Creating a Table of Contents

Contents

1 Introduction

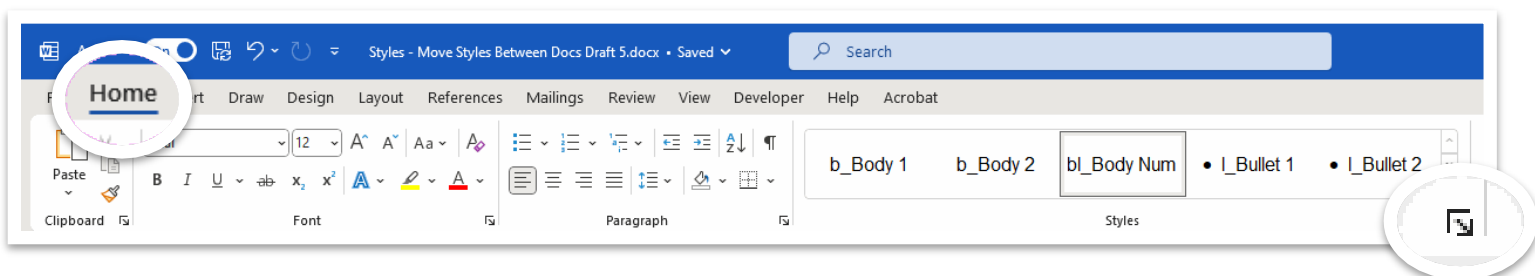## 1.1 What is in this document?

In this document you will learn to:

1. Edit header styles in Word.

2. Automatically create a table of contents.

If you haven't already, read How to Create a Style in Word.

2 Edit a Heading Style

1. Navigate to the **Styles** window in Word.

   Go to the **Home** tab and click the arrow in the bottom right of the Styles section to open the **Styles** window.
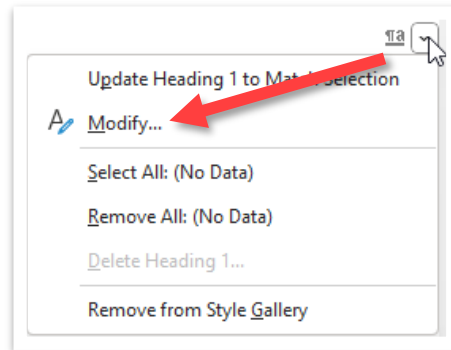

2. Customize the heading styles.

   To open a style for customization, either,

- click the arrow to the right of the style or
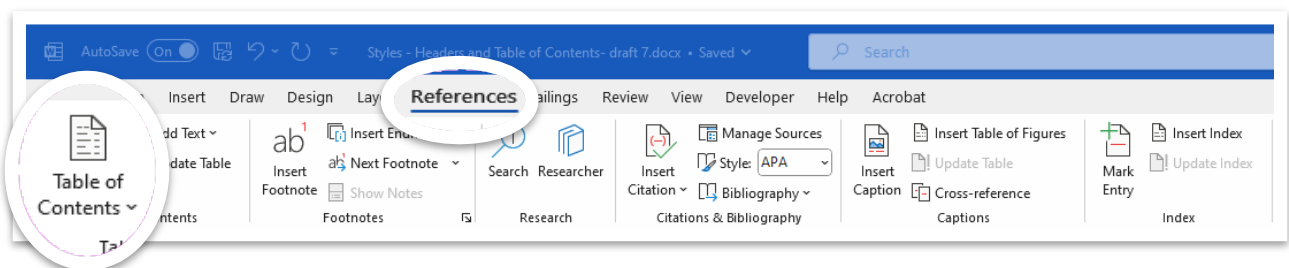
- right click the style

and select **Modify**.

3 Creating and Updating a Table of Contents

3.1 Create a table of contents

1. Click **References** at the top ribbon of Word.

2. Click the Tables of Contents drop-down and choose either of the Automatic Table styles.

Your table of contents is inserted at the beginning of your document and includes all text formatted with a header style.
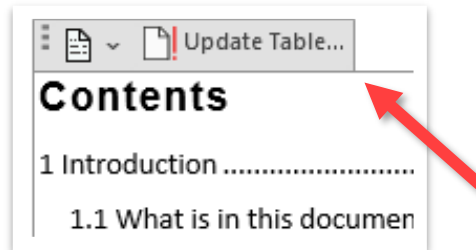

3.2 Updating your table of contents

To update your table of contents you can,

- click on **Update Table** at the top of the table of contents or

- press CTRL + A to select all, then F9.

In both cases you will have two options:

- Update page numbers only: This only update page numbers and does not reflect any added or changed headers.

- Update entire table: Updates the table to include all new or changed headers and updates page numbers.

Update entire table is the preferred option because it keeps your table of contents accurate.

4 Supplementary Document

Document	Description
Styles-Move Styles Between Documents.docx	Make styles available in all future documents and import them into an already existing document.