

Microsoft® Word: Table of Contents

A Workshop for San Diego State University Students



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Where to Find Help When You Need It

Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to: <http://rohan.sdsu.edu/~students>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

Location: 2nd floor of the Love Library building in LL-224

Hours:

10:00am – midnight	Sunday
7:00am – midnight	Monday - Thursday
7:00am - 6:00pm	Friday
10:00am - 6:00pm	Saturday

Help from the Student Computing Help Desk

Phone: 594-3189

Location: Love Library 220

Hours:

8:00am – 4:30pm	Monday
8:00am – 4:30pm	Tuesday
8:00am – 7:30pm	Wednesday
8:00am – 7:30pm	Thursday
8:00am – 4:30pm	Friday

E-mail: problems@rohan.sdsu.edu

Microsoft Word: Table of Contents

By using Word to compile and insert a table of contents in your document you can save valuable time. For example, if the text of a heading changes or moves to another page, with the click of a button the Table of Contents will reflect the revised heading and page number. Additionally, learn how the page numbers in the Table of Contents function as hyperlinks which enable you to hop straight to the text in the document corresponding to the table of contents entry. This workshop is a must for those on campus who work with long documents that require frequent changes and re-numbering like manuscripts, research papers and grant proposals.

The following topics will be covered

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Using Styles in a Table of Contents

To create a table of contents, you first apply the built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in the table of contents. If you prefer, you can apply your own custom heading styles. Once you've applied the styles, you can choose a design and build the finished table of contents. When you build a table of contents, Word searches for headings with the specified styles, sorts them by heading level, references their page numbers, and displays the table of contents in the document.

Applying an Existing Style

The fastest way to add styles to your document is to use the ones that already exist.

1. Select the **text** you want to add a style to.
2. Choose the style you want (Heading 1 through Heading 9) from the **Style box** on the **Formatting** toolbar.

Note that in the Style box the style appears formatted so that you can see what that style looks like before you apply it.

If you would like to learn more about how to use styles, sign up for the Templates & Styles workshop.

Modifying an Existing Style

Advanced style capabilities are available at the Style control panel. To get to this panel, on the **Format** menu, click **Style**. To modify an existing Style, complete the following.

1. On the **Format** menu, click **Style**.
2. In the **Styles** box, select the style you want to modify, and then click **Modify**.
3. Click **Format**, and then click the attribute - such as Font or Numbering -you want to change.

Click **OK** after you have changed each attribute, and then repeat for any additional attributes you want to change.

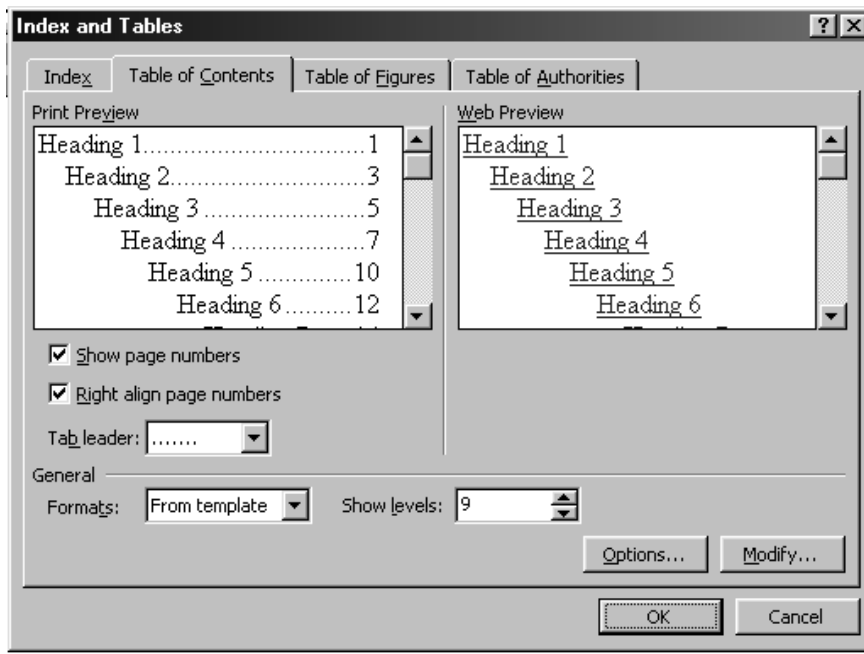
Creating New Styles

The quickest way to create a new paragraph style is to format a paragraph, select it, and then **base** the new style **on** the formatting and other properties applied to the **selected text**.

