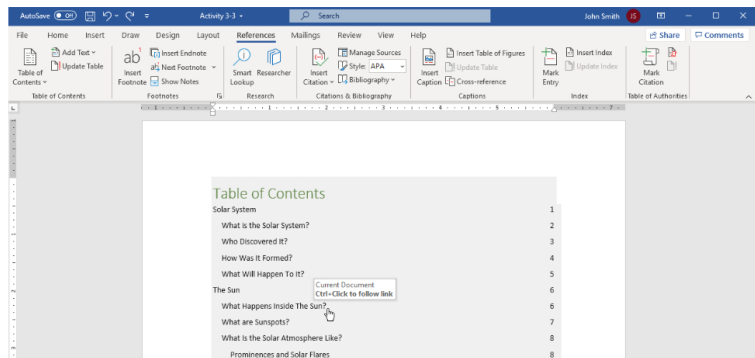
3. The table of contents will be inserted. Since this document uses headings, most of the work will be done automatically:



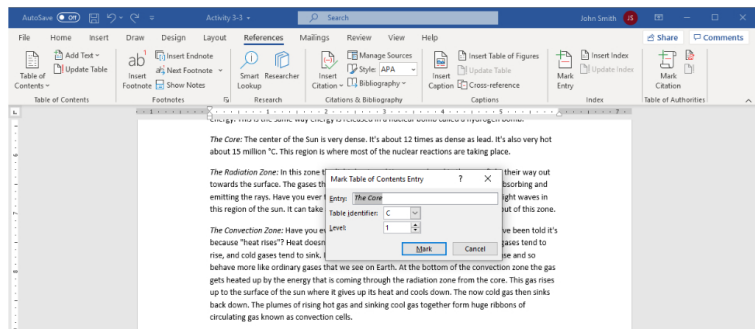
(You may need to scroll up to see the entire table.)

(you may need to scroll up to see the entire table.)

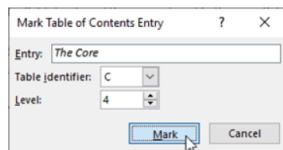
4. There are a few more entries that we need to add manually. Hold the Ctrl key and click the “What Happens Inside the Sun?” link to go to that page:



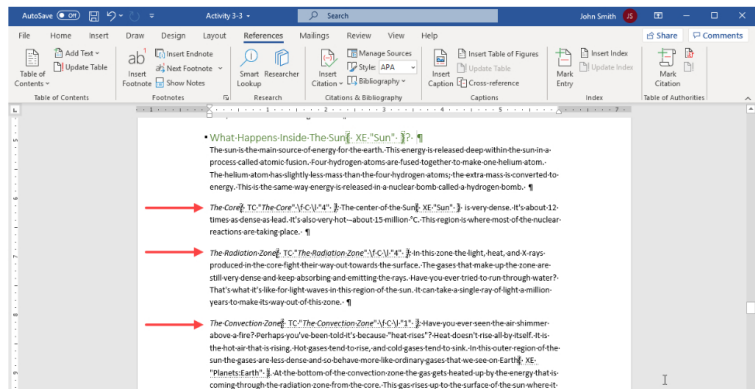
5. Scroll down a bit so that you can see the bottom half of the page. Select the text “The Core” and press **Alt + Shift + O** to open the **Mark Table of Contents Entry** dialog box:



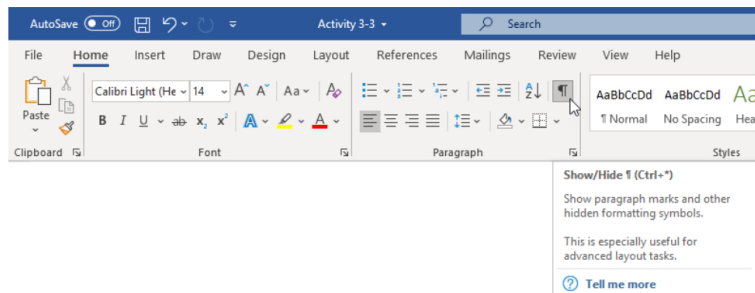
6. Change the level to “4” and click **Mark**:



