

Tables of Contents

Medium

Used For: Creating a table of contents that automatically reflects changes in the document

Prerequisite: Styles

How To:

- Decide how many levels the table of contents should have, and set up as many Heading styles as there are levels.
- Mark the headings in the document using the styles.

Tables using styles other than Headings

Word assumes you will use the styles Heading 1, Heading 2, etc., to mark out items for the table. However, if you want to use different styles, you can do so.

Create the styles that you want to use, inventing any names for the styles you like.

Once the Table of Contents tab is being displayed, though, you will have one more step to do: click the **Options...** button.

This displays the styles in the document. Remove the numbers next to the Heading styles, and put a 1 next to your style for the main level of the table, 2 for the sub-levels, and so on.

Now when you generate the table, Word will use your styles instead of the Headings.

- Put your cursor at the spot where the table should begin.
- From the **Insert** menu, select **Reference|Index and Tables...**, then choose the **Table of Contents** tab from the displayed dialog box.
- If necessary, change the number of levels for your table from the default of 3.
- Use the **Formats** drop-down to select the fonts and formatting the table will use.
- Click the OK button, and Excel will add a table to your document containing all the appropriate section title text and page numbers.
- At any future point, Word will update the table if you press the **F9** key. If the titles have not changed – it's just that they have moved – you can make the updating process run faster by selecting Update page numbers only when asked, otherwise Update entire table (use the latter choice if you're not sure which to choose).

Feel free to photocopy this and pass it on