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:

Automatic Tables

Format your document using Heading Styles:

Select section titles you want to appear as Level 1 in your TOC

On the home tab in the Styles group, click the More arrow if needed and select Heading 1

Select any sub-section titles to appear as Level 2 in your TOC and apply Heading 2

Likewise, select any sub-section titles to appear as Level 3 in your TOC and apply Heading 3

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 an Automatic Table - This automatically populates your TOC with your selected Headings

Your TOC appears at the cursor:

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

Click anywhere in your TOC and click the Update Table button that appears at the top of the TOC box

Word automatically updates your TOC to reflect the changes you have made