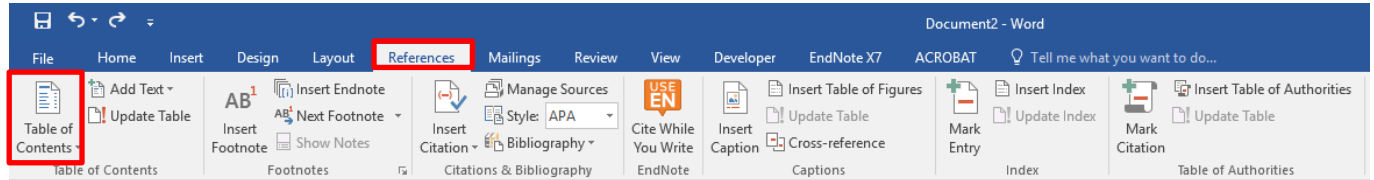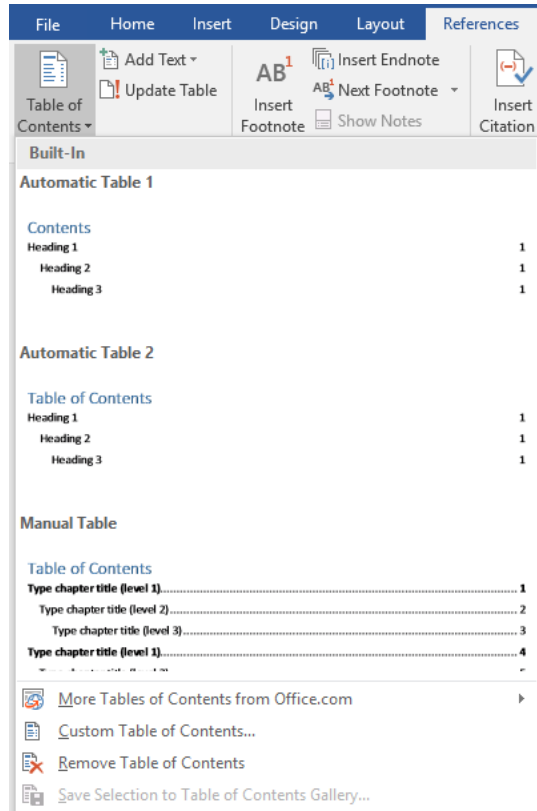# Table of Contents

The easiest way to create a table of contents is to use the built-in heading styles for headings throughout your document as these are automatically selected when the table of contents is created.

