

## Creating a Table of Contents

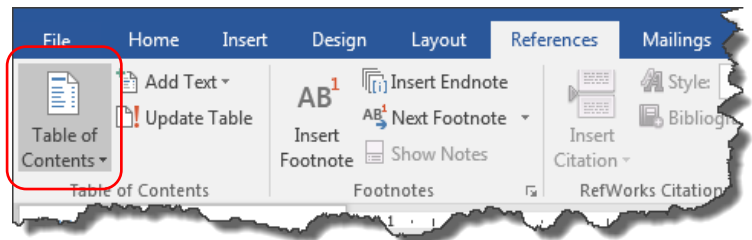
A Table of Contents typically appears at the front of a document. It lists the headings within the document and their associated page numbers. This means that a reader can easily find the section of the document they are interested in. Using Word 2016, the table of contents can be automatically updated if the document is amended.

### Using an automatic Table of Contents

**Note:**

See the help sheet entitled '**Apply Styles**'.

1. Apply a style to each of your headings.
2. Click where you would like the **Table of Contents** to appear.
3. Click the **References** tab.
4. Click on **Table of Contents**, located in the **Table of Contents** group.
5. Select one of the **Automatic Tables** from the list.



**Note:**

The **Manual Table** lets you type in your titles and page numbers without the need to apply headings. However, it will not update automatically if you change your document, so it is recommended to use an **Automatic Table of Contents** as shown above.

### Changing the look of the Table of Contents

After the Table of Contents has been inserted, you can change how it is displayed.



1. Click on **Custom Table of Contents....**  
This will open the **Table of Contents** dialog box.
2. Select how you would like the Table of Contents to appear e.g.:
  - with or without page numbers
  - with or without a tab leader
  - right aligned or not right aligned.
3. When you are happy with your selection, click **OK**.

