



# Word 2003: Table of Contents

## Learning guide

### Why create a table of contents?

When drafting a long document whose content is broken up into several sections, a table of contents can help your reader make effective use of your document by:

- Providing a quick overview of the document's content.
- Allowing your readers to quickly jump to the most relevant sections of your document.

Although it's a great deal of work to manually create a table of contents and keep it updated while you revise your document, Word's reference tools can help you quickly create and manage tables of contents for your documents.

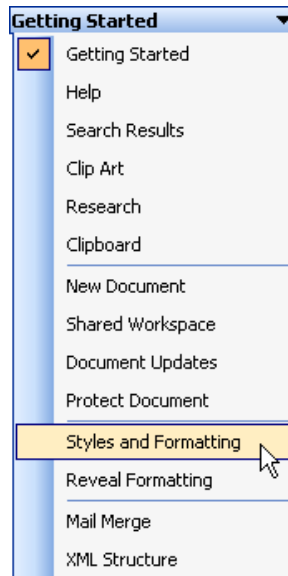
### Getting started

Before Word can create your table of contents, you must first mark the beginning of each section within your document. The easiest way to mark each section is to apply one of Word's standard header styles to each section header. In a single step, this will allow you to mark the start of the section and format its title.

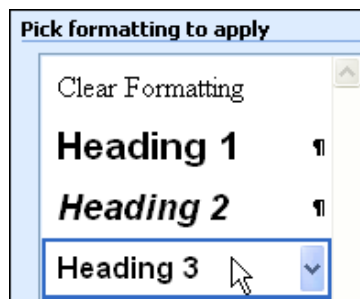
### Applying a header style to a section header

- Select the title of the section you wish to mark.
- Confirm that the **Task Pane** is displayed at the right side of the Word window.
- If the task pane is not displayed:
  - From the **View** menu, select **Task Pane**.

- Click on the down-facing arrow at the top right corner of the **Task Pane**.
- From the menu that appears, select **Styles and Formatting**.



- In the box labeled **Pick formatting to apply**, select the name of the style that you wish to apply.
- Word will apply the formatting characteristics of the header style you chose to the section header you selected.

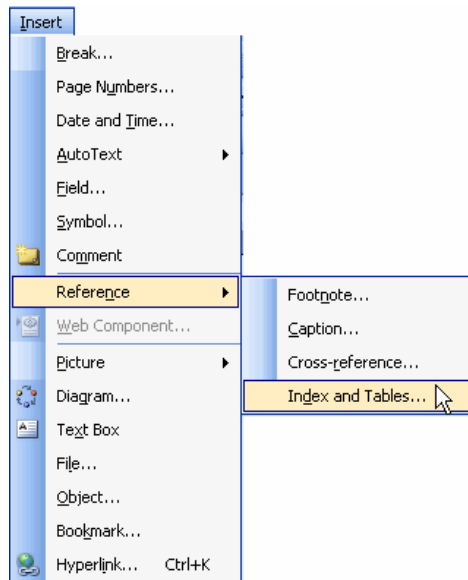


**Tip:** For best results, apply one of Word's built-in heading styles to your section headers. Using these styles will make it easier for you to create a table of contents that includes all of the sections in your document.

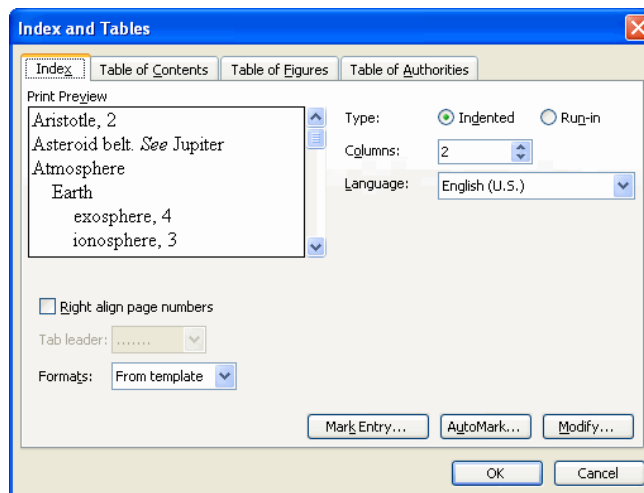
## Creating a table of contents

Once you have formatted the title of each section, you are ready to create your table of contents.

- Click in the place in your document where you wish to insert the table of contents.
- From the **Insert** menu, select the **Reference** submenu.
- From the **Reference** submenu, select **Index and Tables**.

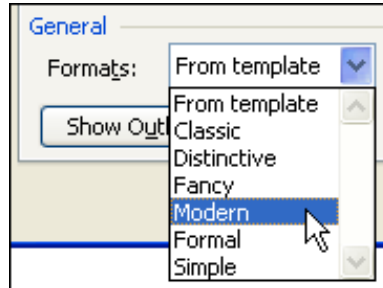


- The **Index and Tables** window will appear.



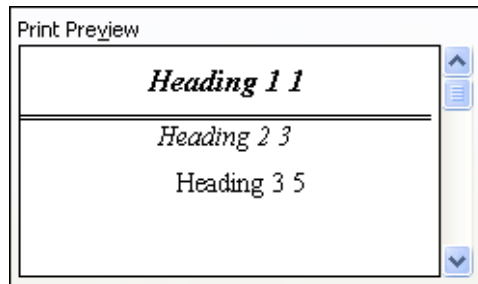
- On the **Index and Tables** window, click on the tab labeled **Table of Contents**.

