Building a Table of Contents (TOC)

Objective 1: Creating a table of content.

There are two steps to creating a Table of Contents (TOC) in Word:

1. **Mark** the text in your document that you want in the TOC. Marking the text is a way of identifying a particular chunk of text, such as a chapter title or section heading that will be included in the TOC.
2. **Collect** that marked text together in one place.

**Note:** You can mark text as you write it. If the sentence you're writing is a new chapter title, mark it right away. That way you don't have to go over the complete document to mark the text entries you want in the TOC.

Objective 2: Three ways to mark your text.

**Heading Styles:** are pre-set unique formatting such as font size, color, spacing between letters, spacing above and below and other features that can be created at one time. A document created using heading styles is the easiest way to mark your text.

**Custom Styles:** are heading styles you create either from scratch or modify an existing heading style. You choose exactly how you would like all the headings in the document to look.

**Document Outline:** helps to organize your ideas and plan your content. It structures and displays the content in clear outline format.

Objective 3: Mark the document using heading styles

1. **Select** the text to be included in the table of contents
2. Click **Format** then **Styles and Formatting**
3. Select either **Heading style 1, 2, 3**
4. **Note:** (nine additional heading styles available)
5. Repeat steps 1 -3 selecting desired heading style.
Objective 4: Collect the text into the Table of Contents.

Create a Table of Content (TOC)

Place insertion point where you want the TOC to appear in document. (normally at the beginning)

1. Click Insert on menu
2. Point to Reference and Click Index and Tables
3. Click Table of Contents tab
4. Click OK.

Objective 5: Update a table of contents

1. Go to original document and make changes to TOC as needed.
2. Select the Table of Contents by clicking on the table.
3. Press F9 or click the Update TOC Button on the Outlining toolbar. (Click view/toolbar/outlining to locate update TOC button)
4. From the Update Table of Contents dialog box make a selection either to update page numbers only or update entire table.

Note: (when updating TOC avoid editing entries in the TOC but rather make changes in the original document)

4. Click F9 to save changes. (TOC will automatically update)
Objective 6: Mark the document using an outline.

1. **Open** a blank document
2. Click on **View** then **Outline** (minus symbol will appear)
3. **Type** text next to minus symbol (Word automatically creates a level 1 heading)
4. **Type** text for level 1 headings as needed in your document.
5. **Return** to text at level 1 and position cursor at the end. Press enter then tab key to create subordinate levels. (the line will indent)
6. **Create** body text by highlighting text and **Select body text** under level option button on outlining toolbar.
7. Repeat steps 1-3 in Objective 4 to create TOC then from the TOC tab **Click Options**.
8. Check to make sure outline levels is selected, and then **click Ok** twice.
9. Click **View** then **Print layout** to see table of content.

Objective 7: Mark document using custom styles.

1. **Open** a document
2. Click **Format** then **Styles and Formatting**
4. Click **New Style** button in task pane. Dialog box will appear
5. **Rename** Style1 if desired.
6. **Apply** options in dialog box to design new style. (font, size, color etc.)
7. **Click** OK.
8. **Apply** custom design style to text in your document by clicking the custom design button in task pane.
8. Repeat steps 1-3 in Objective 4 to create TOC then from the TOC tab **Click Options**.
9. Check to make sure Styles is check in the box, then scroll down **Available styles list** and locate your custom design style and change TOC level if needed.
10. Click **OK** twice.

**Objective 8: Formatting a TOC**

You can change the appearance of a TOC such as font size, page numbers, tab leaders, and levels by using built-in formatting options.

1. Click **Insert/Reference** then **Index and Tables**
2. From dialog box choose from a variety of built-in formats such as:
   a. Click box to **show page numbers**
   b. Click box to **align page numbers**.
   c. Click drop down arrow next to **Tab leader** to change symbols
   d. Click **From template** to change TOC style.
   e. Click drop down arrow to **show levels**.
3. Click **OK**.

Different appearance from original table of contents