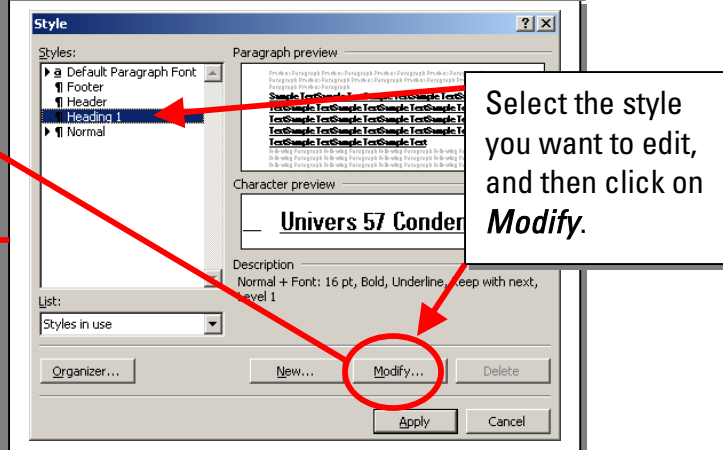
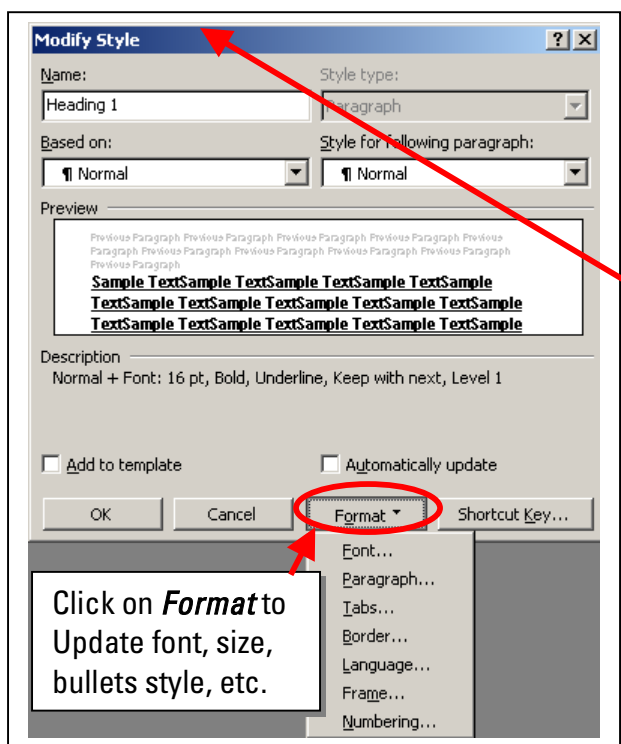
