Creating a Table of Contents in Microsoft Word 2011

Sections and Pagination in Long Documents
When creating a long document like a dissertation, which requires specific formatting for pagination, there are tools to be aware of in formatting the document before inserting the page numbers.

Sectioning
If the document requires multiple formatting of page numbers within the document, first section the document in the following manner.

1. Locate the end of the page that will constitute the end of the first section. Click at the end of the text of that section.
2. In the Insert menu, go into the Break submenu and select Section Break (Next page). This will insert a section break starting with the next page.
3. Do this for every section that requires separate formatting of page numbers.
4. Select Header and Footer in the View menu to see the formatting of those areas. Note that the Header and Footer contextual tab will appear in the Ribbon to when viewing the headers and footers.
5. You will see a notation in the header and footer boxes called Same as Previous. Click inside the header or footer box and uncheck the box Link To Previous in the Header and Footer tab to disable it.
6. Do the same in every section created. This will enable the formatting of the headers and footers in each section to be different and separate.
Page Numbers

1. Select Page Numbers from the Insert menu.

2. The Page Numbers window will allow you to select the position of the page numbers and whether you need to have the page number show on the first page.

3. Click on the Format button and you will be able to select the format of the page numbers and how you need the numbers to start. Click OK to finish formatting and click OK in the Page Numbers box to insert the numbers.

4. Do the same in every section to page the section accordingly. In this way the page formatting of each section remains separate and unlinked to other sections.

Table of Contents

Getting Started

Using the Table of Contents tool enables you to select pre-written text in your document and then insert a table based on that selection. It is best to add this feature after your document has been created and edited, but it is possible to go back and make revisions and then update the table.

Styles

Styles allow you to format headings in your document that will become the elements in the table of contents. To begin, select the Toolbox icon from the Format Toolbar to bring up the palette showing the style list. You can also select Style from the Format menu to bring up the Styles palette.
Once your document is created and the page numbers inserted, you will use the Styles list to designate specific headings for the different sections in your document.

1. Open your document.
2. Highlight the first HEADING.
3. Go to the Pick Style to Apply under the Home Tab menu and select Heading 1.

4. In the dropdown menu for Current Style of Selected Text click on Modify Style.

5. Change the Font style, Size, and whether you want it Bold, Italicized, or Underlined. Click OK to finish. Note: The preformatted styles may not match your needs for a heading. Often the preformatted styles have extra line spacing that can affect your entire document. You may change this by going to Modify Style and then Paragraph in the dropdown Format menu.

6. Go to the Pick Style to Apply menu again and select Heading 1 again to apply the modified heading style.

7. Repeat steps 2-5 for your subsequent headings. Remember that each heading style (Heading 1, Heading 2) represent levels of organization of the document.

To create a new heading without changing the pre-set Headings 1, 2, & 3:

1. Highlight the text and select the desired heading style.
2. Click in the dropdown menu for Current Style of Selected Text and select New Style.
3. Type in a name for the new style (i.e., Main Heading) in the Name field. Select Normal in the dropdown menu for Style for Following Paragraph. Make the desired changes in formatting for the style and click Okay.
4. Now when you click on the Pick Style to Apply menu, select your newly created style for the heading. Repeat this process for subsequent headings.

NOTE: this style is only available in this document. To create a global style, available in all new documents, use the Organizer.
To make a style available in all new documents:
1. Open the document where the style is currently available.
2. Select Style from the Format menu.
3. Click on the Organizer button.
4. Select the Style from the left column.
5. Click on the Copy button to copy the style to the normal.dot file, making it available to all new documents.
6. Click Close to close the dialog box.

Tables of Contents
Once your have highlighted and changed all of your headings by using the Style menu, you are able to create your Tables of Contents.

1. Place the cursor in the document where you would like the Table of Contents to appear.
2. Go to Insert > Index and Tables.
3. Click on the Table of Contents tab.
4. In the Formats box, on the left side, is a list of different pre-set formatted types of tables of contents.
5. Choose any of the following pre-set styles: Classic, Distinctive, Fancy, Modern, Formal, or Simple. (A sample of what it would look like will appear in the right hand corner of the window).
6. Click OK.

The Table of Contents should appear wherever you placed your cursor. Simply add a title “Table of Contents” above the list. You used a pre-set style to create your Table of Contents, but you can also create your own.
To create your own style of the Table of Contents:

1. Place the cursor in the document where you would like the Table of Contents to appear.
2. Go to Insert > Index and Tables.
3. Click on the Table of Contents tab.
4. Choose From Template.
5. Click the Modify button.

6. Under the Styles section, there is a list of TOC’s (table of contents). Depending on the amount of HEADINGS you personalized in your document, you can change how they would appear in the Table of Contents.
7. Click on each TOC to see the heading formatting of font, size, and location.
8. Click the Modify button to do basic modifications to the selected heading.

9. Click on the Format pull down menu to do extensive changes to the font, paragraph, tabs, borders, . . . . Click OK to save the changes.
10. Click OK to apply the heading changes.
11. Do this for each one of your headings.
12. Click Apply in the Style window to apply all of the changes.
13. Click OK in the Index and Tables window to insert the modified table.

The Table of Contents should appear, according to your personalized settings.
Update the Table of Contents:

You can do some final adjustments to the look and feel of the table by adding extra text, spaces or lines. If you make changes, add content or subchapters in the body of the document, you can update the table. Right click on your table, and select Update Field. Note: You can either select Update Page Numbers Only or Update Entire Table. Selecting Update Numbers allows you to only update the pagination, whereas the Update Entire Table updates your heading settings. Remember that if you make some adjustments to the formatting, updating the entire table will return the formatting to the original inserted table.