

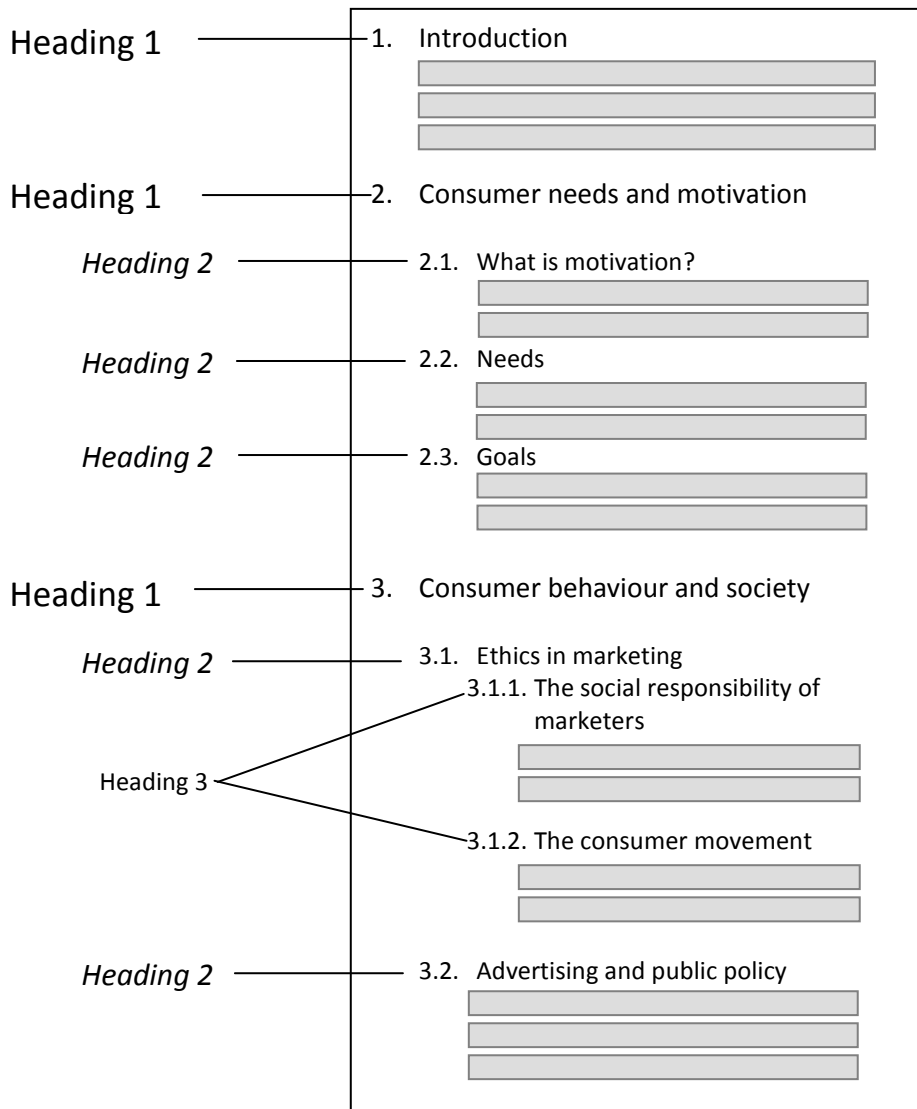
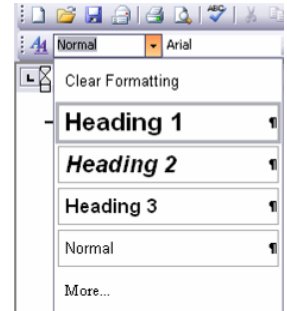
Creating a table of contents

Microsoft Word 2003

MS Word creates a table of contents or index for your document. It is a list of the headings and it is essential to format the style of the text that you wish to include in your table of contents.

For example, you can apply Heading 1 for main heading (level 1), Heading 2 for sub heading (level 2), and Heading 3 for sub-sub heading (level 3).

These heading styles are hyperlinked. So if your headings do not have a **Heading** style applied, it will not appear on your table of contents.



Headings can make your job easier!

