

03-HOWTO-Use Microsoft Word Table of Contents (TOC) Generator

Microsoft Word TOC generator is a very useful tool to automatically generate and update the table of contents for a Microsoft Word document. After editing a large document with 20 to 100+ pages, the process of manually checking and updating the table of contents is difficult, time consuming, and may be inaccurate. Using the TOC generator, updating the table of contents is as simple as two clicks. Having an accurate table of contents for large document is a requirement of 508 Compliance.

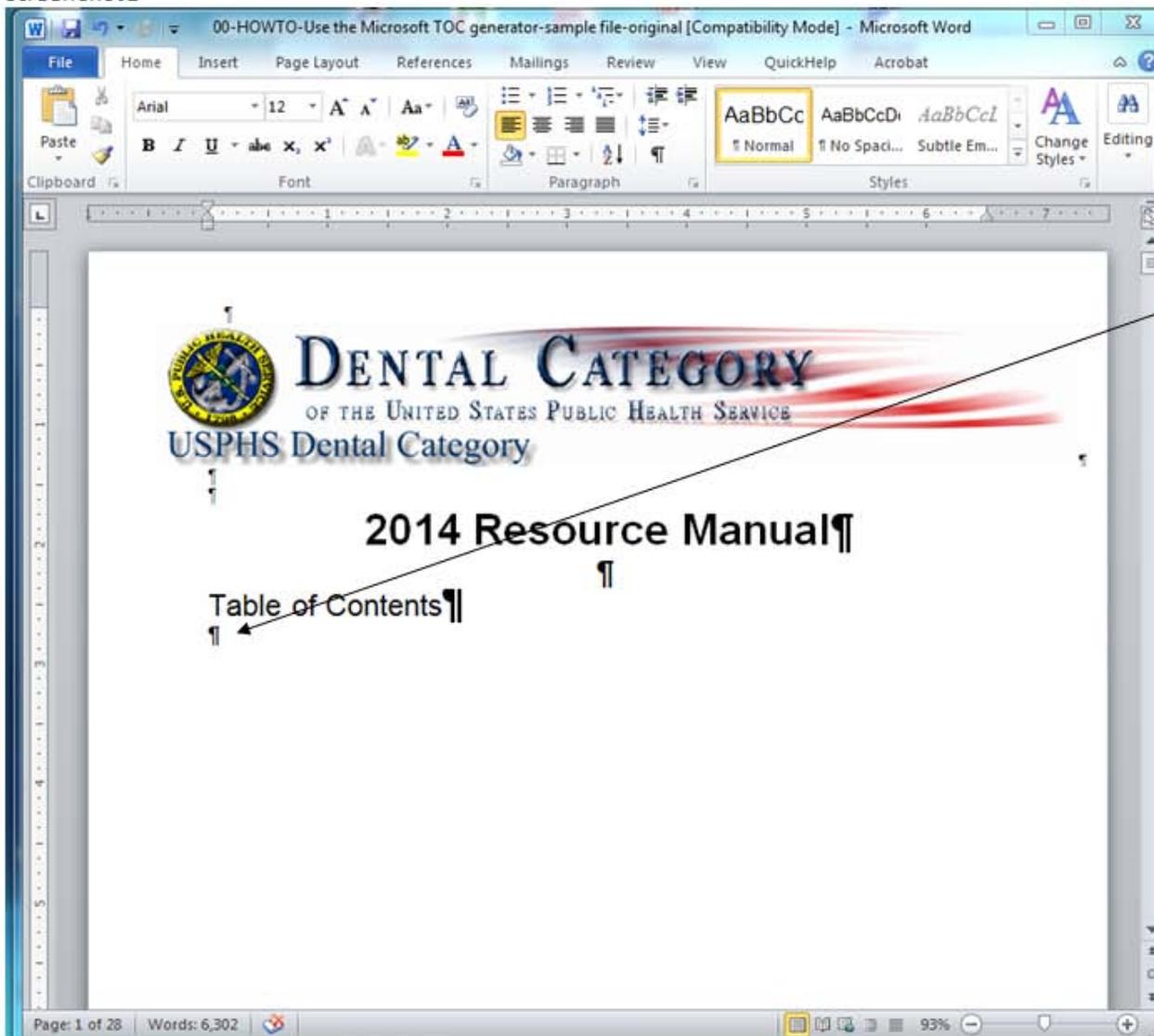
This instructional file provides step-by-step instructions on how to use the Microsoft TOC generator. One assumption is that all headings in the documents are already labeled with the Heading1...Heading7.