Inserting a Table of Contents

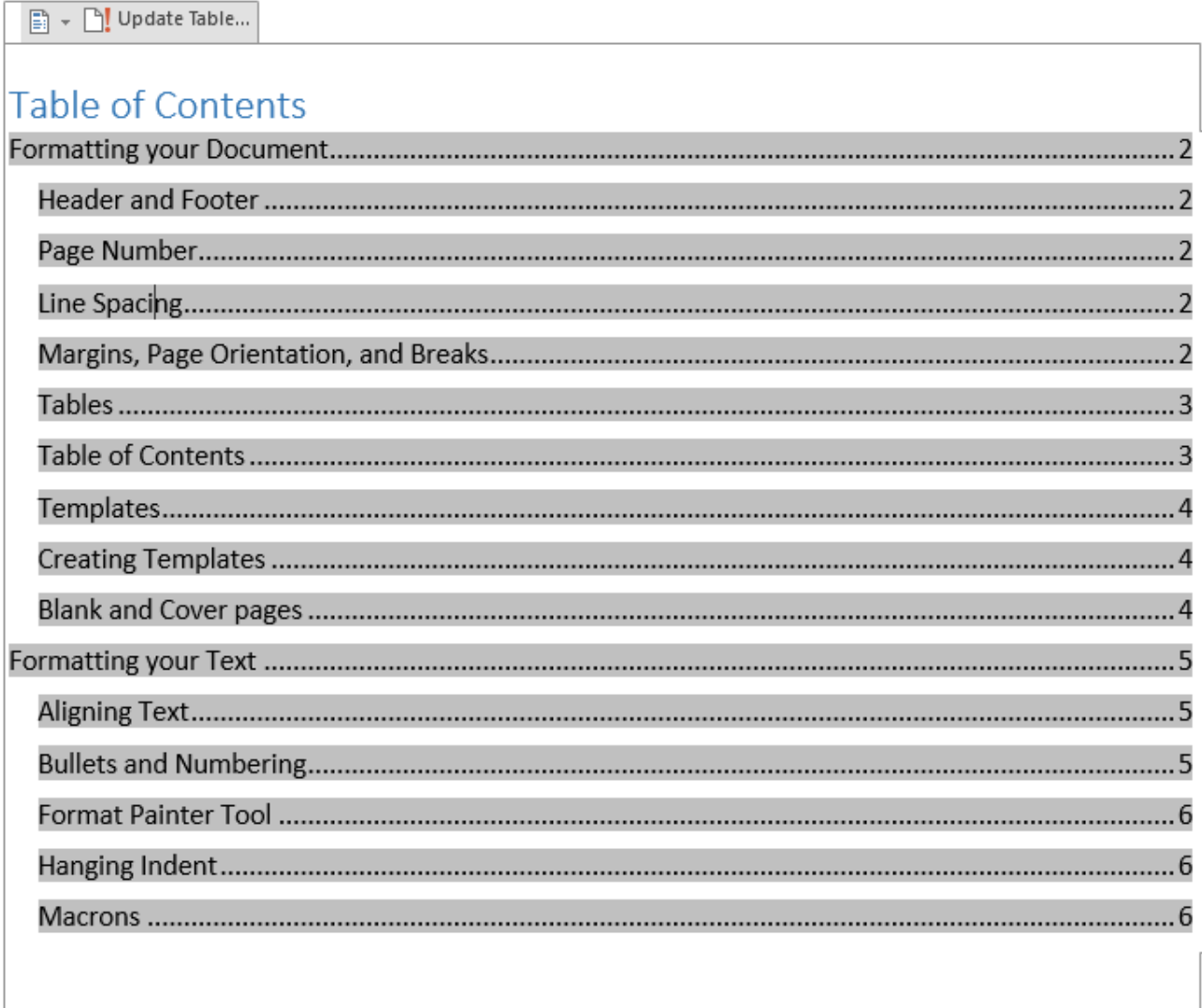**References** tab << **Table of Contents**

Click the **arrow** in the right hand bottom corner of Table of Contents, as shown below. This will give you a list of Built-in Automatic Tables.

Once you have made your selection, **click** on Automatic Table 1 or 2, this will automatically insert your Table of Contents based on your selection. This will use headings that have the Heading 1, Heading 2 etc. from the Styles section on the home tab.
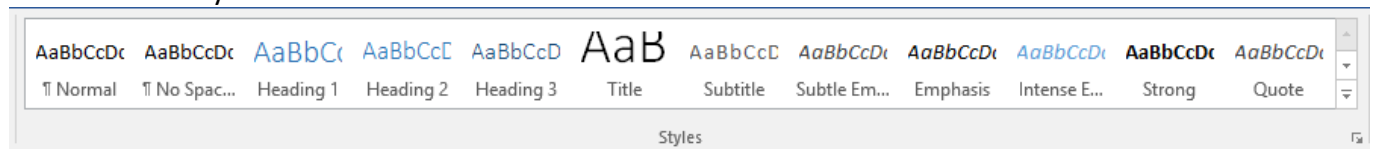
The table will look similar to this, dependent on what Table of Contents you chose from the list.
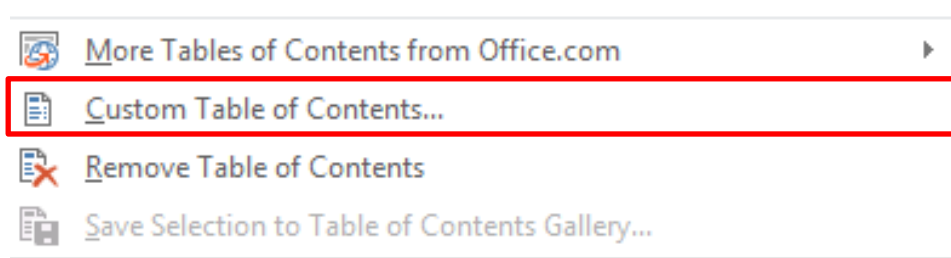
Update Table...

