

Creating an automatic Table of Contents in Microsoft Word

NOTE:

A Table of Contents is created by applying different Heading Styles to items of the paper to include in the table, such as Introduction, Recommendations and References. Heading Styles are found in the Styles section of the Home tab. Make sure to edit Heading Styles 1, 2, 3, etc., to the appropriate format (for example, APA, as shown below) by right-clicking the Heading Style then selecting Modify, before proceeding.

APA Headings	
Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
5	<i>Indented, italicized, lowercase heading with a period.</i>

1. Create a new page for the table of contents, by clicking **CTRL + Enter** on the keyboard, at the end of the preceding section.
2. In the **References** tab select **Table of Contents** then choose either **Automatic Table 1** or **Automatic Table 2**.
3. Click **OK** at the Word notice.
4. Select the **Home** tab then highlight and choose a heading style for each item that will make up the table.
5. Scroll to the Table of Contents when done. Update it by clicking in it then choose **Update Table**.
6. The Table of Contents has now been created.
7. Manually edit the text by clicking within the table and making the changes.
8. At any time, update the Page Numbers or the Entire Table by clicking within the table and choosing **Update Table**.
9. Click **OK** when done.