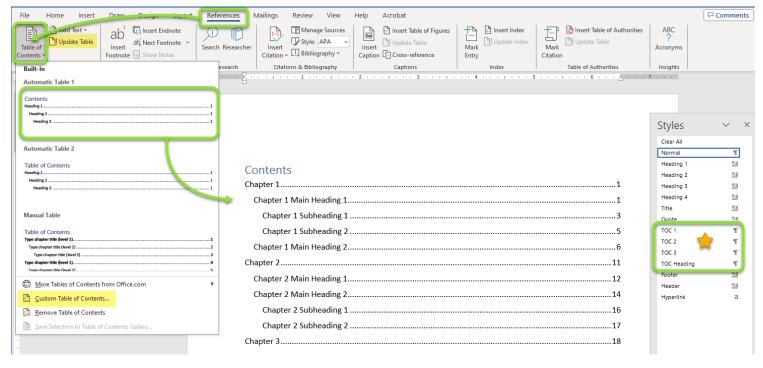
## **Quick Tips: Table of Contents**

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.

