# CREATING CHARTS, INDEXES AND TABLE OF CONTENTS

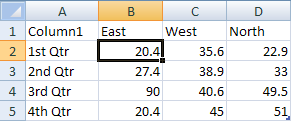
Following section will discuss how to add charts, indexes and table of contents to our document.

## Creating an Index

An Index gives users page numbers for items they want to look up in printed document. Index entries appear in an alphabetized list that’s usually placed at the end of a document. We can create index by typing or selecting entries, selecting a format, and then compiling the index. To mark an index entry, we select the text and then choose Mark Entry in the References menu. In the Mark Index Entry dialog box, edit the selected text and then choose the Mark button. To create an index from the marked entries, choose Insert Index from References menu.

## Creating a Chart

Information is easier to understand if it is presented visually in a chart. For inserting a chart, we click **Chart** on the **Insert** tab, in the **Illustrations** group. Then click a chart in the **Insert Chart** dialog box. Office Excel 2007 opens in a split window like this.



## Creating a table of contents

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wewe A table of contents lists headings in the order they appear in a document and the page numbers where the headings appear. We create a table of contents by choosing the heading styles that we want to include in the table of contents. Word searches headings matching the chosen style that, formats and indents the entry text according to the heading style, and then inserts the table of contents. To create Table of Contents we click **Table of Contents** in the **Table of Contents** group (**References** tab) and then click the table of contents style that we want

