

## Word Functionality: Table of Contents

### Set up the Main Report

Before creating a table of contents (TOC), ensure that

- ✚ all the headings, subheadings and sub-subheadings in the main part of the report and in any appendices have had styles (such as Heading 1, Heading 2 and Heading 3) applied. [Refer to the document Word Functionality: <https://www.nantien.edu.au/report-headings-word/>]
- ✚ each of these headings, subheadings and sub-subheadings have had multi-level numbering (such as level 1, level 2 and level 3) applied. [Refer to the document Word Functionality: <https://www.nantien.edu.au/report-headings-word/>]
- ✚ every page of the report from the **Introduction onwards** has a page number in the footer. [Refer to the document Word Functionality: <https://www.nantien.edu.au/report-pagenumbers-word/>].

### Create a page for the TOC

- ✚ You may have already included a page for the TOC. If not, place the cursor where you would like the TOC page and insert a blank page: see **insert a blank page** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-a-blank-page-893a3606-e274-4148-ad28-c6c1bcb39c49>
- ✚ Ensure that the cursor is on the TOC page, press the enter key a couple of times and then create a section break to the next page: see **add a section break next page** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-a-section-break-eef20fd8-e38c-4ba6-a027-e503bdf8375c>
- ✚ Unlink the TOC section from the header and footer in the main report: see steps 3 and 4 **unlinking headers and footers** on the Microsoft support page <https://support.microsoft.com/en-us/office/configure-headers-and-footers-for-different-sections-of-a-document-94332643-a6e9-46aa-ab29-064f1d356db6> [Leave the header and footer on the TOC pages blank.]

### Create the TOC

- ✚ Move the cursor back onto the TOC page.
- ✚ Create a TOC: see **insert a table of contents** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>

### Update the TOC

- ✚ Changes that are made in the report after you have created a TOC, need to be reflected in the TOC by updating either the whole TOC or the page numbers in the TOC. It is a good idea to update the whole TOC, for a final time, upon completing the whole report: see **update a table of contents** on the Microsoft

support page <https://support.microsoft.com/en-us/office/update-a-table-of-contents-6c727329-d8fd-44fe-83b7-fa7fe3d8ac7a>