

Word Table Of Contents

Word is a familiar tool for general word-processing. It also has a range of power features which it is essential to master if you are building a major formal document such as a thesis, dissertation or book.

In this task you will work on a thesis to assemble a table of contents, listing the chapters and paragraphs of the document with the page numbers where they are to be found.

Learn more about this and related topics, from the courses on **Document Design** in the IT Learning Centre.

SKILLS Toolkit

Use the icon **Gigott Thesis** on the Desktop to open *Word* with the document called Gigott Thesis.docx

Scan through the document, noting the general layout and the styles that have been used for formatting

Use the **Page Down** key to look through the document

The headings and sub-headings have been formatted by applying the styles **Heading1**, **Heading2**, **Heading3**, while the main text paragraphs have the style **Body Text**

Refer to the Style Gallery on the **Home** tab of the Ribbon

The style that has been applied to the current paragraph is highlighted in the Style Gallery

On page 1, place the insertion point just below the heading Table of Contents

Insert a Table of Contents (a ToC):

Switch to the **References** tab of the Ribbon and click 

Choose one of the Automatic Table designs offered

Alternatively, choose **Custom Table of Contents**, and change some settings in the dialog

A table of contents is automatically assembled: *Word* looks through the document and finds paragraphs which have the built-in styles **Heading1-3**, and lists them in the ToC

Insert a new heading

After the paragraph Conclusion and before References, type a new heading Acknowledgements

In the Styles Gallery, click on **Heading 1** – you will notice that the text's format changes

Now navigate back to your Table of Contents, and click anywhere on the ToC

Click  **Update Table** which appears, then select **Update entire table**

You will notice that the new heading Acknowledgements now appears in the ToC

Learn how to master more of *Word's* power features at these IT Learning Centre courses:

Good Practice in Document Design

Managing Your Thesis

Building Long Documents

Details to be found at courses.it.ox.ac.uk

