1. How to Add Table of Contents?

   TOC
   Mark Headings

   - o   Select titles → **Home** → **Heading 1/2/3**

   Add TOC

   - o   Click start → **References** → **Table of Contents** → Pick style

   Update

   - o   Right-click TOC → **Update Entire Table**

2. How to Save File On Word?

   Press Ctrl + S

   Choose where to save: **This PC**

   Type a name for your file.

   Click "Save".

3. How to Hyperlink On Word Doc

   Select the text / Image
   right-click → "Link").
   Paste a URL
   Click "OK"