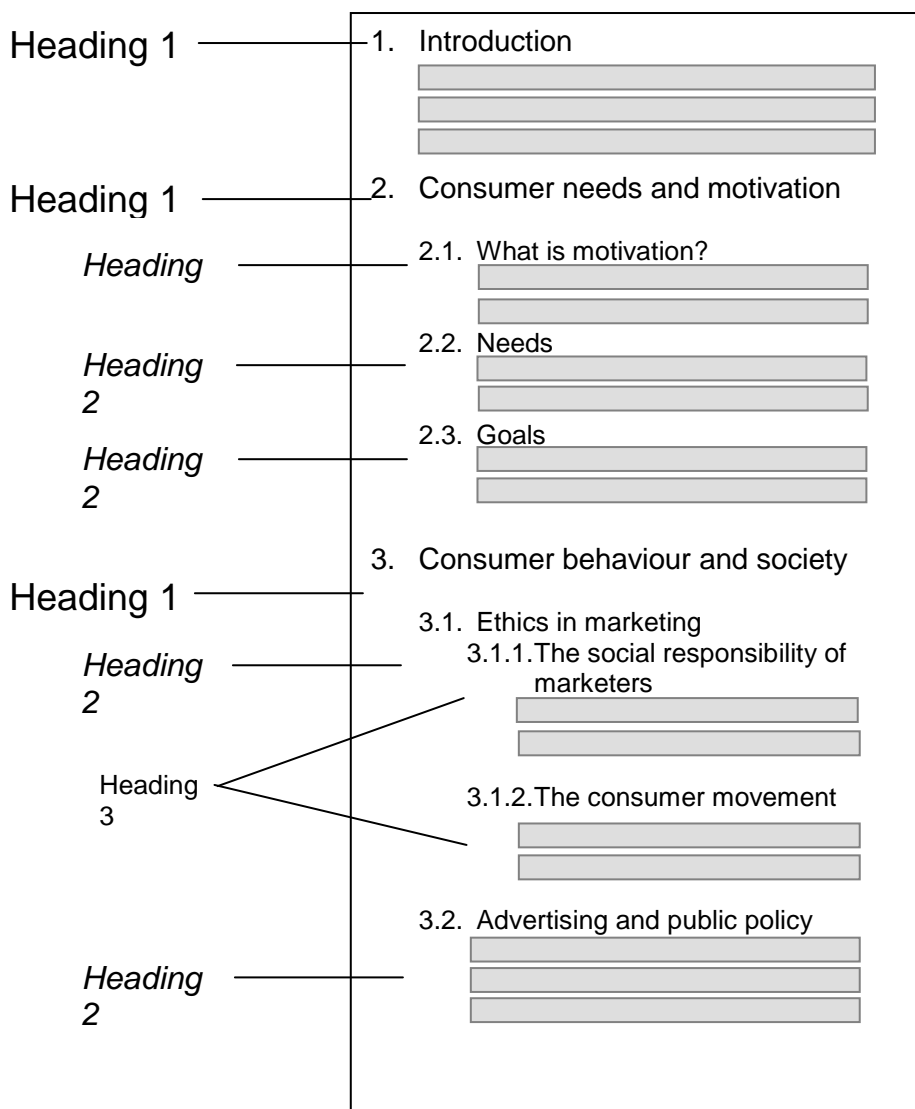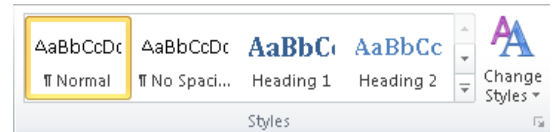**Massey University**

Creating a table of contents

Microsoft Word 2010

MS Word creates a table of contents or index for your document. It is a list of the headings and it is essential to mark 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-main heading (level 2), and Heading 3 for sub-sub heading (level 3).

If your headings haven't had a **Heading** style applied, it won't appear in your table of contents. Usually Heading 1-3 are enough unless you are writing a very long document such as thesis.

Heading 1 ────── 1.   Introduction

Heading 1 ────── 2.   Consumer needs and motivation

Heading ────── 2.1. What is motivation?