When you wish to change the format of a heading for example, you can apply the new format to all headings at a particular level i.e. heading 1. The format change doesn't affect the other level of headings.

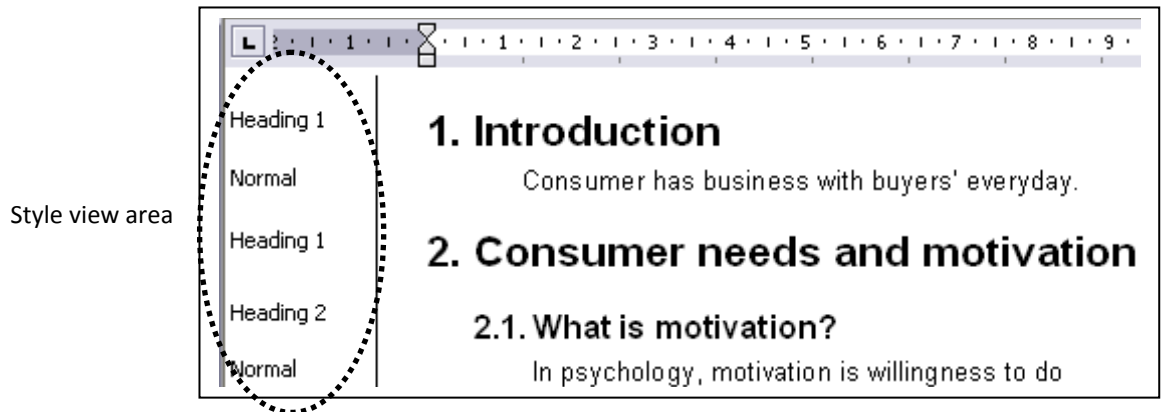
Headings also enable you to make a table of contents that you can update page numbers quickly when you have added or deleted pages

Viewing style area while creating table of contents

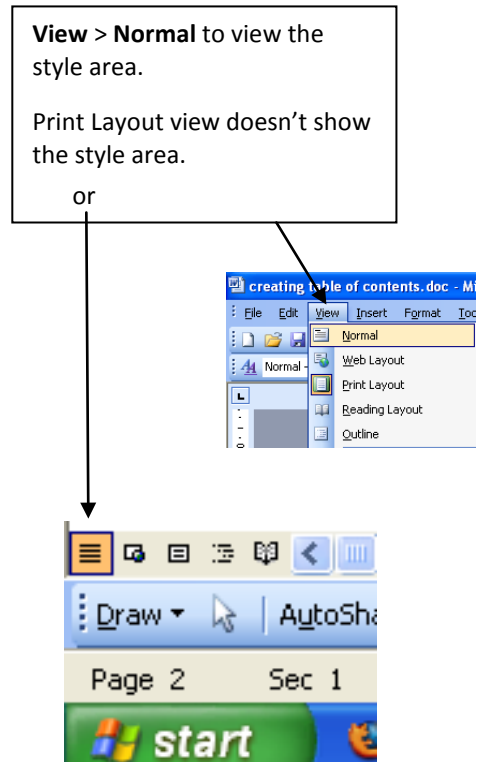
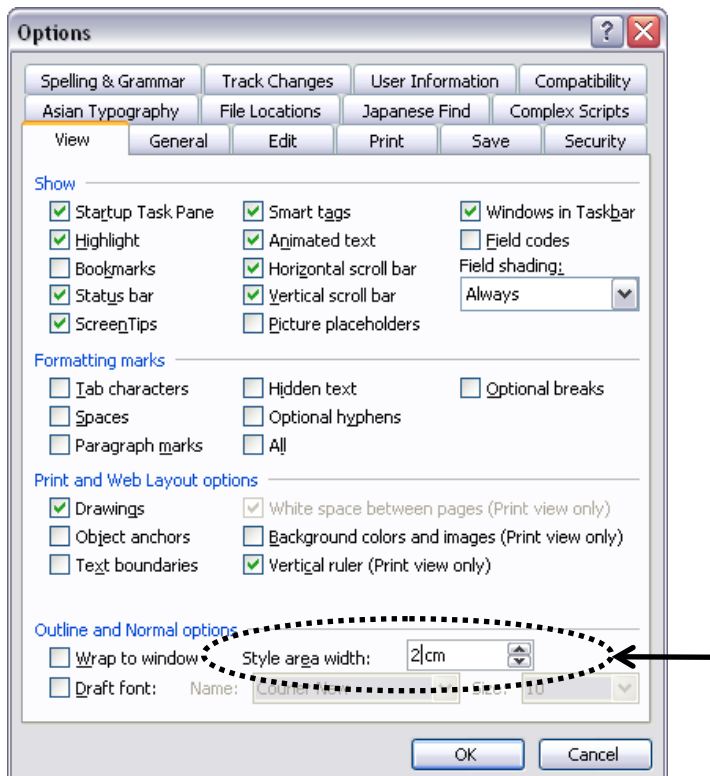
Viewing style area may be useful while applying Heading styles because you can see where all of your styles are and what level they are. You can increase the viewing style area in MS Word below.

