

## Microsoft Word 2010: Create a Table of Contents

You create a table of contents by applying heading styles — for example, Heading 1, Heading 2, and Heading 3 — to the text that you want to include in the table of contents. Microsoft Word searches for those headings and then inserts the table of contents into your document.

When you create a table of contents this way, you can automatically update it if you make changes in your document.

Microsoft Word 2010 provides a gallery of automatic table of contents styles. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options.

You can also create a custom table of contents with the options you choose and any custom styles that you've applied by using the **Table of Contents** dialog box.

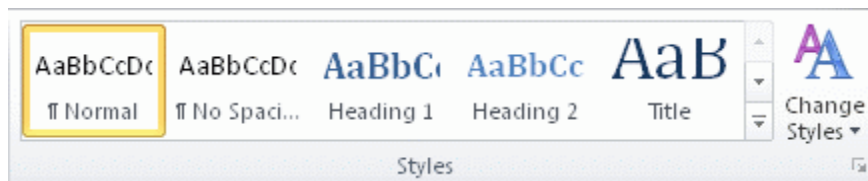
### Mark entries for a table of contents

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The easiest way to create a table of contents is to use the built-in heading styles. You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

#### MARK ENTRIES BY USING BUILT-IN HEADING STYLES

1. Select the text that you want to appear in the table of contents.
2. On the **Home** tab, in the **Styles** group, click the style that you want.



For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the Quick Style gallery.

#### NOTES

- If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

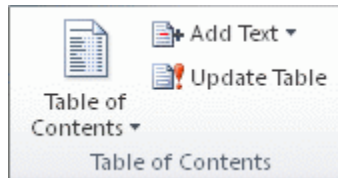
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### Create a table of contents from the gallery

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After you mark the entries for your table of contents, you are ready to build it.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.

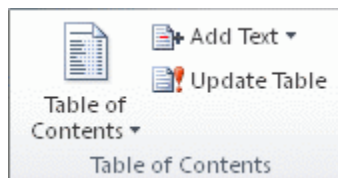


**NOTE** If you want to specify more options — for example, how many heading levels to show — click **Insert Table of Contents** to open the **Table of Contents** dialog box. To find out more about the different options, see [Format the table of contents](#).

### Create a custom table of contents

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1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.



2. In the **Table of Contents** dialog box, do any of the following:
  - To change how many heading levels are displayed in the table of contents, enter the number that you want in the box next to **Show levels**, under **General**.
  - To change the overall look of your table of contents, click a different format in the **Formats** list. You can see what your choice looks like in the **Print Preview** and **Web Preview** areas.
  - To change the type of line that appears between the entry text and the page number, click an option in the **Tab leader** list.
  - To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that you want to change, and then click **Modify**. In the **Modify Style** dialog box, you can change the font, the size, and the amount of indentation.
3. To use custom styles in the table of contents, click **Options**, and then do the following:

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- Under **Available styles**, find the style that you applied to the headings in your document.
- Under **TOC level**, next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.

**NOTE** If you want to use only custom styles, delete the TOC level numbers for the built-in styles, such as Heading 1.

- Repeat step 1 and step 2 for each heading style that you want to include in the table of contents.
  - Click **OK**.
4. Choose a table of contents to fit the document type:

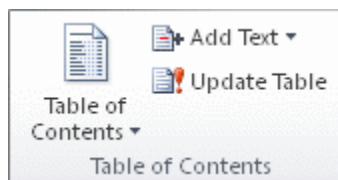
- **Printed document** If you are creating a document that readers will read on a printed page, create a table of contents in which each entry lists both the heading and the page number where the heading appears. Readers can turn to the page that they want.
- **Online document** For a document that readers will read online in Word, you can format the entries in the table of contents as hyperlinks, so that readers can go to a heading by clicking its entry in the table of contents.

## Update the table of contents

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If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.



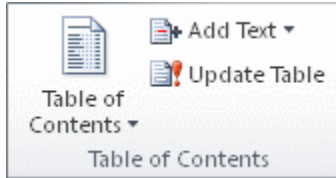
2. Click **Update page numbers only** or **Update entire table**.
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## Microsoft Word 2010: Create a Table of Contents

### Delete a table of contents

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1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.



2. Click **Remove Table of Contents**.