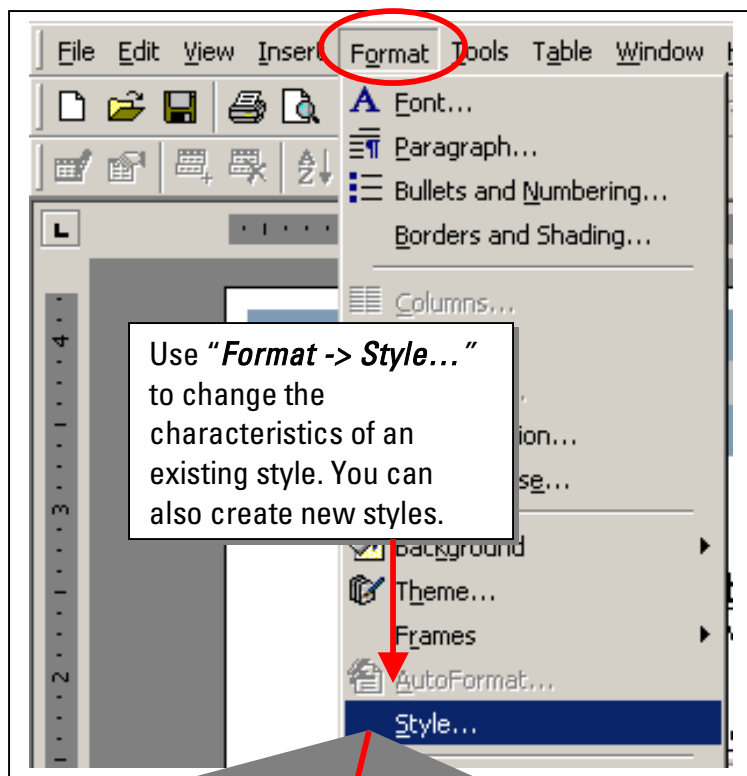
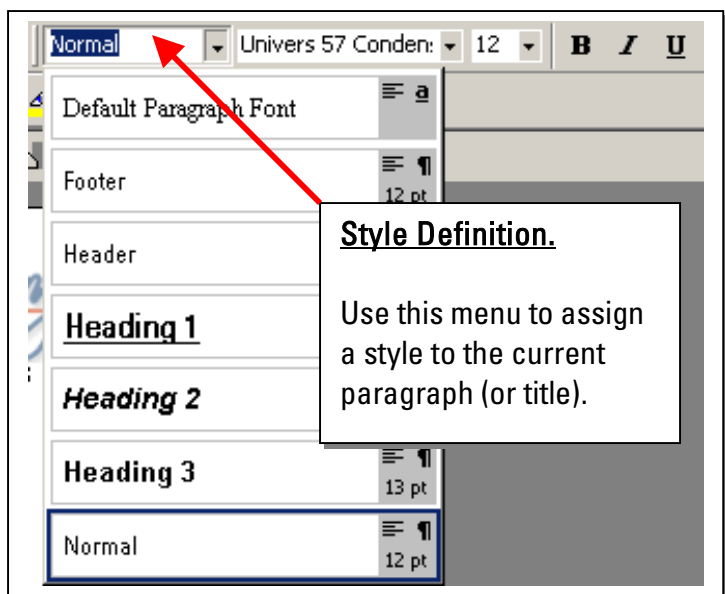