Table of Contents

Formatting a Table of Contents

To make formatting changes to your Table of Contents, select **Custom Table of Contents** from the Table of Contents drop down menu

References << **Table of Contents** << **Custom Table of Contents**

More Tables of Contents from Office.com ▸

Custom Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

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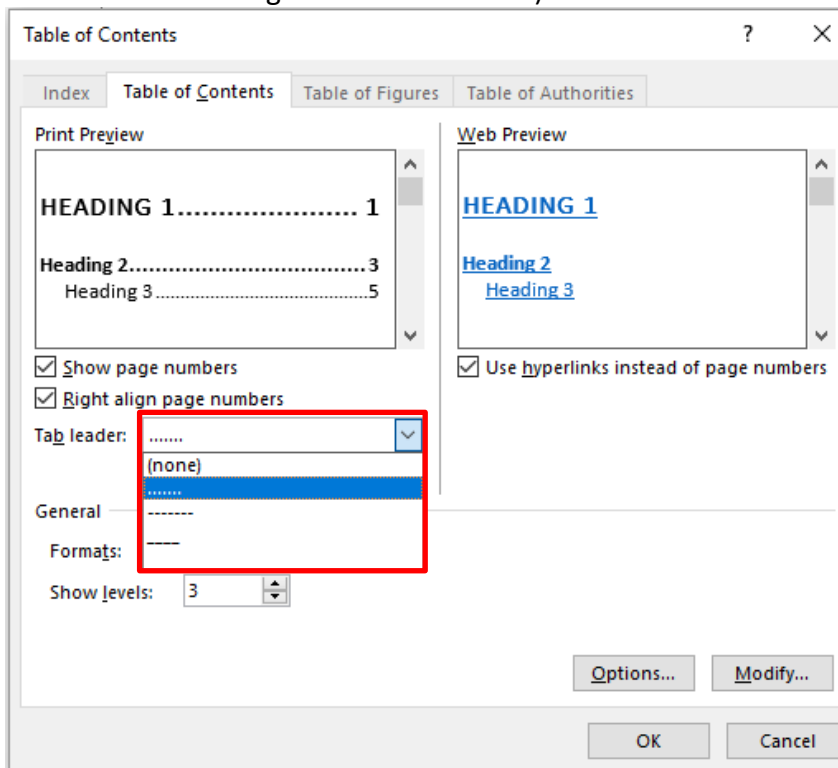
Once you have selected the Custom Table of Contents, the following dialogue box will appear and you can make any formatting changes here.
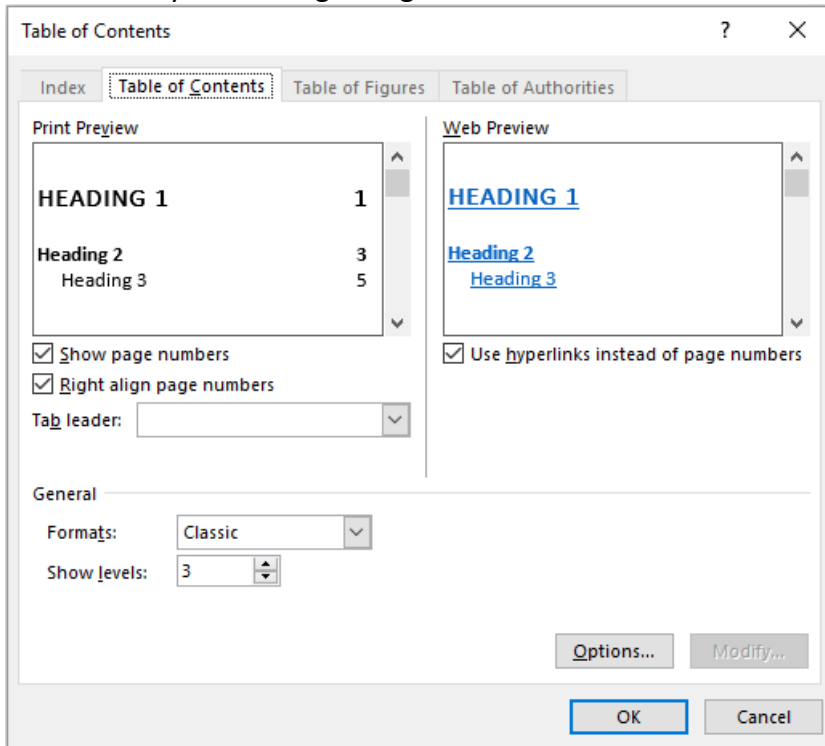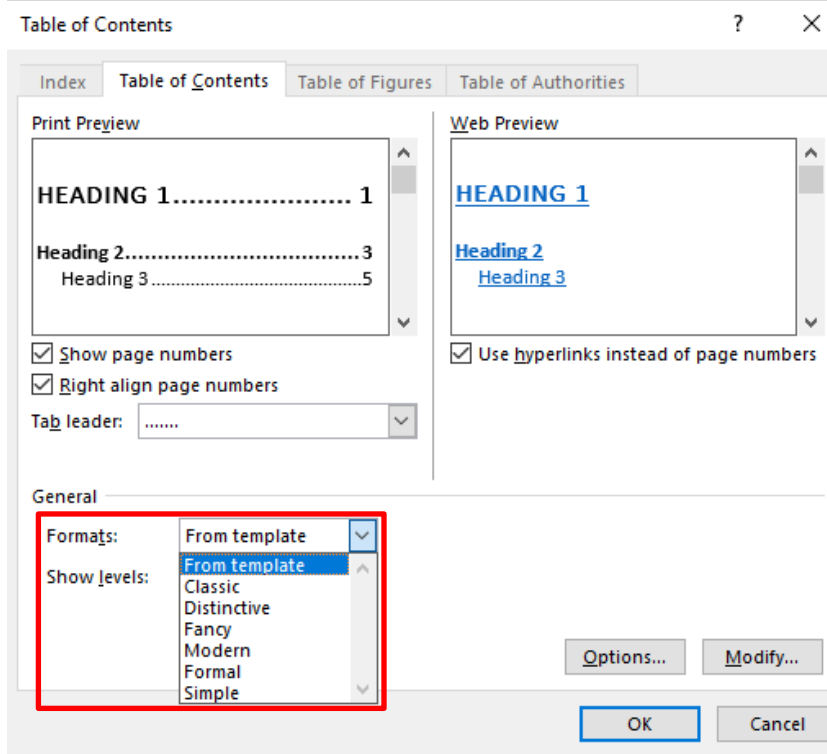