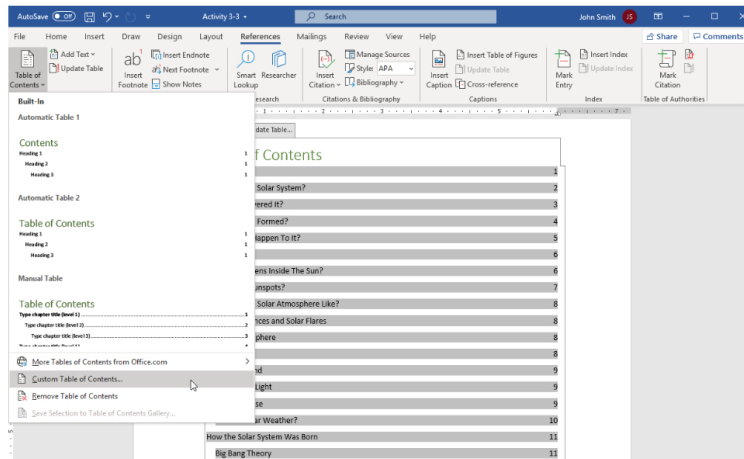
7. Repeat Step 6 to mark two more entries on the same page: “**The Radiation Zone**” and “**The Convection Zone**.” Close the Mark Table of Contents Entry dialog box when you are finished:



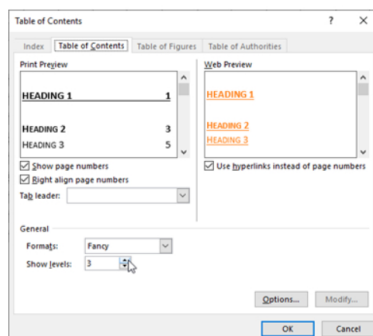
8. Hide the formatting marks in the document by clicking **Home** → **Show/Hide**:



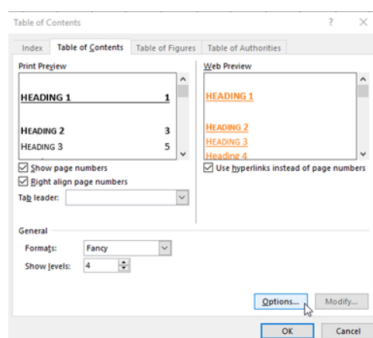
9. Go back to the third page in the document, which contains the table of contents. Select the table. Then, click **References → Table of Contents → Custom Table of Contents**:



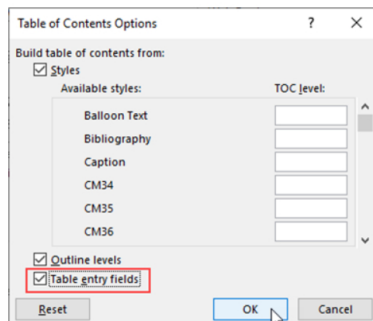
10. In the Table of Contents dialog box, click the **up arrow** next to the “Show levels” field to increase the value to **4**:



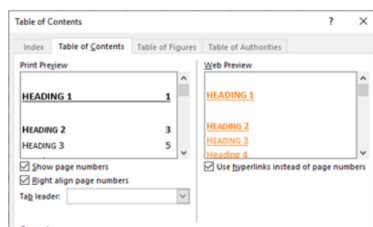
11. Next, click the **Options** button:

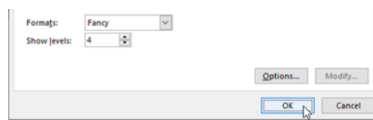


12. In the Table of Contents Options dialog box, check the “**Table entry fields**” box and click **OK**:

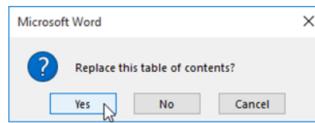


13. Click **OK** in the Table of Contents dialog box:



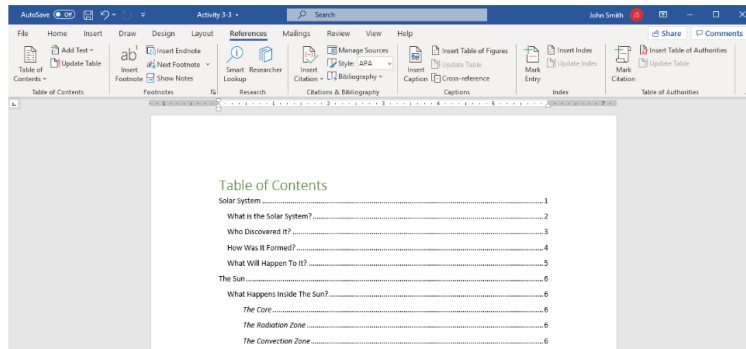


14. Click **Yes** if you are prompted to replace the existing TOC:



(If you do not see this prompt, skip to the next step.)

15. The table will be updated and you will see the new entries added:



16. Save your document as Activity 3-3 Complete. Close Microsoft Word 365 to complete this exercise.

17. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Inserting a Table of Contents](#)

Mark as completed

Like Dislike Report an issue