Heading 2 ────── 2.2. Needs

Heading 2 ────── 2.3. Goals

3.   Consumer behaviour and society

Heading 1 ──────

Heading 2 ────── 3.1. Ethics in marketing
                          3.1.1. The social responsibility of marketers

Heading 3 ──────
                          3.1.2. The consumer movement

                          3.2. Advertising and public policy
*Heading 2* ──────

Viewing style area while creating table of contents

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

NB: To view the style area, you have to be in Draft view, **View** > **Draft**

<u>This isn't a vital step to create a table of contents</u> but it can help when things go wrong.
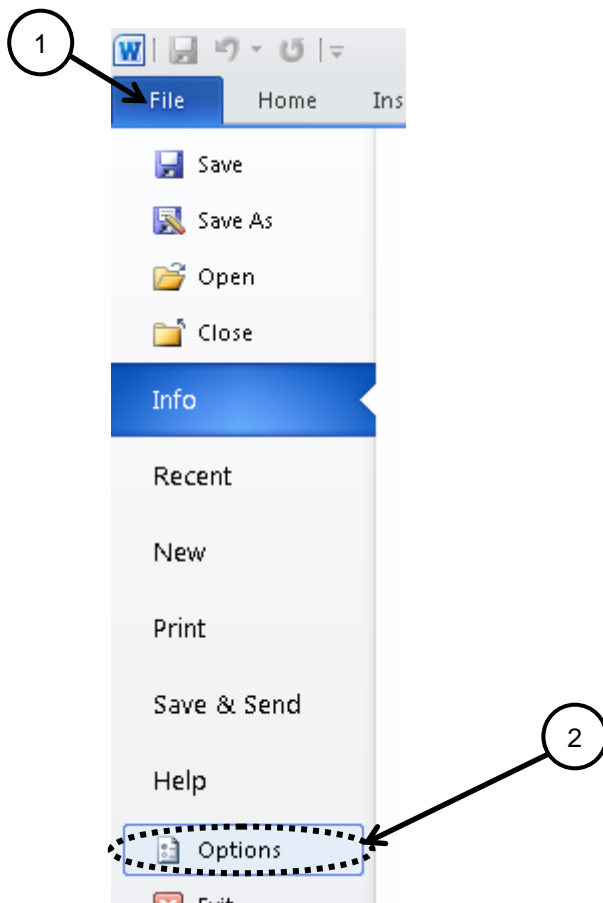
Style view area
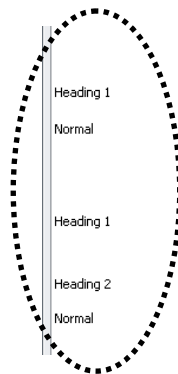
1. **Introduction**
   Consumer has business with buyer's every day

2. **Consumer needs and motivation**

   2.1.**What is motivation?**
   In psychology, motivation is willingness to do

1. Click on the **File Button**

2. Go to **Options**

View > **Draft** to view the style area.

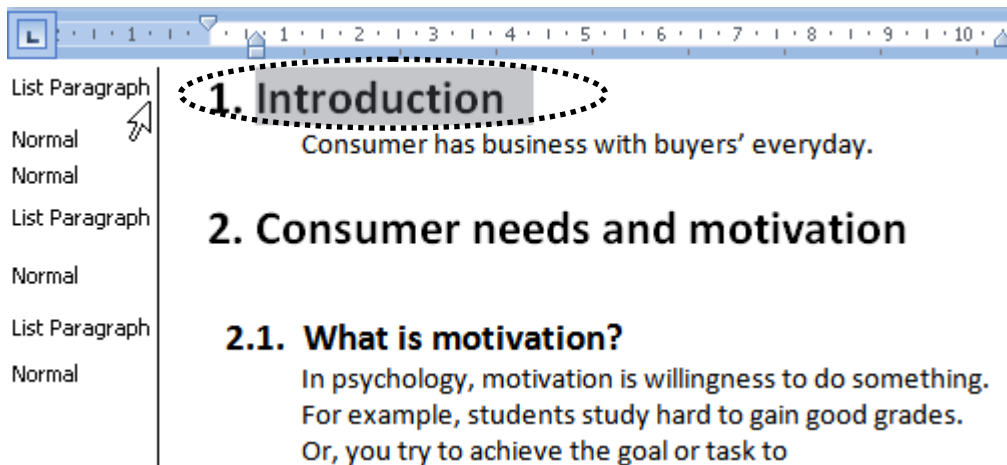The style area doesn't show in print layout view

