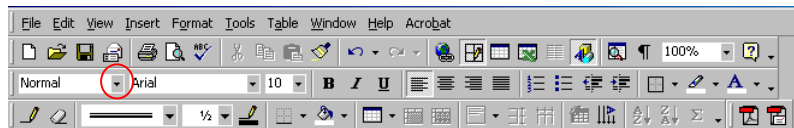




Generating an Automatic Table of Contents

Do your students write research papers? Do you ever create Word documents that are divided into sections, with a title or heading for each section? An automatic “Table of Contents” may be just what you need! You don’t have to line up rows of dots, or change the page numbers when the content changes, or update edited heading titles. MS Word does that all for you- automatically!

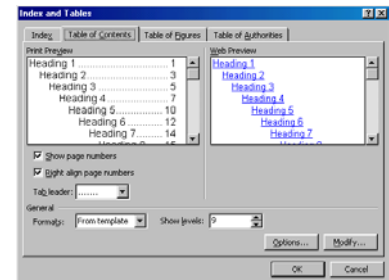
1. When you create your document, be sure to type a heading for each section that is to appear in the Table of Contents.
2. For each heading:
 - A. Highlight the text to select it
 - B. On the Formatting Toolbar, click the down arrow to the right of “Normal”



- C. Click the desired Heading Style

Heading 1	16 pt
Heading 2	14 pt
Heading 3	13 pt

3. At the beginning of your document, click the spot where you want the Table of Contents to appear
4. On the menu bar, click **Insert → Index and Tables...**
The dialog box to the right will open.
5. Make the appropriate selections, and click **OK**.



6. The Table of Contents will appear at the insertion point. It appears to be gray, but that simply means it is “clickable.” The gray background does not print.
7. To update the Table of Contents, simply right-click the table and select **Update Field**. Make the desired changes and click **OK**.