CHAPTER 8

INFOCUS

TABLE OF CONTENTS

A ***table of contents*** is inserted towards the beginning of the document as a list of the headings in the document, and is designed to help readers navigate to relevant parts of a document. A table of contents will also include the page number of the heading.

In Word you can generate a table of contents that will update automatically, as long as you have applied the relevant ***styles*** to your headings.

In this session you will:

✓ gain an understanding of a table of contents
✓ learn how to insert a built-in table of contents
✓ learn how to navigate with a table of contents
✓ learn how to update page numbers
✓ learn how to update a table of contents
✓ learn how to customise a table of contents
✓ learn how to format a table of contents.

UNDERSTANDING TABLES OF CONTENTS

A *table of contents* is located near the beginning of a document and contains a list of headings within that document, as well as a page number reference for each heading. A table of contents enables a reader to easily navigate a document and is particularly useful in long documents. It can also be updated automatically when changes have been made to the document.

Understanding Styles And Tables Of Contents

To understand how Word generates a table of contents, you must also have an understanding of styles and how they enable you to quickly insert and update a table of contents.

Word will generate a table of contents by looking for any headings (or text) that have the default *Heading* styles applied, such as *Heading 1*, *Heading 2*, and so on.

These nine levels of default *Heading* styles offer nine levels of headings and subheadings that you can include in a table of contents. You can also choose which of these heading levels (that is, how many levels) you want to include in the table of contents. You can find Word's default *Heading* styles in the *Styles* group on the *Home* tab, and these can be modified to suit the requirements of the document.
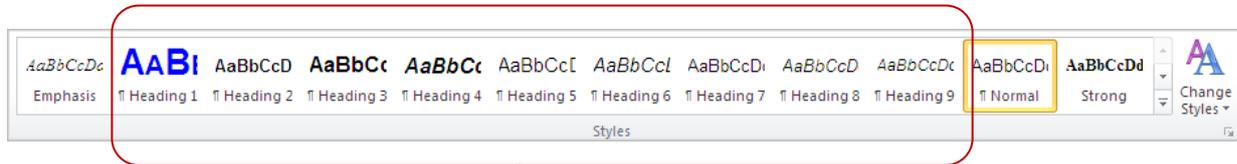
Word's default Heading styles

The default *Heading* styles are contained within the *Normal.dotm* template, so any document that you create based on this template will contain these default styles. If you have developed your own template and these styles no longer exist in the template, make sure to either rename the existing heading styles as *Heading 1*, *Heading 2* and so on, so that Word can recognise these for inclusion in the table of contents. Alternatively, you may prefer to copy the default *Heading* styles from *Normal.dotm* and modify them as required. To copy styles between templates and documents, click on the *Developer* tab, then click on *Document Template* to display the *Templates and Add-Ins* dialog box. Click on [Organiser], and ensure that the styles list for *Normal.dotm* appears in the right pane. Select the headings styles in *Normal.dotm*, and then click on [Copy] to copy the styles to the current template or document. Click on [Close] when finished.

You can also *assign* styles to levels, where you are required to use custom styles (such as in-house styles). Do this by clicking on [Options] in the *Table of Contents* dialog box, then assigning a level (1, 2, 3 and so on) to the relevant style.

Options For Inserting A Table Of Contents

Word provides two methods for inserting a table of contents into a document: you can use a predesigned table of contents, which produces an accurate but fairly limited result, or you can create a table of contents using the *Table of Contents* dialog box.

The *Table of Contents* dialog box is a more advanced method and offers you greater control over the content and appearance of the table of contents. To customise the table of contents (e.g. specify the number of heading levels to use, select an alternate tab leader character, change the style of the text in the table of contents) you will need to use the *Table of Contents* dialog box.
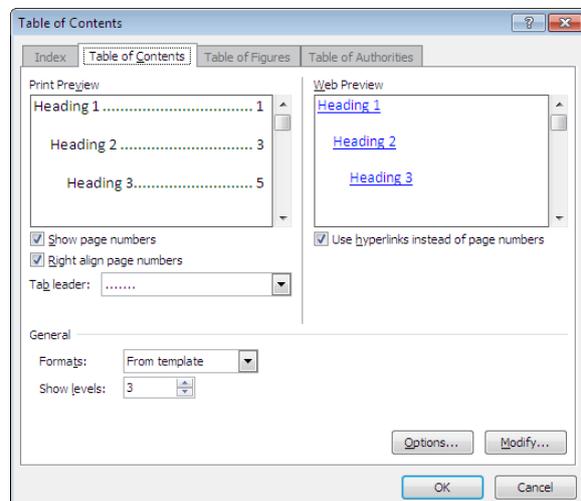
INSERTING A TABLE OF CONTENTS

