Creating Table of Contents in Word

There are two ways to create a TOC in Word; by formatting your document using Heading Styles and inserting an automatic TOC, or insert a TOC template and fill in the fields manually. The following instructions are for:

**Manual Tables**

**Insert Table of Contents:**

Place cursor at the beginning of your document, or where you want your TOC to appear

On the References tab, in the Table of Contents group, click the Table of Contents button

Select Manual Table - *This inserts a template for you to fill in manually*

Your TOC appears at the cursor:

![TOC in Word Manual.docx](image)

**Table of Contents**

Type chapter title (level 1) .............................................................................................................................................. 1
Type chapter title (level 2) .............................................................................................................................................. 2
Type chapter title (level 3) .............................................................................................................................................. 3
Type chapter title (level 4) .............................................................................................................................................. 4
Type chapter title (level 2) .............................................................................................................................................. 5

**Fill in your Table of Contents:**

Double click on the “Type chapter title” place holders and begin typing to rename your sections

Select the page numbers and type in the correct corresponding pages

To add more lines to your TOC, select an entire line of the desired level and copy and paste the line at the end of your TOC

**Update your Table of Contents:**

If you make changes to your document (i.e. adding text so a section is moved to the following page) you may need to update the page numbers or section titles in your TOC

Check that each section title in your TOC matches the section title in your document, and that each section starts on the page listed in your TOC

If your table is not up to date, delete and retype the correct section titles and page numbers manually