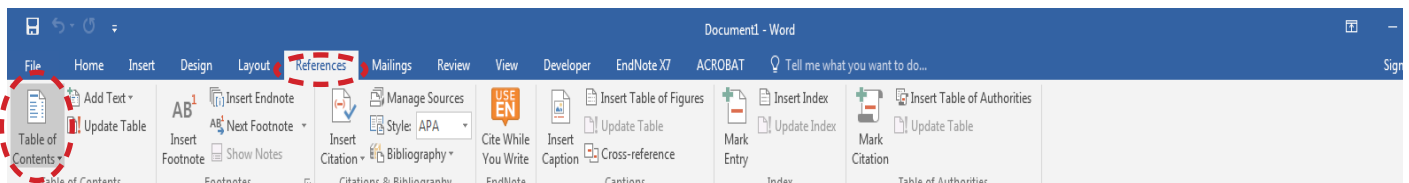


# Microsoft Word 2016 Table of Contents

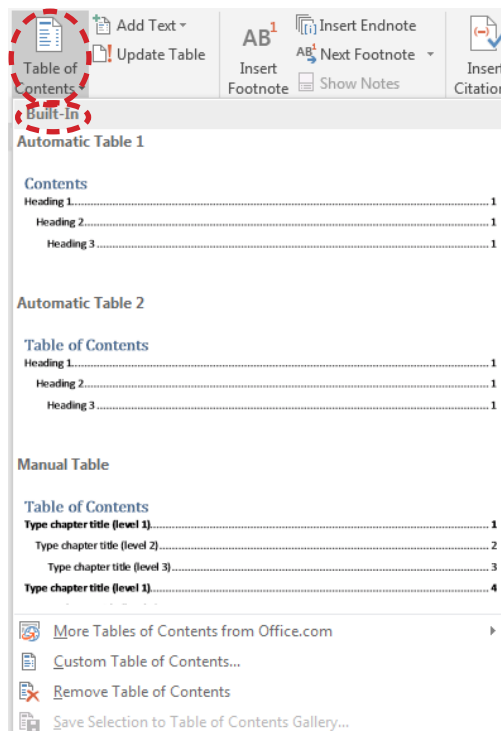
## Creating a Table of Contents

The easiest way to create a table of contents is to use the built-in heading styles for headings throughout your document.

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.



Want more information?  
974 8000 ext 6045  
twist@eit.ac.nz

To make formatting changes to your Table of Contents << Select Custom Table of Contents

Table of Contents

Automatic Table 1

Contents

Heading 1 ..... 1

Heading 2 ..... 1

Heading 3 ..... 1

Automatic Table 2

Table of Contents

Heading 1 ..... 1

Heading 2 ..... 1

Heading 3 ..... 1

Manual Table

Table of Contents

Type chapter title (level 1) ..... 1

Type chapter title (level 2) ..... 2

Type chapter title (level 3) ..... 3

Type chapter title (level 1) ..... 4

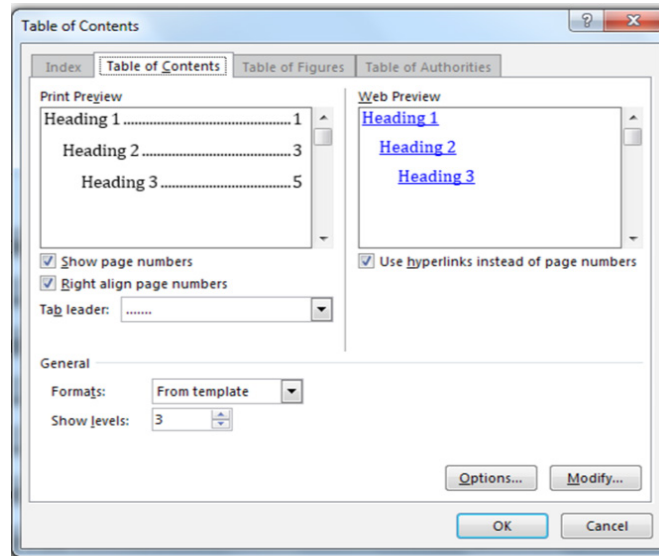
More Tables of Contents from Office.com

Custom Table of Contents

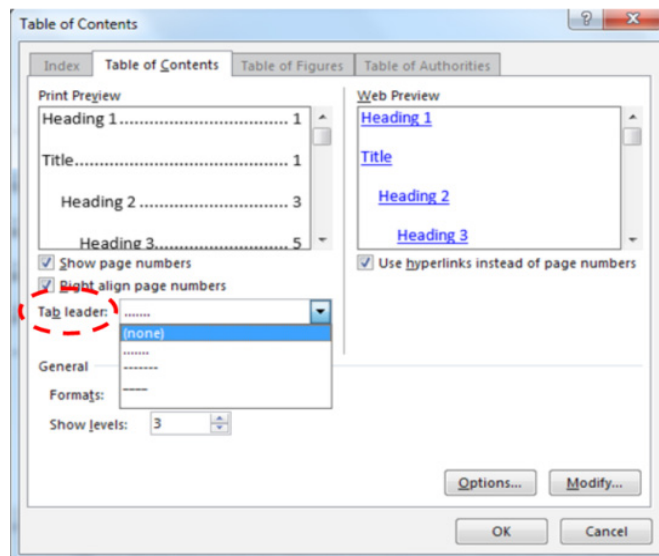
Remove Table of Contents

Save Selection to Table of Contents Gallery...

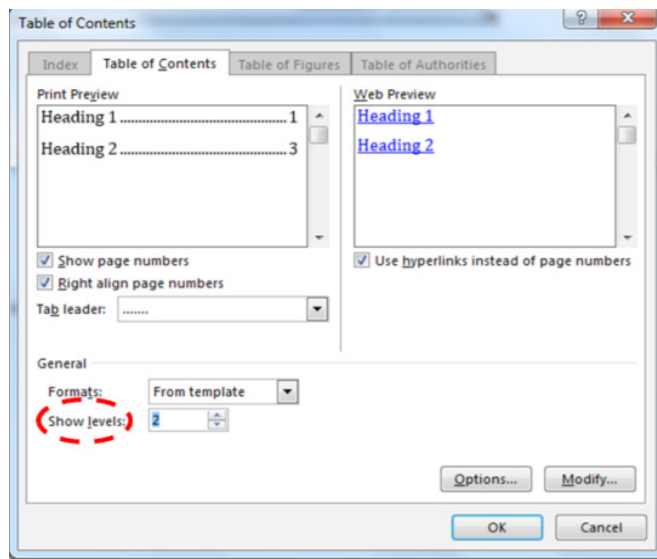
Once you have selected the Custom Table of Contents, the following dialogue box will appear and you can make any formatting changes here.



To change the Tab leader << select the box shown below;



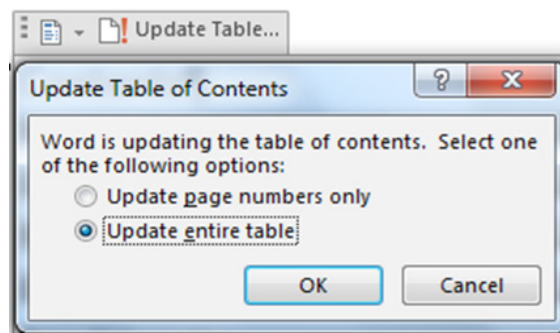
You can also increase or decrease the levels of the headings, as shown below;



## 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.



Want more information?  
974 8000 ext 6045  
twist@eit.ac.nz