

Insert your first table of contents

Create, update, and customize a table of contents

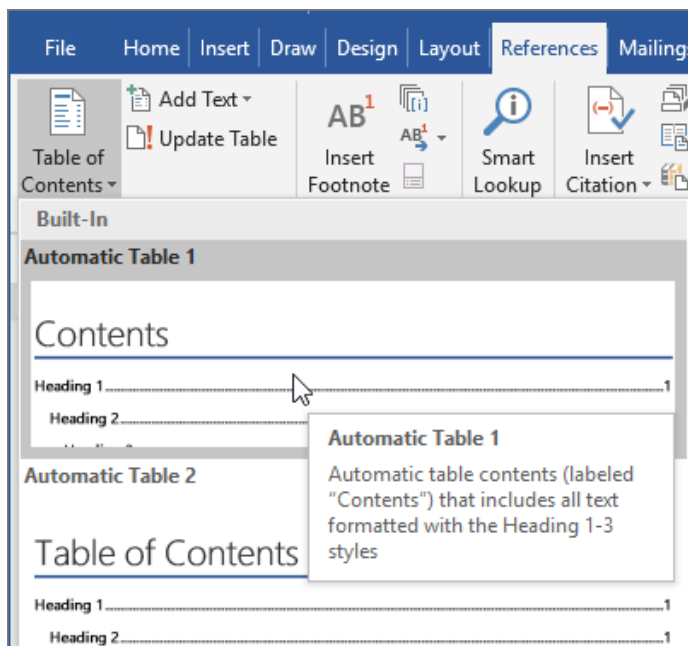
You don't need to wait until your pages are finalized; inserting a table of contents can be an early step in creating your document. As the pages of your document develop, Word helps you keep the table of contents up to date.

*This doc isn't just for reading, it's for trying too. Watch for the **Try it** text in red throughout this document so you can learn by doing.*

Insert a table of contents

To add a TOC (short for *table of contents*), just decide where you want it. Word will do the heavy lifting.

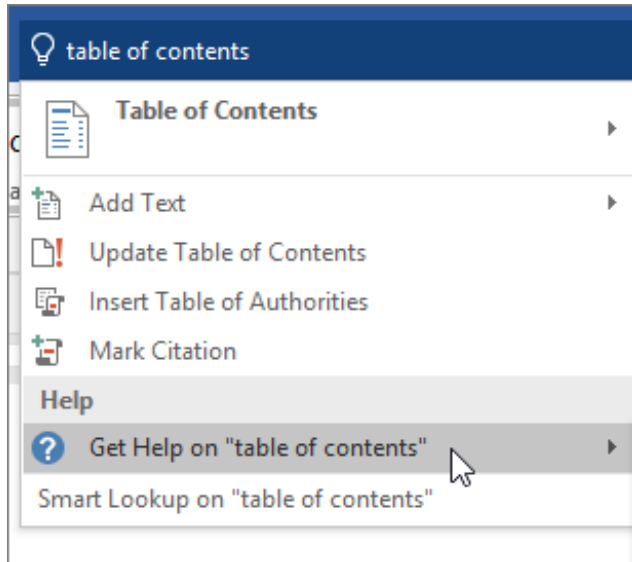
Try It: Hit Enter after the first paragraph in this doc to get a new line. Then, go to the **References** tab, select **Table of Contents**, and choose a TOC from the gallery.



Voila! Word found all the headings in this document and added a TOC.

Get help in Word

The **Tell me** search box takes you straight to commands and Help in Word.



Try it: Go to **Tell me what you want to do** near the top of the window, and then type what you want to do.

For example, type:

- **table of contents** to quickly get to the Table of Contents options and other TOC help topics
- **styles** if you want to know more about using styles in Word
- **help** to go to Word help
- **training** to see the list of Word training courses