3. **Click** on **Advanced**

4. **Scroll down** to the Display Section

5. Type any width size, e.g. 2cm in **Style area pane width** to **2cm**

6. Click **OK**
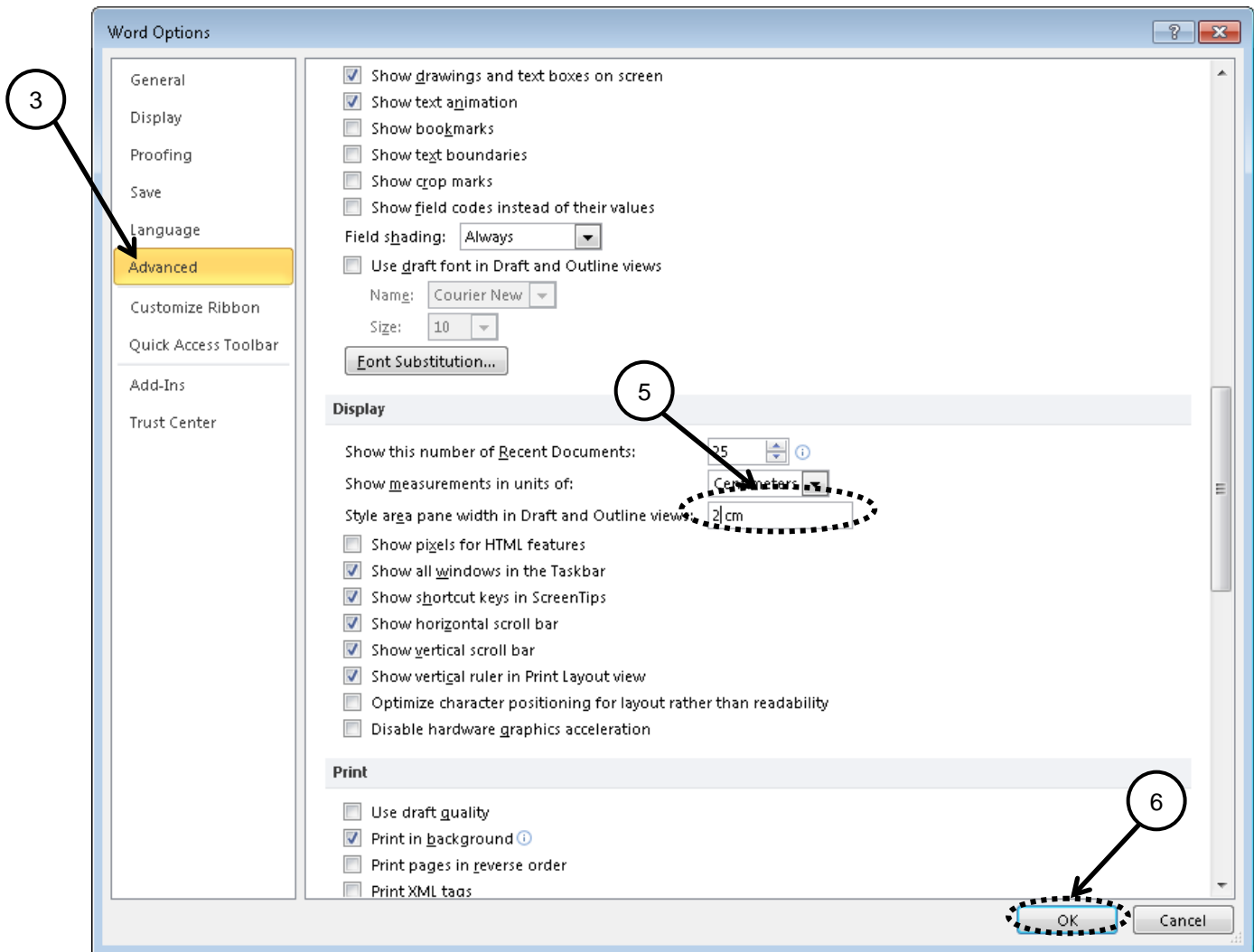
Marking entries for a table of contents

1. Select a heading, e.g., main heading
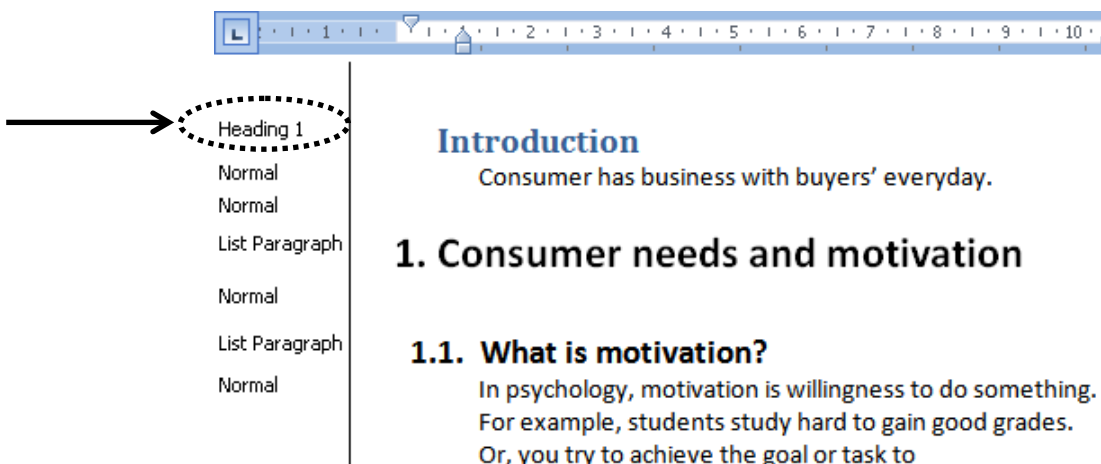

Tip: A quick way of selecting a heading
Mouse over to the left margin > click next to the heading. This should highlight the entire heading.
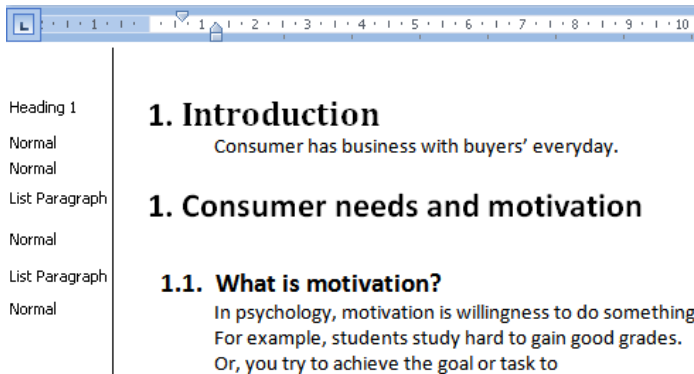
2. Select a Heading style, e.g., Heading 1

