Preparing Document for TOC:

1. Word builds the table of contents off the styles in the document.
2. As you type your document, apply styles as you create the document.
3. Although Word TOC default is 3 levels, you can create a table of contents on up to 9 levels of headings.

Procedure:

1. Before typing heading text, select style from Home tab- style box, or from the Styles task pane (click on Dialog Box launcher in lower right corner of Styles area).
2. If you have already typed your document, simply highlight the heading and choose the style to apply.
3. Create your own style from formatted text:
   a. Apply the desired formatting to the text.
   b. Highlight the text and right click in the highlighted area.
      i. Choose Styles from the popup menu
      ii. Choose Save selection as a New Quick Style
      iii. Name the style and click on Modify… button
      iv. Change the style type from “linked….” To paragraph or character based on what type of text you are styling.
      v. IF you want to have this style always available for new documents:
         1. Click on Automatically update (in case you modify the style)
         2. Click on New documents based on this template.
      vi. IF paragraph style, make sure to change the “Style for following paragraph” to Normal. This is so when you press enter to begin a new paragraph it will return to the default formatting of the document.
4. Create your own style from tool bar:
   a. Click on Dialog Box launcher in lower right corner of Styles area on the home tab.
   b. The task pane will come up on the left
   c. Click on the New Style icon in the lower left corner of the task pane.
      i. Type in a name for your new style.
      ii. Choose the style type, for now choose paragraph.
      iii. Choose the style based on, for now choose heading 1.
      iv. Then choose the style of the following paragraph, for now choose normal.
      v. From the formatting area you have choices of:
         1. font
         2. font size
         3. Bold, Italic or Underline
         4. font color
         5. alignment of text on page
         6. line spacing
         7. line spacing before and after
         8. indentation
      vi. If you want this style available for all documents created from this point on, click on “new documents based on this template”.
      vii. Choose Automatically Update to insure if you make changes to the new style it will apply those changes while your document is open.
5. When you are through with setting up the style, click OK
6. Apply the style, if it still needs editing or you no longer want it, choose the style from the task pane, right click and choose modify or remove from quick gallery.

Creating the Table of Contents:

Using Styles
You can use style 1 or 2 Table of Contents shown on TOC pop-down menu or choose Insert Table of Contents from the bottom section of the menu. In this class we will use the third option so we can change the style of the TOC.

1. Place your cursor where you want the TOC to appear.
2. Click on Reference Tab – down arrow to right of Table of Contents and choose Insert Table of Contents from the lower portion of the pop-down menu.
3. On the left is the print preview – ignore the right because it is a web view.
4. Notice the choices you have:
   a. Show page numbers
   b. Right align page numbers
   c. Style of Tab Leader
5. In the General area you can:
   a. Format of table of contents
   b. Set the number of levels on table of contents
   c. To change the font, click on the Modify button in the lower right corner.
6. Once you have set the table of contents up as you wish, click ok and Word will generate the TOC.

Manually
You can insert an empty formatted TOC and fill in the headings and pages numbers yourself. Keep in mind that this will also have to be updated manually if you make additions or deletions in the document.

1. Place your cursor where you want the TOC to appear.
2. Click on Reference Tab – down arrow to right of Table of Contents – Manual Table
3. Type your TOC information inside the area marked with place holders.
4. Type over the page number.
5. To add sections to the TOC, highlight the previous level(s), press Ctrl+C to copy
6. Place your cursor in the area where the additional section should reside and press Ctrl+V to paste in the additional section.