

Creating a Table of Contents in Word 2007

1. It is easiest to create a Table of Contents last or at least after you have a couple of chapters finished.
2. First, select the "References" tab then click on "Table of Contents"
3. Once the box opens click on "Insert Table of Contents" at the bottom
4. Have "Show Page Numbers" and "Right Allign Page Numbers" boxes checked.
5. The "Tab Leader" should be on "....."
6. "Format" needs to be "Formal"
7. "Show Levels" can be on any number you need. If you have second, third or fourth level headings then you would choose 2, 3, or 4.
8. Select "Options" and check "Table entry fields" then "OK"
9. Click "OK"
10. Your Table of Contents should pop in where you placed your cursor.
11. If you continue writing or change your page numbers around just click on your Table of Contents to select it, right click and select "Update Field". You can choose to either update just the page numbers or the entire table if you have added more chapters. If you do update the entire table, any clean-up of the table that you did earlier will return.