



Table of Content - Word

Once you use Headings to separate topics of content, you can easily create a Table of Contents. The Heading Style will be used for the Table of Contents by default. It is automatic and you don't have to do anything except tell Word to create the Table of Contents. If you look at the Navigation Pane, you'll see the items that will be in your Table of Contents.

To generate a Table of Contents, place your cursor where you want the Table of Contents and press Alt + S, T, C for References Ribbon, Table of Contents, Custom Table of Contents.

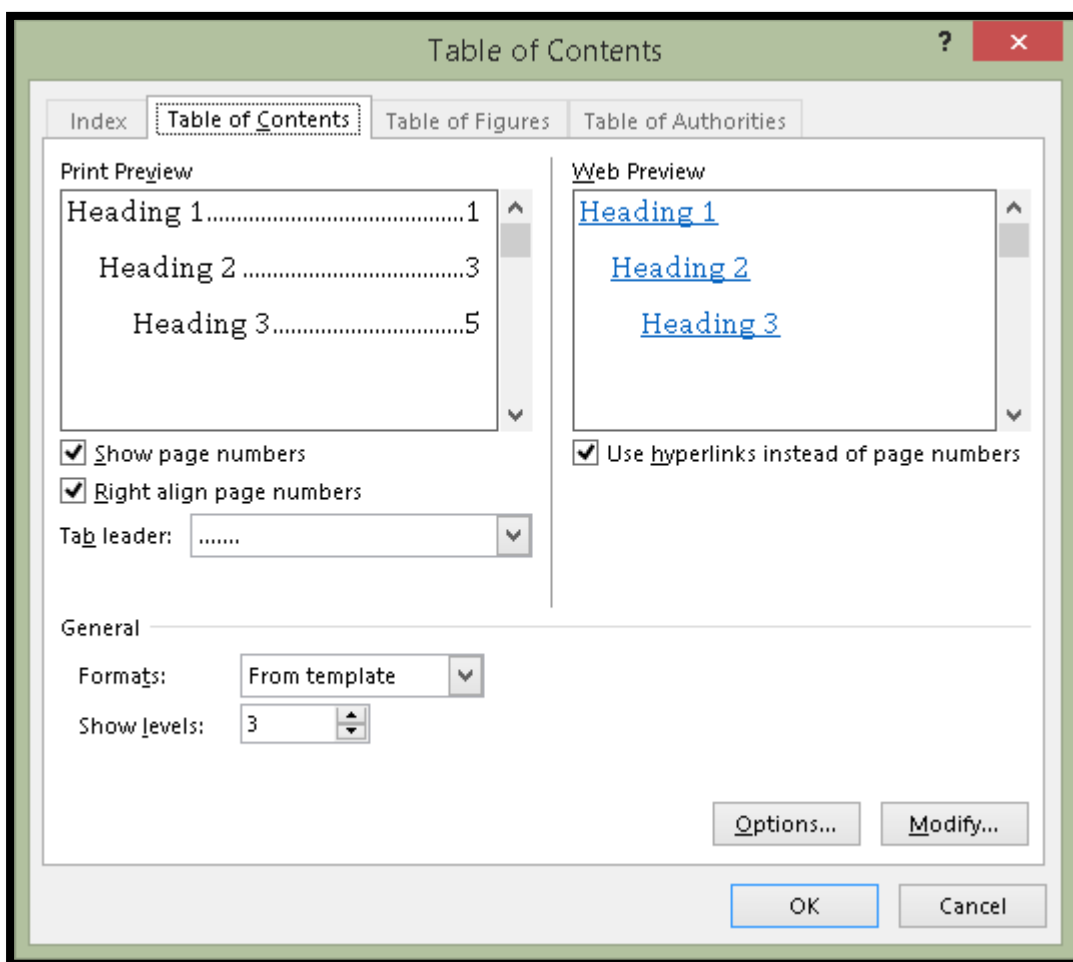


Figure 1 Table of Contents dialog.

Do NOT use any of the Table of Contents Gallery items. They will create an inaccessible Table of Contents.

When the Table of Contents dialog opens, accept the defaults and press Enter or click on OK.

Find more how to documents on the [Karlen Communications Handouts](#) web page.