Introduction to Table of Contents in Word (2013)
IT Documentation Team, December 2014. (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

About Table of Contents

Use Word to add a Table of Contents to your document in just a few clicks of the mouse. Before you can create a Table of Contents, you must first apply Heading Styles to the titles within your document. This tells Word what should be included within the Table of Contents.

Create a Table of Contents

1. Ensure you have applied Heading Styles within your document (essential).

2. Click where you want the Table of Contents to appear in your document.

3. On the References tab, click Table of Contents.

4. Click Custom Table of Contents...

5. Choose a Tab leader eg dots.

6. Choose a Format eg Formal.

7. For Show levels: select the heading levels to include eg 3.

   If your document includes Heading 4 to 9 remember to increase the number of levels to show.

8. Untick Use hyperlinks instead of page numbers (so that you can edit your table later).

9. Click OK.

Update a Table of Contents

1. Right click your Table of Contents.

2. Select Update Field from the shortcut menu.

3. Select the radio button for Update entire table.

4. Click OK.

   If you don’t select Update entire table, your heading text will not update.
Modify a Table of Contents

The appearance of your Table of Contents is controlled by styles called TOC 1 to TOC 9.

About TOC 1 to TOC 9

TOC 1 to TOC 9 are associated with Heading 1 to Heading 9 within your Table of Contents eg TOC 1 = Heading 1, TOC 2 = Heading 2, TOC 3 = Heading 3.

1. On the Home tab, click the arrow in the bottom-right corner of the Styles area.

2. In the Styles pane that opens, scroll to find the style you wish to modify eg TOC 1.

3. Hover your mouse cursor over TOC 1, and click on the arrow that appears.

4. Click Modify.

5. Make your changes.

6. Click OK.

7. You will need to repeat this for the other TOC Styles in your document.

Remove a Table of Contents

1. On the References tab, click Table of Contents.

2. Select Remove Table of Contents from the drop-down menu.

Further information and help

Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk

For IT training materials, see www.abdn.ac.uk/tad