NB: To view the area, it has to be Normal view, **View > Normal**

This isn't a vital step to create a table of contents so you can skip this but it reduces some errors creating styles and also makes it easier for you to track down errors when they do occur.

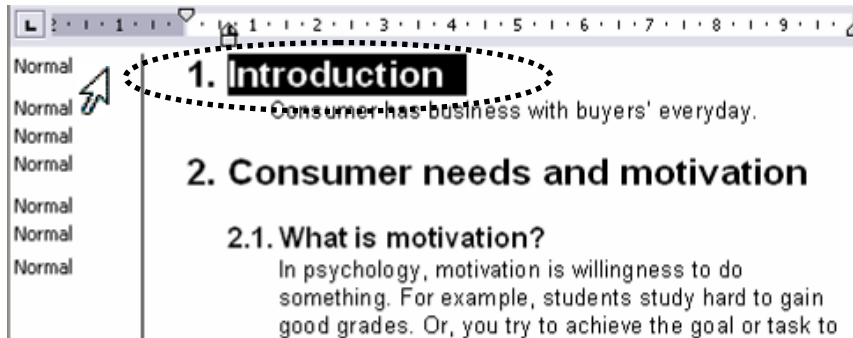


1. **Tools > Options**
2. **View tab > Type any width size, e.g. 2cm in Style area width > Click OK**



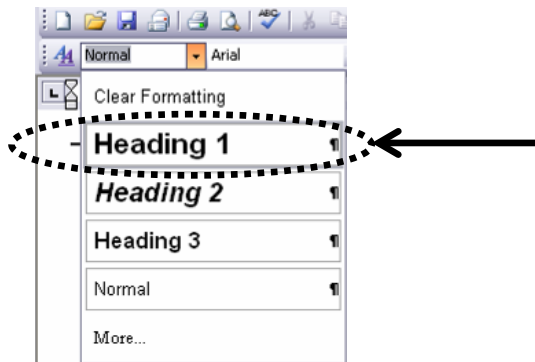
Marking entries for a table of contents

1. Select a heading.

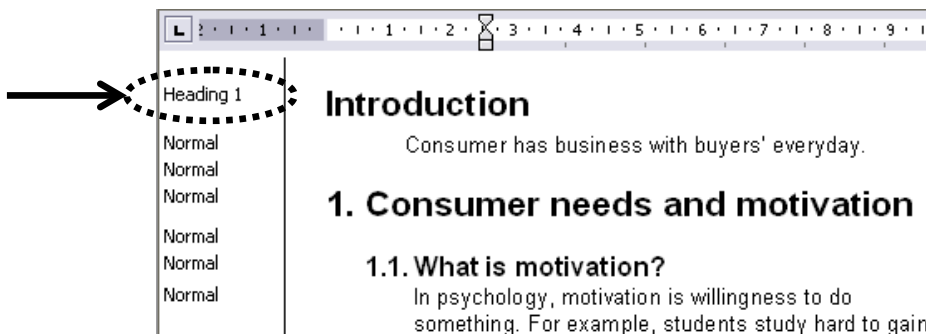


Tip: A quick way of selecting a heading
 Mouse over to the left margin > click right next to the heading. This should highlight the heading.

2. Select a Heading style, e.g., Heading 1



3. ('1. Introduction' is now set as **Heading 1** style.)