To change the **Tab leader** << **select** the box shown below;
(The tab leader is the bit that stretches between the heading and its' respective page number in the Table of Contents e.g. dots or a solid line)

You can increase or decrease the levels of the headings, as shown below;
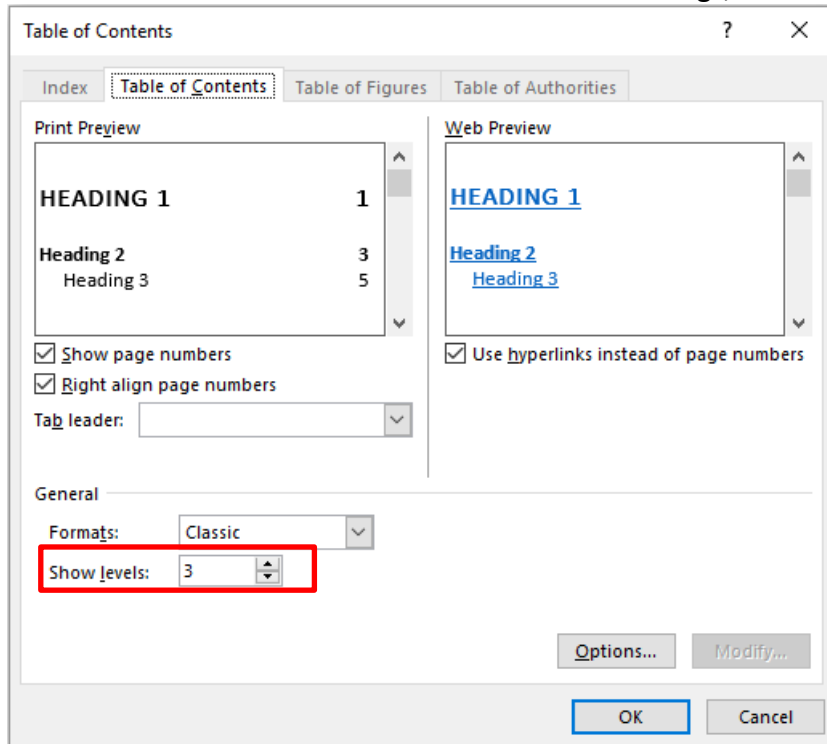
You can also change the appearance of the Table of Contents by changing the format of it.

Updating a Table of Contents

If you make changes to your document that changes the Page Numbers or Headings you will need to update your Table of Contents.

Select the Table of Contents and at the top you will get an **Update Table** menu. **Select Update entire table** and the changes will be made.

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

○ Update page numbers only
● Update entire table

OK   Cancel