Word contains a range of preformatted, built-in *tables of contents* that you can insert into your document at the click of the mouse. These predesigned tables of contents will include, by default, the first three *Heading* levels (or *styles*). They are available from the *Table of Contents* gallery, and can be modified and updated once inserted to suit your needs.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W852 Table Of Contents_1.docx...

1   Scroll through the document, taking note of the headings and the styles applied to those headings, then click at the top of the second page to position the insertion point

The table of contents will be inserted here after the title page...

2   Click on the *References* tab, then click on *Table of Contents* in the *Table of Contents* group to display the *Table of Contents* gallery

The menu contains the range of built-in, preformatted tables of contents…

3   Click on *Automatic Table 2* to insert a table of contents

A table of contents will be inserted in a content frame. The content frame is used to control the content. The information listed in the table of contents is based on the headings within the document (pre)formatted with the appropriate Heading styles…

4   Save the document

2

Built-In
Automatic Table 1

Contents

Heading 1	2
Heading 2	2
Heading 3	2

Automatic Table 2

Table of Contents

Heading 1	2
Heading 2	2
Heading 3	2

Manual Table

Table of Contents

Type chapter title (level 1)	1
Type chapter title (level 2)	2
Type chapter title (level 3)	3
Type chapter title (level 1)	4

- More Table of Contents from Office.com ▶
- Insert Table of Contents...
- Remove Table of Contents
- Save Selection to Table of Contents Gallery...

Table of Contents

AGE – Commitment to the Environment	3
Arachnids	3
Spiders	3
Scorpions	3
Ticks & Mites	4
Amphibians	4
Frogs	4
Toads	5
Salamanders	5
Reptiles	5
Turtles & Tortoises	5

3

For Your Reference…

To *insert* a *built-in table of contents*:

1. Position the insertion point
2. Click on the *References* tab, then click on *Table of Contents* in the *Table of Contents* group
3. Click on a design to insert

Handy to Know…

- You can insert a static table of contents and type the entries manually by selecting *Manual Table* in the *Table of Contents* menu.

NAVIGATING WITH A TABLE OF CONTENTS

In long documents, navigating to specific pages using the scroll bar, for example, can be quite slow and tedious. However, if you have inserted a table of contents in the document, you can use this as a ***navigating tool***. The headings within the table of contents are actually ***hyperlinks*** that will take you to that page by clicking on the heading in the table of contents while pressing Ctrl.

Try This Yourself:

Open File
Before starting this exercise you MUST open the file W852 Table Of Contents_2.docx...

1 Go to page **2** and click anywhere in the table of contents

   The content frame that holds the table of contents will be displayed...

2 Move the pointer over ***Amphibians***

3 Hold down Ctrl

   The mouse pointer will change to a pointing hand icon, indicating that the text is a hyperlink...