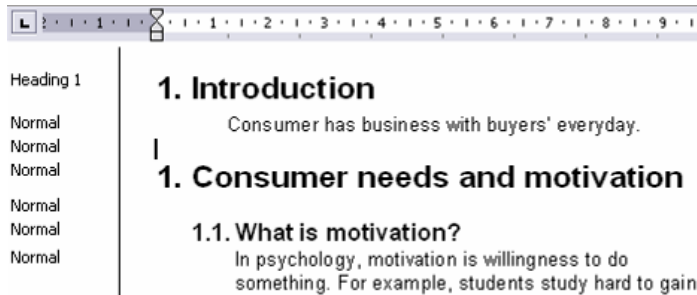


NOTICE: My numbering has gone and the font style has changed after applying a Heading!

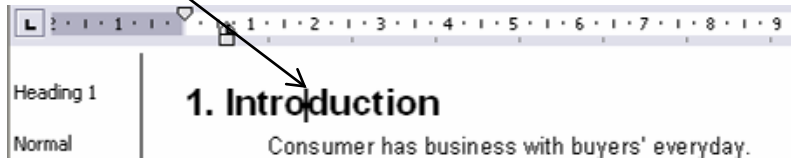
Your font format such as font style, size and numbering may be lost after you have applied the style. Unfortunately, you need to set your heading again. However, Format Painter can help do this. Please see the next page about working with Format Painter.



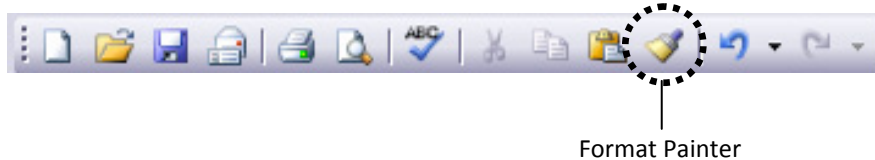
- 4. If your heading has lost the text format, Re-apply the format now. (For example, applying numbering and changing the font style and size to how they are supposed to be.)



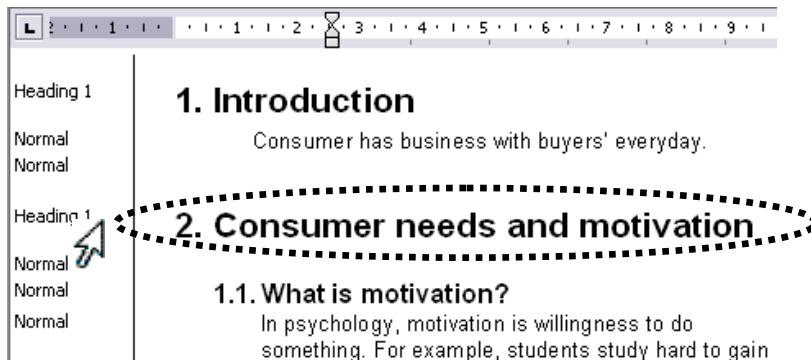
- 5. Place your cursor somewhere in the heading that you have just applied the Heading style to at step 3.




- 6. **Double** click on the **Format Painter**, This will copy the format i.e. the style, Font, font size, numbering etc.



- 7. Now apply the format you have copied to the next heading by highlighting the next heading you want change.



- 8. Keep selecting the same level of heading, e.g., all main headings > Press **ESC** key when you have finished. Or you can turn off the Format painter by clicking on the button once.

Tip: Format Painter
Apply Heading style with the Format Painter. This is quick and easy. 

- 9. Repeat steps from 1 to 7 for each level, i.e., Heading 2 (*level 2*), Heading 3 (*level 3*) and so on.



10. Done!

Heading styles have been applied.

