

Creating a Table of Contents in Word

1. For the Microsoft Word Table of Contents tool to work, each section and subsection title of the document will need to have a heading style applied to it. We recommend using Heading 1 for main section titles, Heading 2 for first-order subsections, and so forth for simplicity. **The size and font of the heading styles can be changed after they are selected.** Generally, it is easiest to create a Table of Contents when at least a couple of sections are completed or when the document is finished entirely.
2. After heading styles are applied to the section/subsection titles, select the **References** tab and click on the **Table of Contents** button.
3. Once the box opens, select **Custom Table of Contents**.
4. Ensure that the **Show Page Numbers** and **Right Align Page Numbers** boxes are checked.
5. The **Tab Leader** field should be "....." and the **Format** field should be **Formal**.
6. Choose the appropriate number for the **Show Levels** field. If you have second, third, or fourth level headings, then you would select 2, 3, or 4, respectively.
7. Select **Options** and check the **Table Entry Fields** box.
8. Click **OK** on both dialogue boxes to exit. Your Table of Contents will appear where your cursor is placed.
9. You can update your Table of Contents at any time by right clicking on it and selecting **Update Field**. You can choose to update only the page numbers or the entire table if you have added more sections.