Click here to choose from additional styles

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

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

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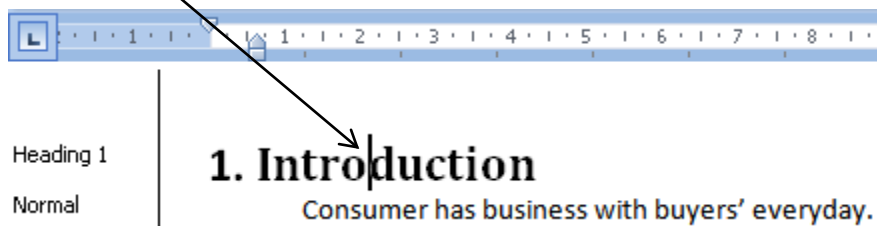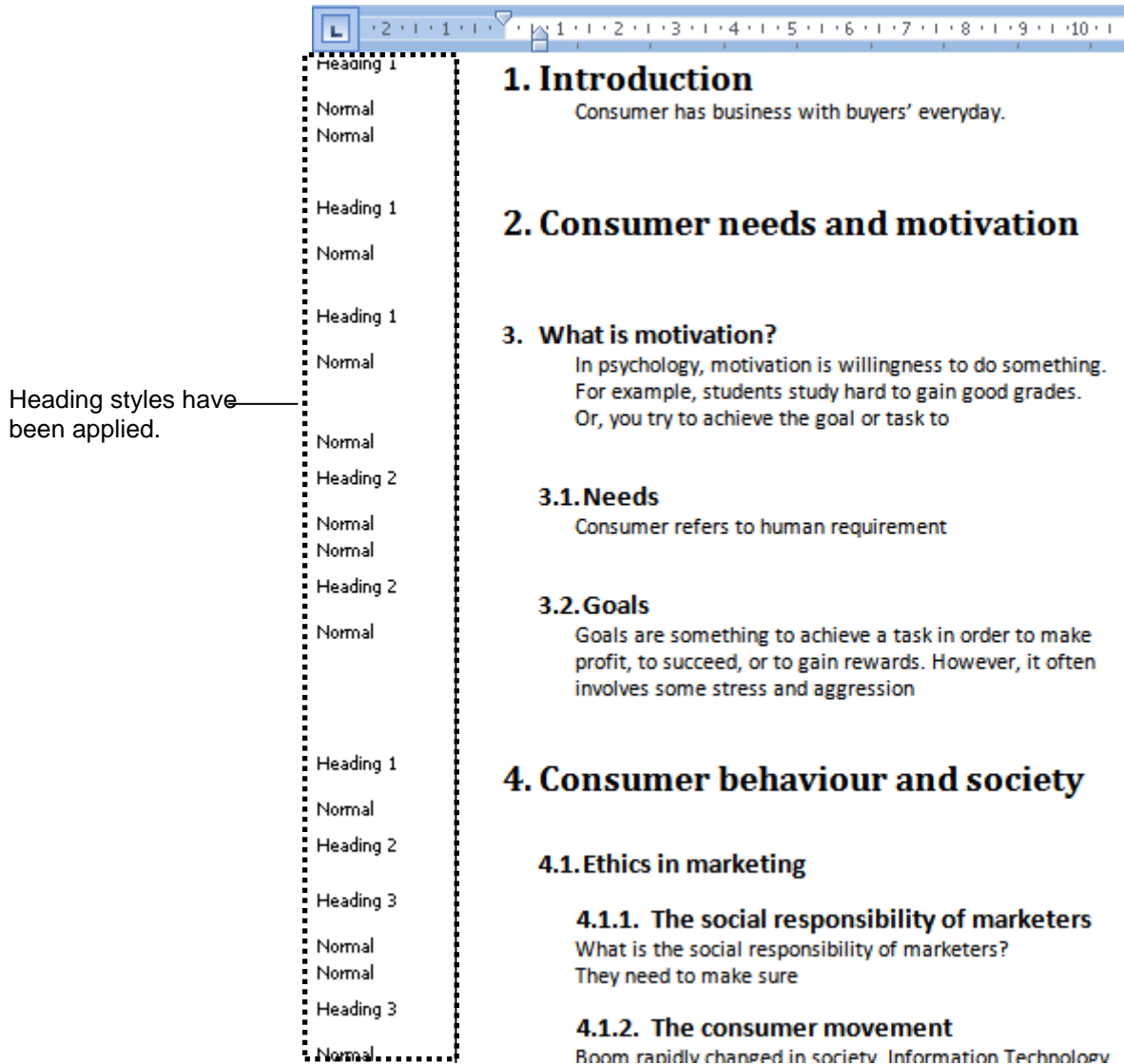

5. **Double** click on the **Format Painter (this will copy the format so you can apply it elsewhere)**
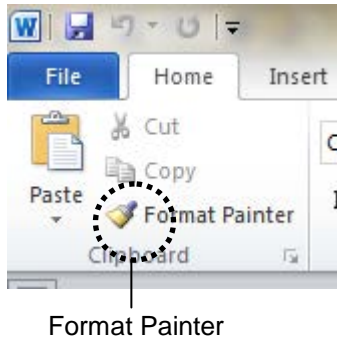
Format Painter