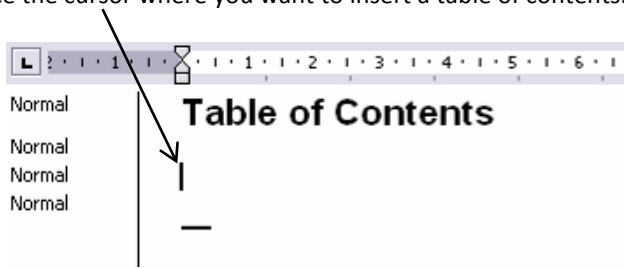
The screenshot shows a word processing application window with a ruler at the top. The document content is as follows:

- 1. Introduction**
Consumer has business with buyers' everyday.
- 2. Consumer needs and motivation**
 - 2.1. What is motivation?**
In psychology, motivation is willingness to do something. For example, students study hard to gain good grades. Or, you try to achieve the goal or task to gain a reward.
 - 2.2. Needs**
Consumer refers to human requirement.
 - 2.3. Goals**
Goals are something to achieve a task in order to make profit, to succeed, or to gain rewards. However, it often involves some stress and aggression.
- 3. Consumer behaviour and society**
 - 3.1. Ethics in marketing**
 - 3.1.1. The social responsibility of marketers**
What is the social responsibility of marketers?
They need to make sure
 - 3.1.2. The consumer movement**
Boom rapidly changes in society. Information Technology often helps change the movement.
 - 3.2. Advertising and public policy**

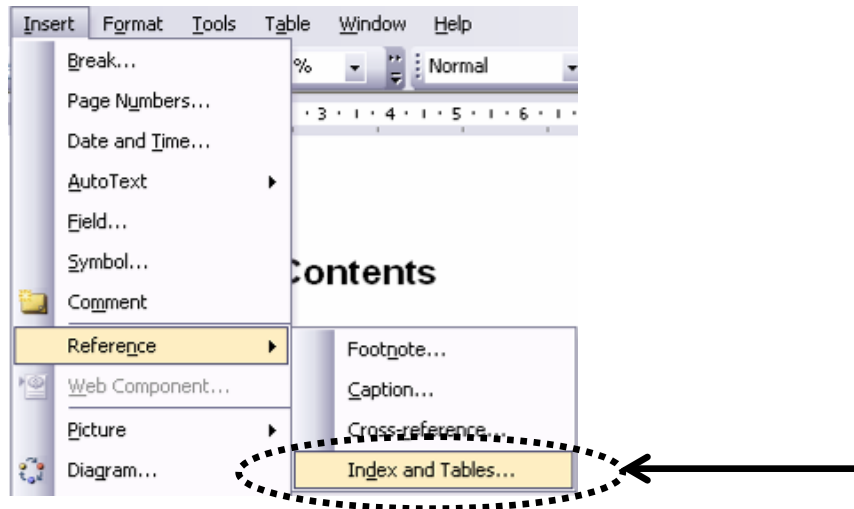
On the left side of the document, a vertical list of heading styles is shown, enclosed in a dashed border. The list includes: Heading 1, Normal, Heading 1, Heading 2, Normal, Heading 2, Normal, Normal, Heading 2, Normal, Heading 1, Heading 2, Heading 3, Normal, Heading 3, Normal, and Heading 2. A line connects the text 'Heading styles have been applied.' to this list.

Inserting a table of contents

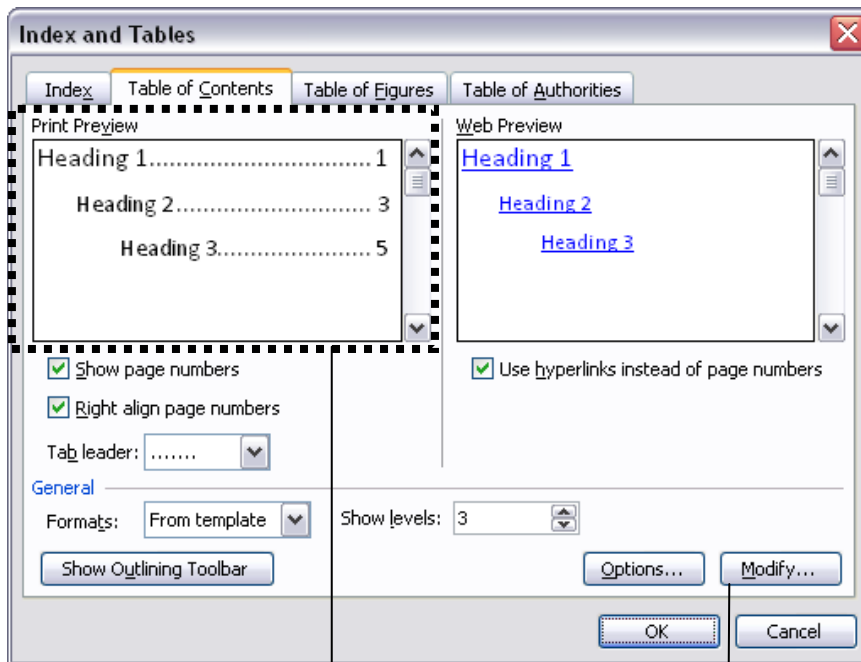
1. Place the cursor where you want to insert a table of contents.



