

# Instant Workshops

## Table of Contents in Word

This workshop explains how to add a table of contents in Word.

### Transcript

Welcome to Instant Workshops. In this workshop, I will show the steps to create a table of contents in Microsoft Word. I will be using the Microsoft 365 version of Word. Many academic institutions offer their students free access to Microsoft 365.

To begin, open your Microsoft Word document. Click on the Home tab. You will need to apply a style to each heading you would like to include as an entry in the table of contents. Select the text you want to include in your table of contents. Select Heading 1 for major headings or Heading 2 for sub-headings. Repeat for all other headings.

Next, you will need to insert your table of contents. Click the spot in your document where you would like the table of contents to be. Then, click on the References tab. In References, click on Table of Contents. Select the type of table of contents you would like. You should now have a table of contents in your document.

Here are the steps you need to follow to create a table of contents in Microsoft Word. If you need any help, contact your library or your institution's IT department.

### Instructions

Add a table of contents in Word for Microsoft 365\*

1. Open your Microsoft Word document.
2. Select the Home tab.

You will need to apply a style to each heading you would like to include in the table of contents.

3. Select the text in your document you would like to include in the table of contents.
4. In the Styles section, select **Heading 1** for major headings or **Heading 2** for sub-headings.
5. Repeat steps 3-4 to apply styles to all headings and sub-headings in your document.
6. Select the spot in your document where you would like to add the table of contents.
7. Select the References tab.
8. In the Table of Contents section, select **Table of Contents**.
9. Select the style of table of contents you would like.

Word will add a table of contents in your document.

\*These instructions may vary on other versions of Word.

## Review

### Task for Learning

Successfully add a table of contents to your Word document.

### Review Question

How do you ensure that a heading in your document is included in the table of contents generated by Word?

- a) Make the heading bold
- b) Increase the font size of the heading
- c) Right-click the heading and select Add to Table of Contents
- d) Add a Heading 1 style to the heading

The correct answer is on the next page.

## Review Question Answer

The correct answer is d) Add a Heading 1 style to the heading.