4 Click on ***Amphibians*** to navigate to the heading in the document

   Word will move to page 4 and position the insertion point at the start of the selected heading...
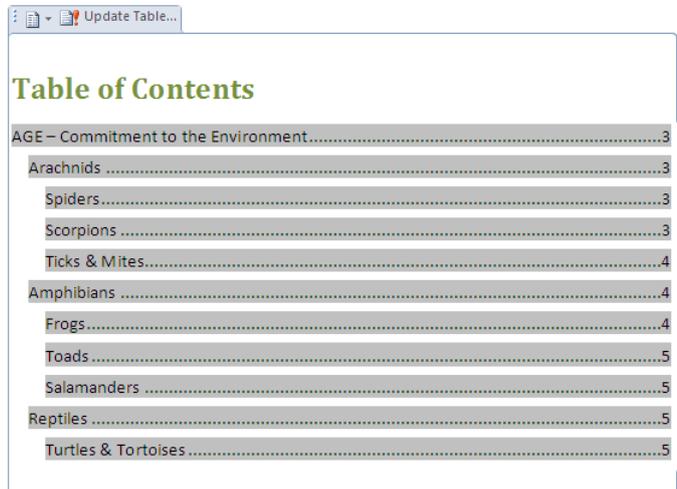
5 Release Ctrl
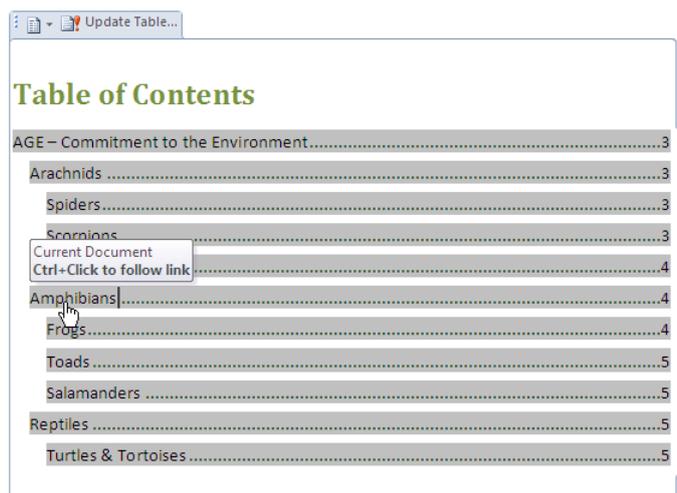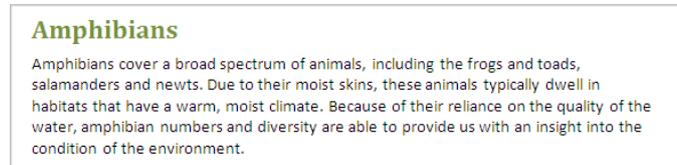
6 Save the document

1

Update Table...

Table of Contents

AGE – Commitment to the Environment..3
Arachnids 3
Spiders...3
Scorpions...3
Ticks & Mites...4
Amphibians 4
Frogs..4
Toads..5
Salamanders...5
Reptiles 5
Turtles & Tortoises...5

3

Update Table...

Table of Contents

AGE – Commitment to the Environment..3
Arachnids 3
Spiders...3
Scorpions...3

Current Document
Ctrl+Click to follow link
....4
Amphibians 4
Frogs..4
Toads..5
Salamanders...5
Reptiles 5
Turtles & Tortoises...5

4

Amphibians

Amphibians cover a broad spectrum of animals, including the frogs and toads, salamanders and newts. Due to their moist skins, these animals typically dwell in habitats that have a warm, moist climate. Because of their reliance on the quality of the water, amphibian numbers and diversity are able to provide us with an insight into the condition of the environment.

For Your Reference…

To ***navigate*** a document with a ***table of contents***:

1. Click on the table of contents
2. Hold down Ctrl and click on an entry
3. Release Ctrl

Handy to Know…

- To return to the table of contents from wherever you are in the document, press Ctrl + Home to move to the beginning of the document, then press Ctrl + Pg Dn repeatedly to move forward one page until you get to the table of contents.

UPDATING PAGE NUMBERS

The real beauty of inserting an automatic table of contents in Word is that entries in a table of contents can be updated at the click of a mouse, should headings and page numbers, for example, change. Where you are making frequent changes to a document that contains a table of contents, it is recommended that you update any changes to the table of contents before closing the document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W852 Table Of Contents_3.docx...

1. Navigate to page **4** and click immediately before the heading **Amphibian**

   We will now insert a page break which will change the current pagination...

2. Press Ctrl + Enter to insert a page break

   The heading Amphibians should now appear at the top of page 5. Let's update the TOC...