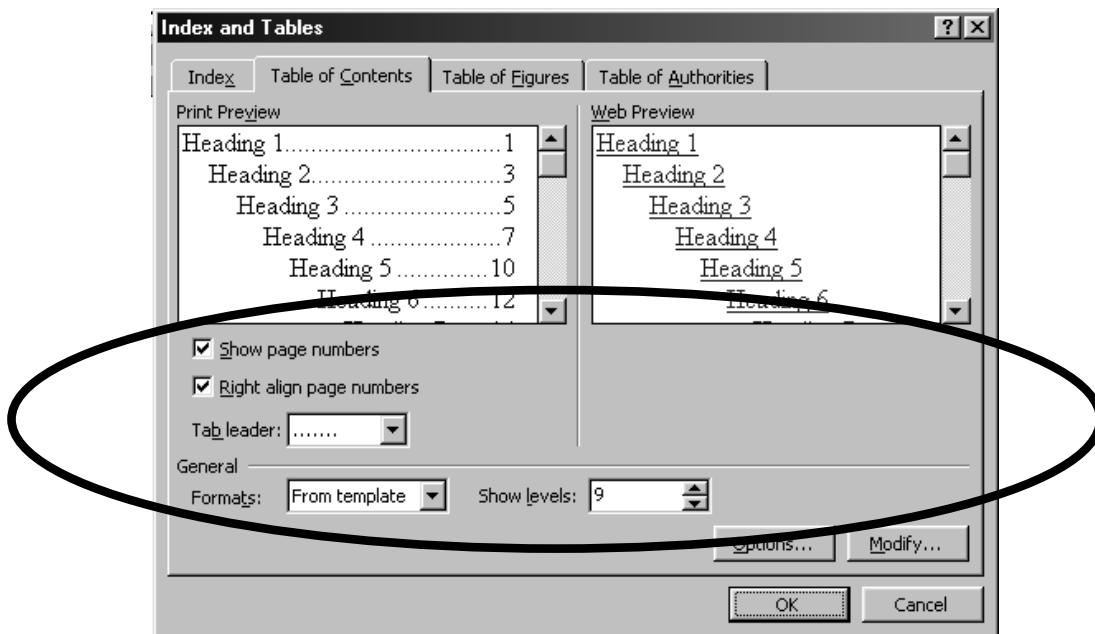
1. Select the **text** that contains the formatting you want to include in your style.
2. Click in the **Style box**.
3. Type the **new style name** in the **Style box**.
4. Press **Enter**.

Inserting a Table of Contents

1. **Click** in your document where you want to insert the Table of Contents.
2. On the **Insert** menu, click **Index and Tables**, and then click the **Table of Contents** tab. The option box shown below will appear on your screen.



3. To use one of the available designs, click a design under **Formats** on the left side of the window. You can also specify a custom table of contents layout by choosing **From Template**, and then clicking **Modify**. Under **Styles**, click the style you want to change, and then click **Modify**. Click **Format**, and then select the options you want.
4. After choosing the **Format** you want, set the **options** circled below.



Show page numbers: Choose this option if you would like to show the page numbers in the Table of Contents.

Right align page numbers: Choose this option if you would like the page numbers to line along the right margin.

Show levels: Choose this option to set how many levels (Heading 1 through Heading 9) the Table of Contents will recognize when inserted into the document. This setting should match the heading levels that you would like to appear in your table of contents.

Tab leader: Choose the tab leader style that you would like here.

5. When finished setting options, select **OK**.

Updating a Table of Contents

To update a Table of Contents, complete the following:

1. **Click** once in the Table of Contents.
2. Press **F9** on the keyboard.
3. Choose **Update Page Numbers Only** if you would like to just update the page numbers. Choose **Update Entire Table** if you would like to update both the page-numbers and the headings.

Using Your Table of Contents to Navigate Your Document

Once you have inserted your Table of Contents, you may use the Table of Contents to navigate your word document.

1. To jump to a specific page, **double-click** on the **page number**.
2. To return to the Table of Contents, press **Ctrl+G**, enter the **Page Number** that the Table of Contents is on, and select **OK**.

Deleting a Table of Contents

1. **Click** in the Table of Contents you want to delete.
2. If you don't see a field code, press **SHIFT+F9**.
3. Select the **field code**, including the brackets { }, and press **DELETE**. For more information on Field Codes, select **Help, Microsoft Word Help**, and search for **Table of Contents Field Codes**.