Creating a Table of Contents in Word 2007

If You Compile Your Table of Contents Manually

1. The first step is to create a table of contents (TOC) style in your Word document. This needs to be done only once.

2. Put the cursor somewhere on normal text.

3. Click the box at the right end of the bar under the Styles group on the Home ribbon tab.

4. The Styles window pops up. “Normal” should be selected.
5. Click the button in the lower left corner of the Styles window. The Create New Style from Formatting window pops up:

![Create New Style from Formatting window](image)

6. Type **TOC** in the Name: box. Then click the Format button at the lower left corner of the window. From the drop-down list, select Tabs...
7. The Tabs window pops up:

8. Look at the ruler at the top of the screen. Notice where the right margin pointer is set. In the preceding screen shot, for example, it is at 6.5 inches. Type that number into the Tab stop position: box.

9. Under Alignment, select the Right radio button.

10. Under Leader, select the 2 ...... radio button.

11. Click Set. Then click OK.
12. Click OK on the Create New Style from Formatting window. The new TOC style now appears in the Styles window and in the Styles group on the Home ribbon tab.

13. Save your document. You will be able to use the TOC style any time.

14. When it comes time to write your table of contents, just apply the TOC style from the Styles window or Styles group to each line. Use a tab—no periods—between the title and the page number.

Creating the Table of Contents Automatically

1. You can also create the whole table of contents automatically in Word. This is preferable to building it manually, but it requires you to use the Styles consistently.

2. For each level of heads you use, all the heads at that level must have the same style applied to it from the Styles group on the Home ribbon tab (see step 3 in the preceding section). For example, you might use Heading 1 for chapter titles and Heading 2 for section titles within chapters.

3. When you are ready to add your table of contents, select Table of Contents from the References ribbon tab:

4. Select one of the Automatic Table styles from the drop-down list.
5. The table of contents is inserted in your document where your cursor is.

6. If you change your document after you have inserted your table of contents, be sure to click the Update Table button in the Table of Contents group.