- On the **General** area, click on the down-facing arrow next to the box labeled **Formats**.
- From the menu that appears, select the format that best suits the layout of your document (for example, **Modern**).



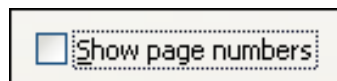
*Print Preview*

- Whenever you choose a table of contents style from the **Formats** menu, you will see a thumbnail view of that style in the **Print Preview** area.
- Use this area to preview table styles that may be appropriate for your document.



*Hiding page numbers in your table of contents*

- Uncheck the box labeled **Show page numbers** located beneath the **Print Preview** area.



### *Choosing number levels in your table of contents*

Once you've chosen a table format, use the box labeled **Show levels** to choose the number of levels that will appear in your table of contents.

- Click on the up and down facing arrows next to the box labeled **Show Levels**.
  - The up-facing arrow increases the number of levels in your table.
  - The down-facing arrow to decreases the number of levels in your table.



The image shows a small dialog box with the text "Show levels:" followed by a text input field containing the number "3". To the right of the input field are two small arrows, one pointing up and one pointing down, indicating a spinner control.

- Click on the button labeled **OK** to insert the table of contents in your document.

***Tip:** Choose the number of levels to display based on the way you have created content sections and sub-sections within your document. The table below provides some examples to help you choose the right number of levels for your table of contents.*

<b>For a document with....</b>	<b>Show levels...</b>
3 major sections	1
2 major sections; and 3 subsections in each	2
3 major sections; 2 subsections in each; and minor content areas within each subsection	3

### Using a table of contents

Once you have created a table of contents, readers of your document can use it in two ways.

- When reviewing a printed version of the document, readers can use page numbers in the table of contents to flip to a specific section within the document.
- The section headers listed in the table of contents can serve as links to content within your document.
  - By holding down the **Ctrl** key and clicking on a section's header, readers can navigate directly to that section without having to scroll through the document.

## Revising a table of contents

Once you've created a table of contents, you can easily edit and format its text. You can also quickly update the table by adding the headers for new sections. If necessary, you can also delete the table of contents.

### **Editing text within a table of contents**

To revise text within your table of contents:

- Click on the text in your table of contents that you wish to edit.
- When the flashing insertion cursor appears, edit the text as you would edit text anywhere else in your document.

### **Reformatting text in a table of contents**

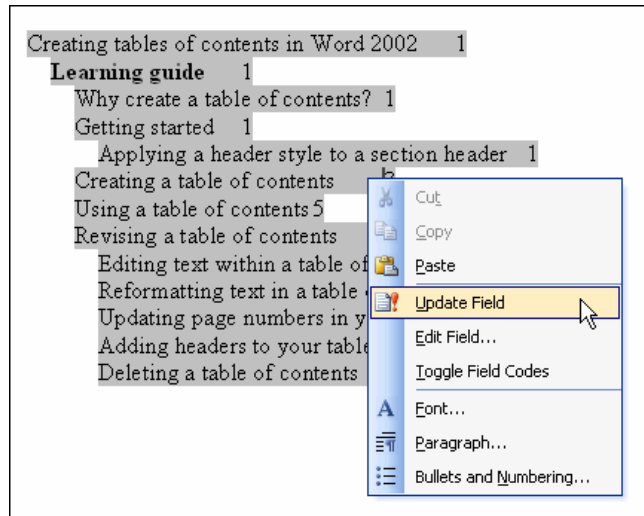
You can quickly change the font, size, and style of any block of text in the table of contents. You can also make more extensive changes by altering the formatting for all of the headers at one of the levels in your table. To reformat a specific block of text in your table:

- Drag your cursor to select the text that you wish to reformat.
- Reformat the text as you would reformat text anywhere else in your document.

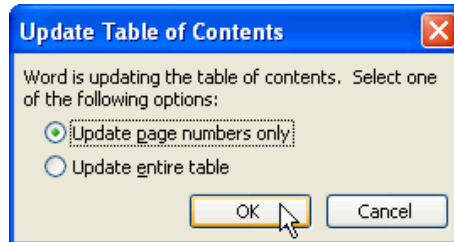
## Updating page numbers in your table of contents

Once you've created your table of contents, you can quickly update page numbers in the table that are no longer correct because of revisions that you've made. To update page numbers for each header:

- Click anywhere within the table to select the entire table of contents.
- Word will highlight the entire table by displaying a gray background behind the table's text.
- Right-click anywhere on the table.
- From the menu that appears, select **Update Field**.



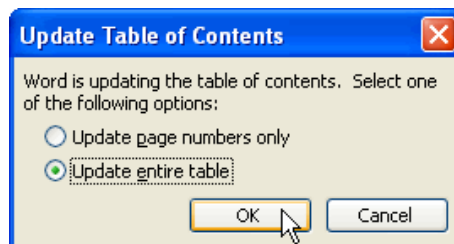
- The **Update Table of Contents** window will appear.
- Click on the option button labeled **Update page numbers only**.
- Click on the button labeled **OK** to update the page number for each header in your table.



### Adding headers to your table

In some cases, you will want to add a new section to your document. You can easily update your table of contents so that the new section header and page number appear.

- Click anywhere within the table of contents to select the entire table.
- Right-click on the table.
- From the menu that appears, select **Update Field**.
- The **Update Table of Contents** window will appear.
- Click on the option button labeled **Update entire table**.
- Click on the button labeled **OK**.



### Deleting a table of contents

- Drag your cursor to select the entire table of contents.
- Type the **delete** key on your keyboard.