



Creating a Table of Contents

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1 Introduction

1.1 What is in this document?

In this document you will learn to:

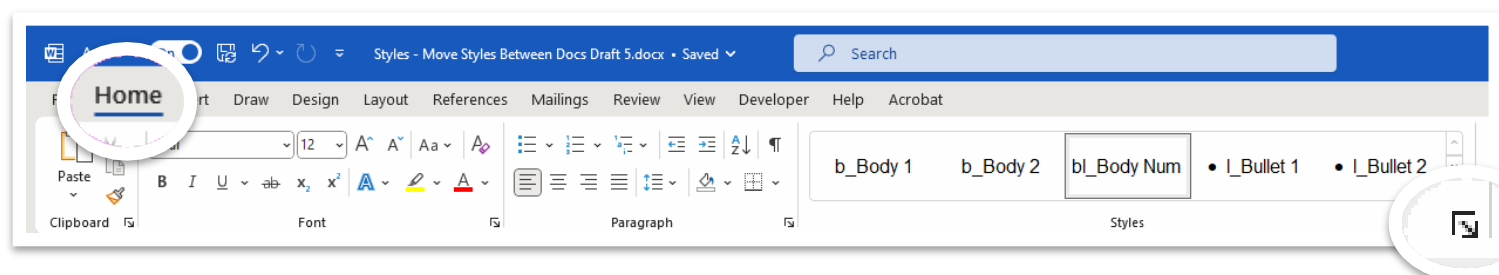
1. Edit header styles in Word.
2. Automatically create a table of contents.

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.

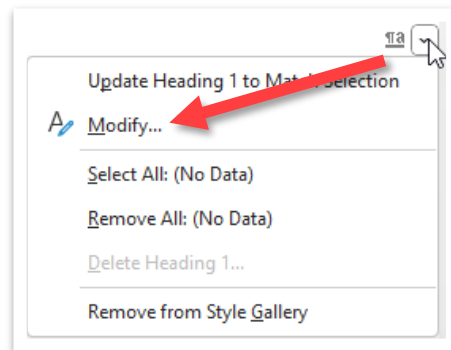
To open a style for customization, either,



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

and select **Modify**.

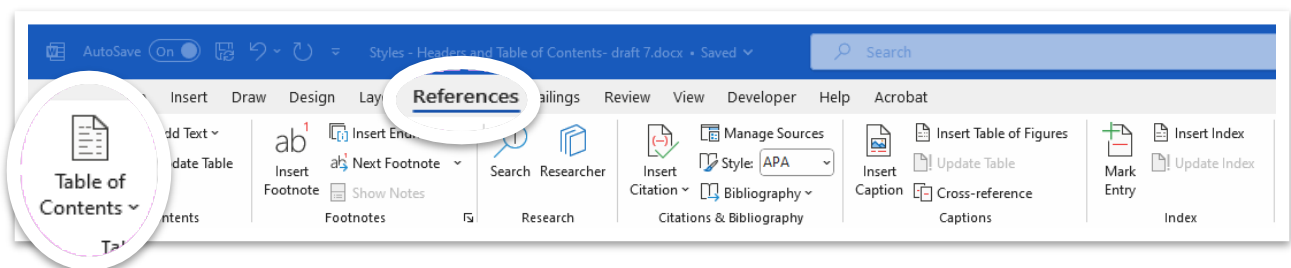


3 Creating and Updating a Table of Contents

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.



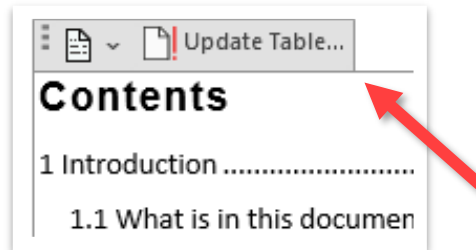
3.2 Updating your table of contents

To update your table of contents you can,

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



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- 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.