6. Now apply the format you have copied with the format painter to all the other headings at the same level
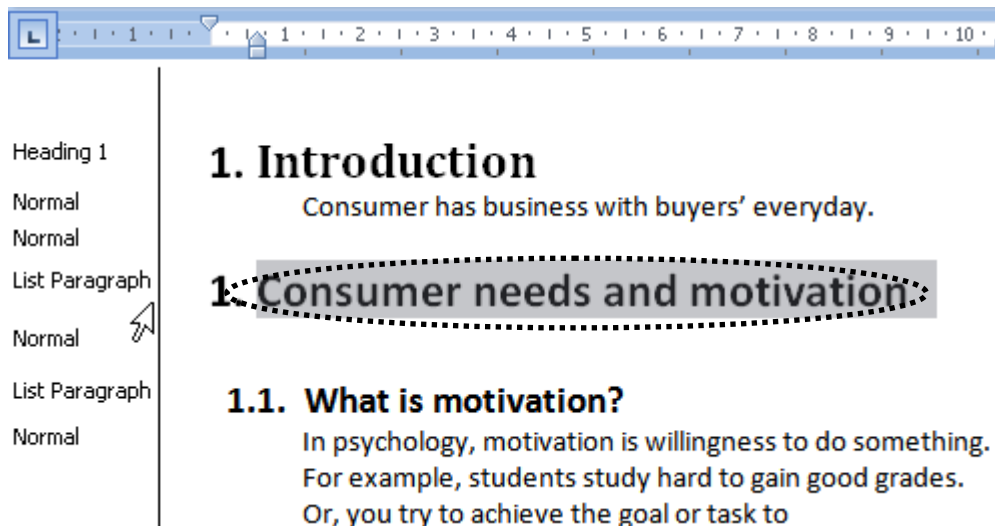
7. Press **ESC** key when you have finished.

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

9. Done!

Heading styles have been applied.

