Microsoft Word 2016

Module 14 – Index and Table of Contents

Q & A  
(see answers on page 2)

1. To create an Index:
   1. Click the **Design** tab, then **Insert Index** from the Index group
   2. Click the **Developer** tab, then **Insert Index** from the Index group
   3. Click the **Mailings** tab, then **Insert Index** from the Index group
   4. Click the **References** tab, then **Insert Index** from the Index group
2. To create a Table of Contents:
   1. Click the **References** tab, then **Table of Contents**
   2. Click the **Insert** tab, then **Table of Contents**
   3. Click the **Developer** tab, then **Table of Contents**
   4. Click the **Design** tab, then **Table of Contents**
3. Both a Table of Contents and an Index are updated automatically as the data in the file is updated.
   1. True
   2. False
4. All of these are options that can be changed when creating a custom Table of Contents.
   1. Leaders
   2. Alignment
   3. Number of Columns
   4. All of the above
5. To create an Index, you must first mark the selection(s) to be part of the Index.
   1. True
   2. False
6. To create a Table of Contents, Word must be able to tell the levels of importance within the document. To do this, use the Styles options.
   1. True
   2. False

Answer Key

1. C

2. A

3. B

4. D

5. A

6. A