3. Press Ctrl + Home to move to the beginning of the document then scroll down to page **2** to view the table of contents

4. Click in the table of contents

   The content frame is now visible...

5. Click on **Update Table** 📄 at the top of the frame to display the **Update Table of Contents** dialog box

6. Ensure that **Update page numbers only** is selected, then click on **[OK]**
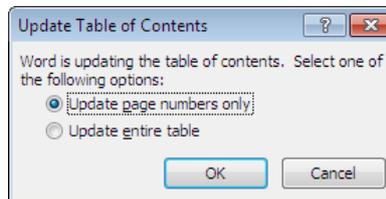
   Amphibians are now listed on page 5…

7. Save the document

2

Amphibians

Amphibians cover a broad spectrum of animals, including the frogs and toads, salamanders and newts. Due to their moist skins, these animals typically dwell in habitats that have a warm, moist climate. Because of their reliance on the quality of the water, amphibian numbers and diversity are able to provide us with an insight into the condition of the environment.

5

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

○ Update page numbers only
○ Update entire table

OK   Cancel

6

📄 ▾ 📄 Update Table...

Table of Contents

For Your Reference…

To **update page numbers**:

1. Click in the table of contents
2. Click on the **References** tab, then click on **Update Table** 📄
3. Click on **Update page numbers only** then click on **[OK]**

Handy to Know…

- As well as appearing in the table of contents frame, **Update Table** 📄 is available in the **Table of Contents** group on the **References** tab.
- You can press F9 to display the **Update Table of Contents** dialog box.

UPDATING A TABLE OF CONTENTS

If you have made more than just pagination changes to a document, then you are able to **update the entire table of contents** to reflect those changes. This means that both the headings and the page numbering will be updated. In very long documents, it is important to know that this might take a bit longer, as Word completely regenerates the table of contents.

Try This Yourself:

Same File

> *Continue using the previous file with this exercise, or open the file W852 Table Of Contents_4.docx...*

1 Navigate to page **2** and click in the table of contents to display the content frame

> *First we will navigate to and change a heading...*

2 Hold down `Ctrl` and click on the entry **Salamanders** to navigate to this heading in the document (near the bottom of page **5**)

3 Press `End` then press `Space` and type **and Newts**

> *Now let's update the TOC to reflect these changes...*

4 Press `Ctrl` + `Home` to go to the beginning of the document, then press `Ctrl` + `Pg Dn` to go to page **2**, then click in the table of contents

5 Click on **Update Table** 📇 at the top of the frame to display the **Update Table of Contents** dialog box

6 Click on **Update entire table**, then click on **[OK]**

> *The heading will be updated to reflect the change…*

7 Save the document

Salamanders and Newts

Salamanders are an unusual amphibian that demonstrates a wide variety of shapes and forms. Some are terrestrial, some display life stages in water or on land, while others are purely aquatic – for example, there are the aquatic giant salamanders of eastern Asia which may exceed 150 cm in length, while other permanently larval salamanders are

3

5

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

- ● Update page numbers only
- ○ Update entire table

OK   Cancel

Update Table...

Table of Contents

6

For Your Reference…

To **update** a **table of contents**:

1. Click on the table of contents
2. Click on the **References** tab, then click on **Update Table** 📇
3. Click on **Update entire table**, then click on **[OK]**

Handy to Know…

- When you update a table of contents, Word generates a new TOC. This means that any manual changes you have made to the TOC, such as formatting changes, will be lost. So only update page numbers where possible, or apply formatting and so on once the document is finalised and you have updated the TOC.

CUSTOMISING A TABLE OF CONTENTS

If you're not satisfied with the layout and settings of the built-in range of tables of contents, you can customise an existing table of contents to suit the requirements of the document. For example, you can include more heading levels, change the tab leader, or even assign specific styles to levels. These changes can be made via the *Table of Contents dialog box*.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W852 Table Of Contents_5.docx...

