

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.

The screenshot displays the Microsoft Word interface. In the **References** ribbon, the **Table of Contents** button is highlighted. The **Table of Contents** task pane is open, showing three options: **Built-In**, **Automatic Table 1**, **Automatic Table 2**, and **Manual Table**. The **Custom Table of Contents...** option is selected. The resulting Table of Contents in the document is shown, listing chapters and subheadings with page numbers. The **Styles** pane on the right shows the **TOC Heading** and **TOC 1-3** styles highlighted with a star.

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.

The screenshot shows the **References** ribbon with the **Update Table...** button highlighted. Below it, the **Update Table of Contents** dialog box is open, displaying the following options:

Word is updating the table of contents. Select one of the following options:

- Update page numbers only
- Update entire table

The dialog box also includes **OK** and **Cancel** buttons.