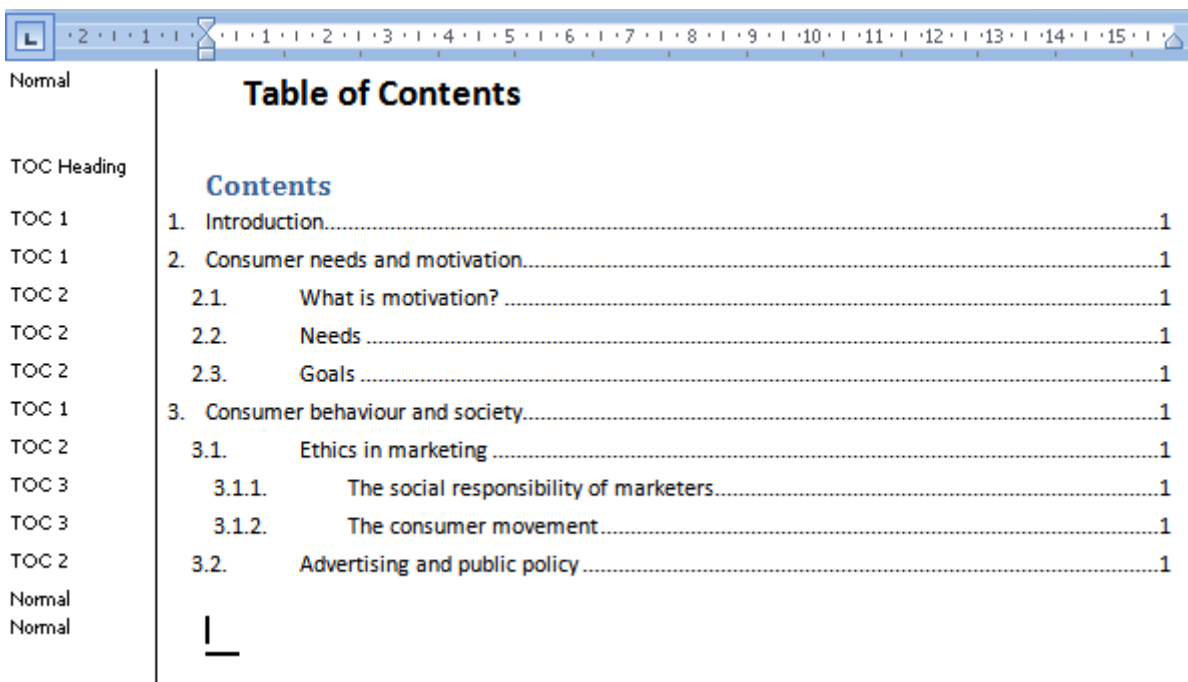# Inserting a table of contents

1. Place the cursor where you wish to insert a table of contents.
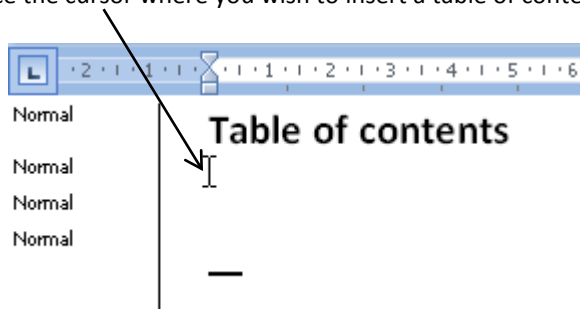
2. **References** > **Table of Contents**
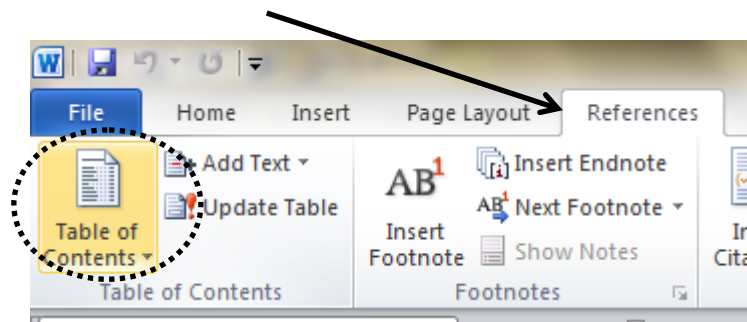