2. **Insert > Reference > Index and Tables**



2. Click **Table of Contents** tab > Click **OK**



Preview

Modify button brings you to an extra couple of windows to modify each level of heading style formatting such as font size, font style, alignments, line spacing and so on.

3. **Table of Contents** should appear similar to the example below.

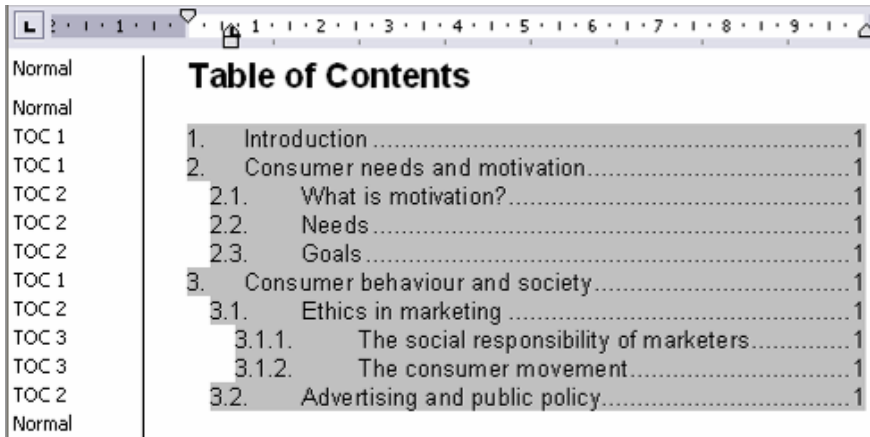
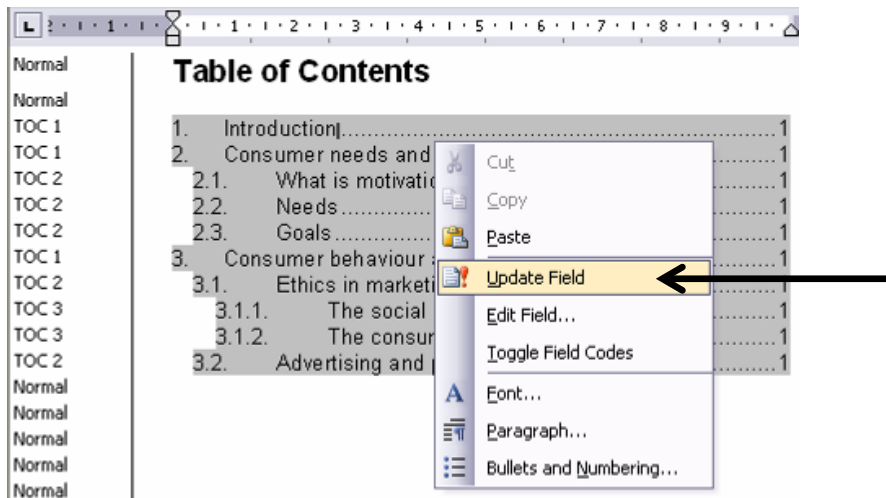


Table of Contents		
1.	Introduction	1
2.	Consumer needs and motivation.....	1
2.1.	What is motivation?.....	1
2.2.	Needs.....	1
2.3.	Goals.....	1
3.	Consumer behaviour and society.....	1
3.1.	Ethics in marketing	1
3.1.1.	The social responsibility of marketers.....	1
3.1.2.	The consumer movement.....	1
3.2.	Advertising and public policy.....	1

Updating the table of contents

When you have made any changes to your Table of Contents after you inserted it, you can simply update it.

1. **Right** click on the table of contents > Click **Update Field**



2. Click **Update entire table** > Click **OK**

