Microsoft Word: Add Table of Contents to document

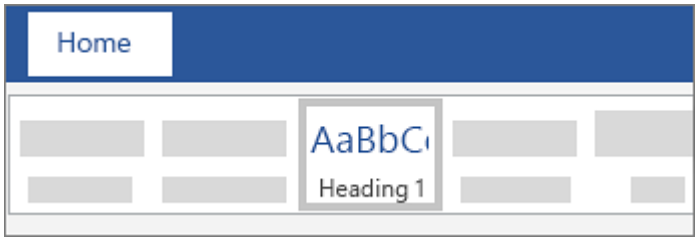
Marcelle Gornitsky - 2019-07-02 - Office/Windows Support

This article contains information on how to add a Table of Contents to your document:

Step 1: Prepare your documents

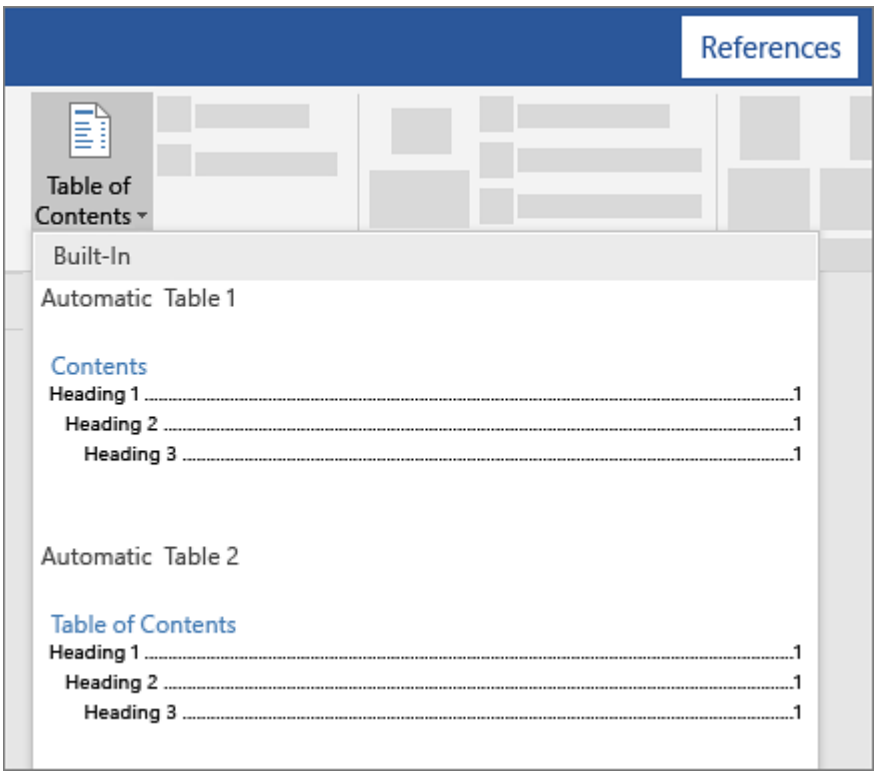
- In order to insert an automatic Table of Contents, your document should be formatted using styles for all headings.

- For each heading that you want in the table of contents, select the heading text, go to **Home > Styles**, and then choose **Heading 1**, **2**, or **3**.



Step 2: Create the table of contents

- Put your cursor where you want to add the table of contents:
- Go to **References > Table of Contents**, and choose **Automatic Table 1** or **Automatic Table 2**.



If you make changes to your document that affect the table of contents, update the table of contents by right-clicking the table of contents and choosing **Update Field**.

For more information, a video and tutorial, please visit the link below:

Microsoft Word: Insert a table of contents