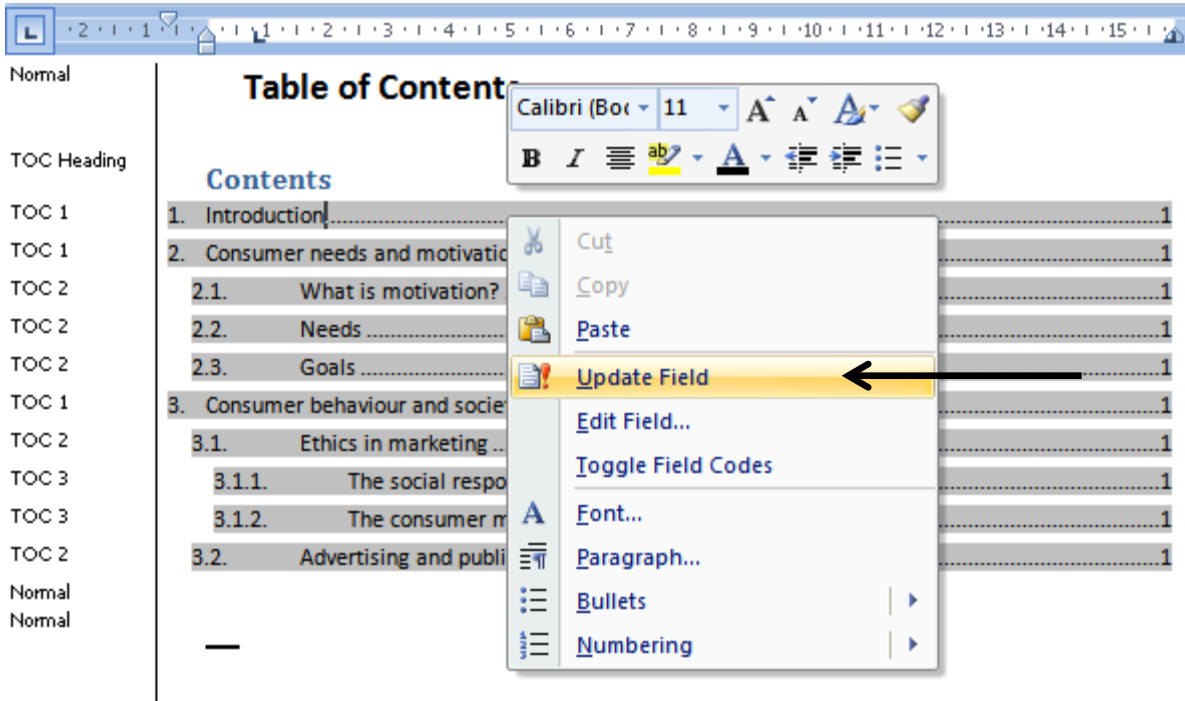3. **Table of Contents** should appear similar to the example below.

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** > Select **Update entire table** > Click **OK**

Tip: F9

Updating table of contents shortcut key is F9! (TOC must be selected)