Quick Tips: Table of Contents

If the document has one or more Heading styles applied to define the structure, then Microsoft Word can create a table of contents based on those styles. Use the References menu > Table of Contents button, and then select the automatic, manual, or custom option.

Use the Reference menu > Table of Contents button > Custom Table of Contents option to redefine how many levels to include in the contents and styling options.

Note: after creating a table of contents (TOC), new styles for the TOC Heading and TOC levels will be available in the Style gallery and pane. Modify these styles to adjust the design of the table of contents.

To update the entire contents or just the page numbers, click the References menu > Update Table option. You can also click in the table of contents and the Update Table… button will appear at the top left corner of the contents.