## How do I use Table of Contents in MSWord?

How many of you have struggled with a Table of Contents on a document, with the page numbers and scrolling the document back and forth in order to update the table of contents? There is an easy way in Word to do that... - as long as the document is correctly structured so the table can extract information automatically.

### Step 1: Structure your document!

If you want MSWord to automatically extract the headers, titles, pages, it needs to find them! That's what you do by using the styles (Header 1, Header 2, ...) on the paragraph titles.



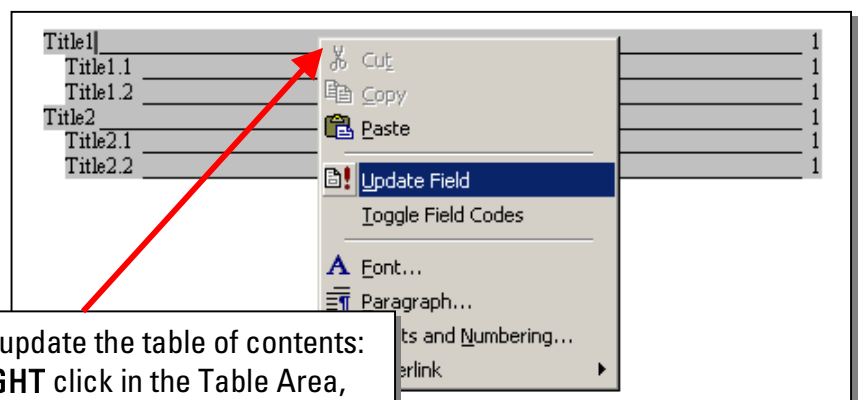
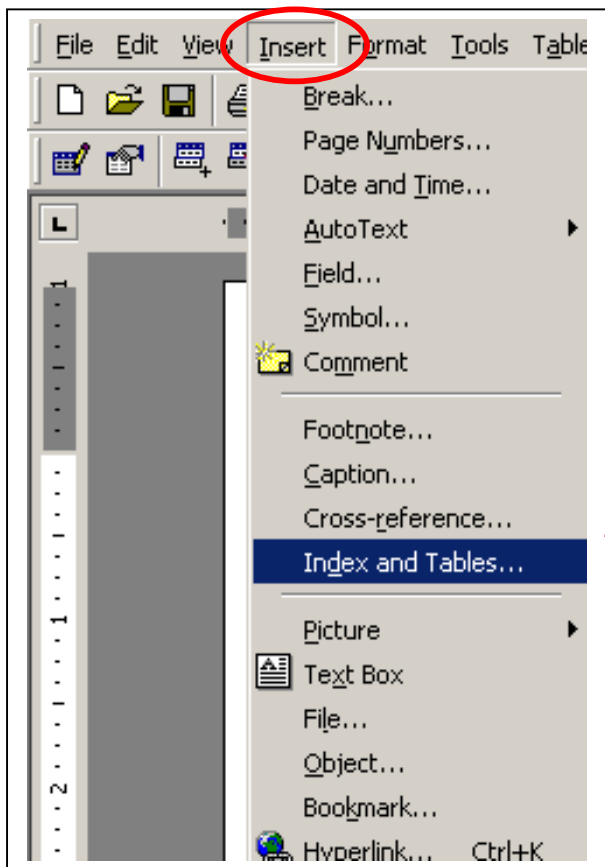
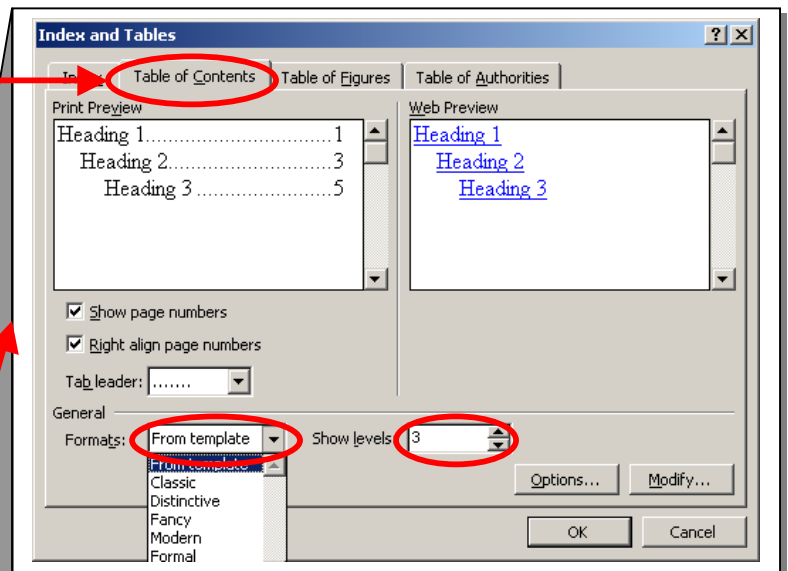
That is the most time consuming part of the task. But spending a couple of minutes here to set the style you like and choosing the correct style for each header of your document will make you save a lot of time in these two cases:

- Your boss doesn't like the "Times New Roman – Bold – Underline" for the titles #1 on your document, but instead wants "Univers 57 – Bold – Italic". You just need to change the style of "Header 1" and all titles (that you set) will be updated in the entire document!
- You add a section into your document that shifts all your pages. You don't need to update one by one the manually created Table of Contents. Just refresh Table of Contents and all the page numbers will be updated. It will even incorporate the new titles!

## Step 2: Insert the Table of Contents

### To create a table of contents:

1. Insert a new page (use *Insert->Break...*)
2. Click on *Insert->Index and Tables...*
3. Click on the *Table of Contents* Tab
4. Select the Format of your Table
5. Select the number of sub-titles you want



To update the table of contents:  
**RIGHT** click in the Table Area,  
and then select **Update Field**