1. Navigate to page **2**, then click in the table of contents to display the content frame

2. Ensure that the **References** tab is active, then click on **Table of Contents** in the **Table of Contents** group to display the menu

3. Select **Insert Table of Contents** to open the **Table of Contents** dialog box

4. Click on the up arrow for **Show Levels** in **General** and change the value to **4**

5. Click on **[OK]**

   Word will ask you if you want to replace the selected table of contents…

6. Click on **[Yes]**

   Word will update (regenerate) the table of contents with the changes that you have specified. Notice that two more entries have been added to the bottom of the table of contents, as these entries have the Heading 4 style applied…

7. Save the document

2

5

6
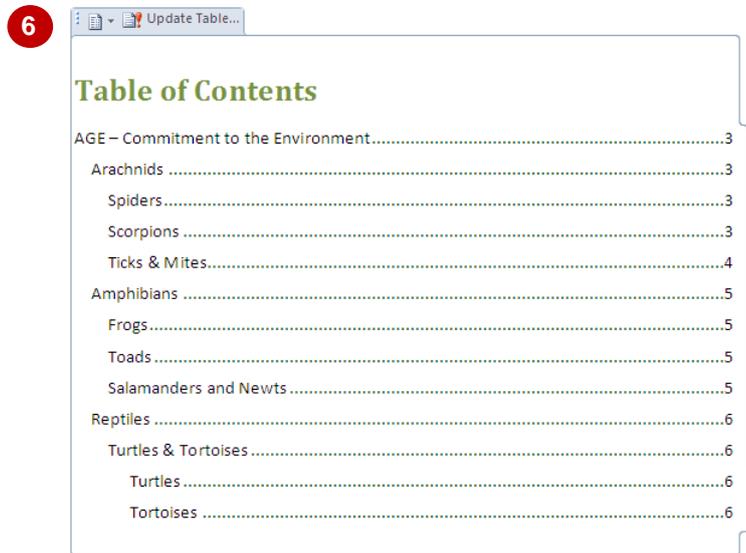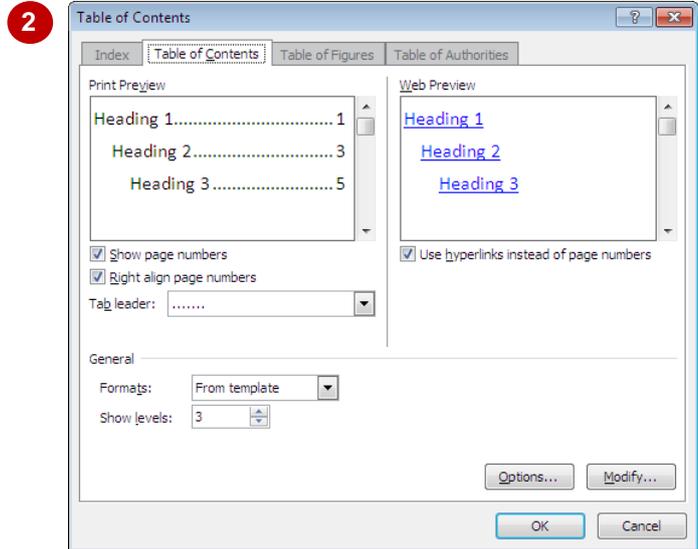
For Your Reference…

To *customise* a *table of contents*:

1. Position the insertion point
2. Click on the **References** tab, then click on **Table of Contents**
3. Select **Insert Table of Contents**
4. Make your selections and click on **[OK]**

Handy to Know…

• You can assign specific styles to each level, and Word will look for headings with the styles you have assigned to include in the table of contents. To do this, open the **Table of Contents** dialog box, then click on **[Options]**. Type a level (such as 1, 2, 3) next to the style name, then click on **[OK]** twice.

FORMATTING A TABLE OF CONTENTS

When you first insert a table of contents into your document, you can choose from a basic range of formats in the *Table of Contents* gallery. If the format you have selected is not appropriate to your document, Word has a range of other default formats that you can apply. Each format is also fully customisable. However, once you apply a different format, any customisation will be lost.

Try This Yourself:

Same File
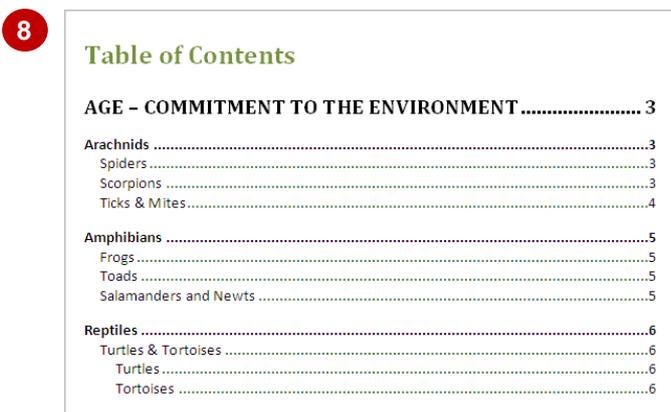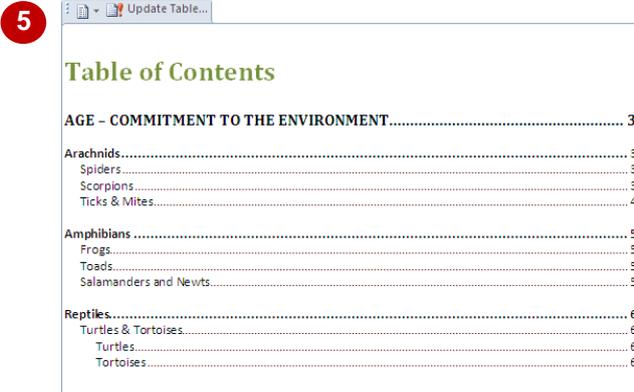
Continue using the previous file with this exercise, or open the file W852 Table Of Contents_6.docx...

1. Navigate to page *2* and click in the table of contents to activate the content frame

2. Click on the *References* tab, then click on *Table of Contents* 📋▾ in the *Table of Contents* group and select **Insert Table of Contents** to open the *Table of Contents* dialog box

3. Click on the drop arrow for *Formats* and select *Classic* to apply this format

4. Click on the drop arrow for *Tab leader* and select the second option (dotted line), then click on **[OK]**

   Word will ask you if you want to replace the table of contents…

5. Click on **[OK]** to apply the changes

   Now we'll make the text a little bigger…

6. Select all entries in the table of contents, as shown

7. Click on the *Home* tab, then click on *Grow Font* 🄰▴ twice to increase the font size by *2 pts*

8. Click outside the content frame to view the result, then save and close the document

⑤

Table of Contents

AGE – COMMITMENT TO THE ENVIRONMENT.. 3

Arachnids... 3
    Spiders... 3
    Scorpions.. 3
    Ticks & Mites... 4

Amphibians... 5
    Frogs.. 5
    Toads... 5
    Salamanders and Newts... 5

Reptiles.. 6
    Turtles & Tortoises... 6
        Turtles... 6
        Tortoises.. 6

⑥

Table of Contents

AGE – COMMITMENT TO THE ENVIRONMENT.. 3

Arachnids... 3
    Spiders... 3
    Scorpions.. 3
    Ticks & Mites... 4

Amphibians... 5
    Frogs.. 5
    Toads... 5
    Salamanders and Newts... 5

Reptiles.. 6
    Turtles & Tortoises... 6
        Turtles... 6
        Tortoises.. 6

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Table of Contents

AGE – COMMITMENT TO THE ENVIRONMENT 3

Arachnids..3
    Spiders 3
    Scorpions 3
    Ticks & Mites..4

Amphibians..5
    Frogs 5
    Toads 5
    Salamanders and Newts 5

Reptiles...6
    Turtles & Tortoises 6
        Turtles 6
        Tortoises 6

For Your Reference…

To *apply a format* to a table of contents:

1. Click in the table of contents
2. Click on the *References* tab, then click on *Table of Contents* 📋▾ and select **Insert Table of Contents**
3. Select a *Format*, then click on **[OK]** twice

Handy to Know…

- To delete a table of contents, click in the table of contents to activate the content frame, then click on the *References* tab. Click on *Table of Contents* 📋▾ in the *Table of Contents* group and select **Remove Table of Contents**.