Topics covered in this instructional file:

- Generate a table of contents using the TOC generator on a document with all the topics labeled with styles Heading 1...7
- Delete a section of the text and update the table of contents
- Change the color of Heading 1 and update the Styles for Heading 1
- Change the font of Heading 2 and update the Styles for Heading 2

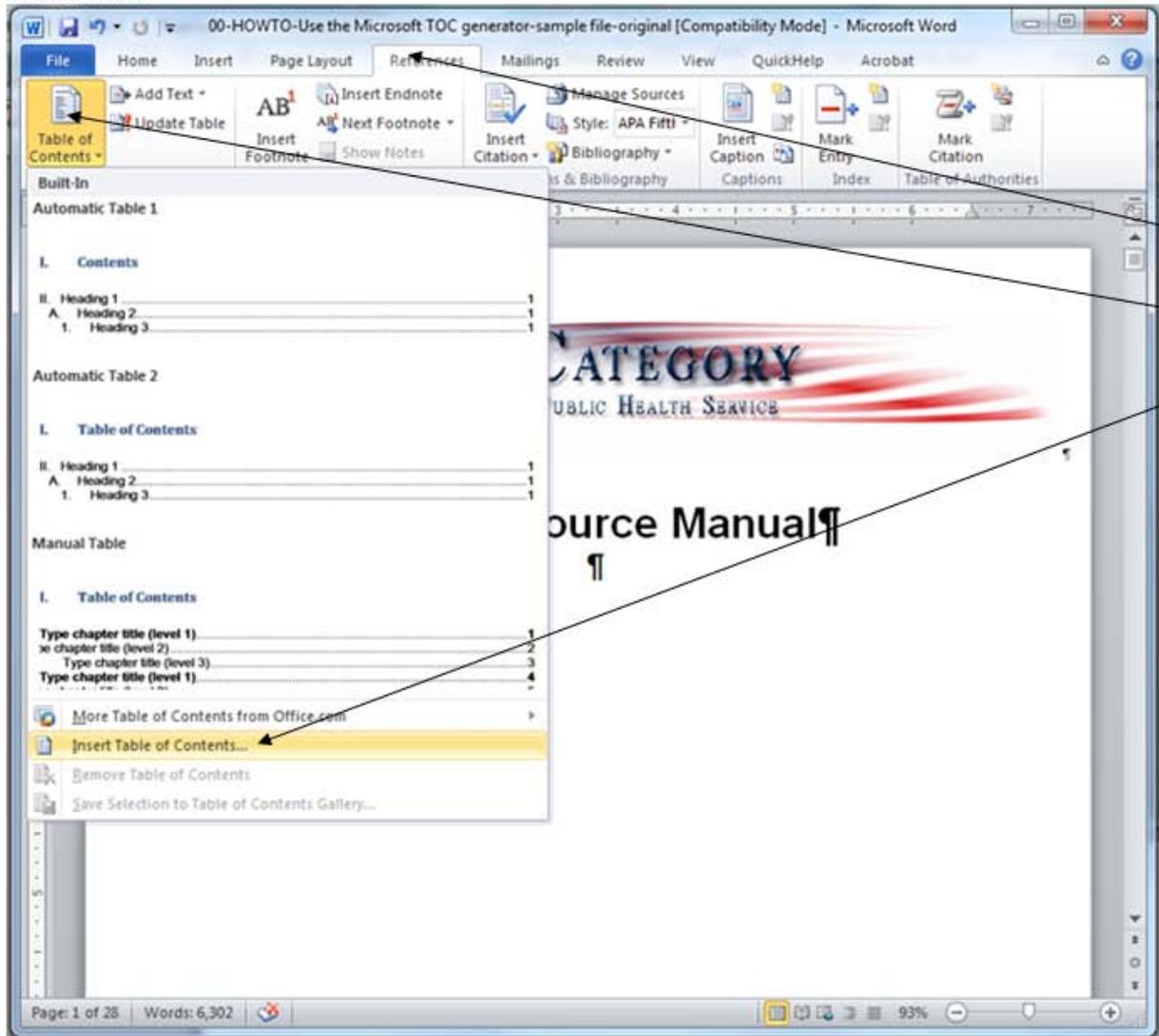
Note: the information in these files has been altered and/or deleted from the original file to illustrate key learning concepts. Please let me know if anything is not working.

Screen shot 1



Open the sample file and place the cursor below the Table of Contents.

Screen shot 2

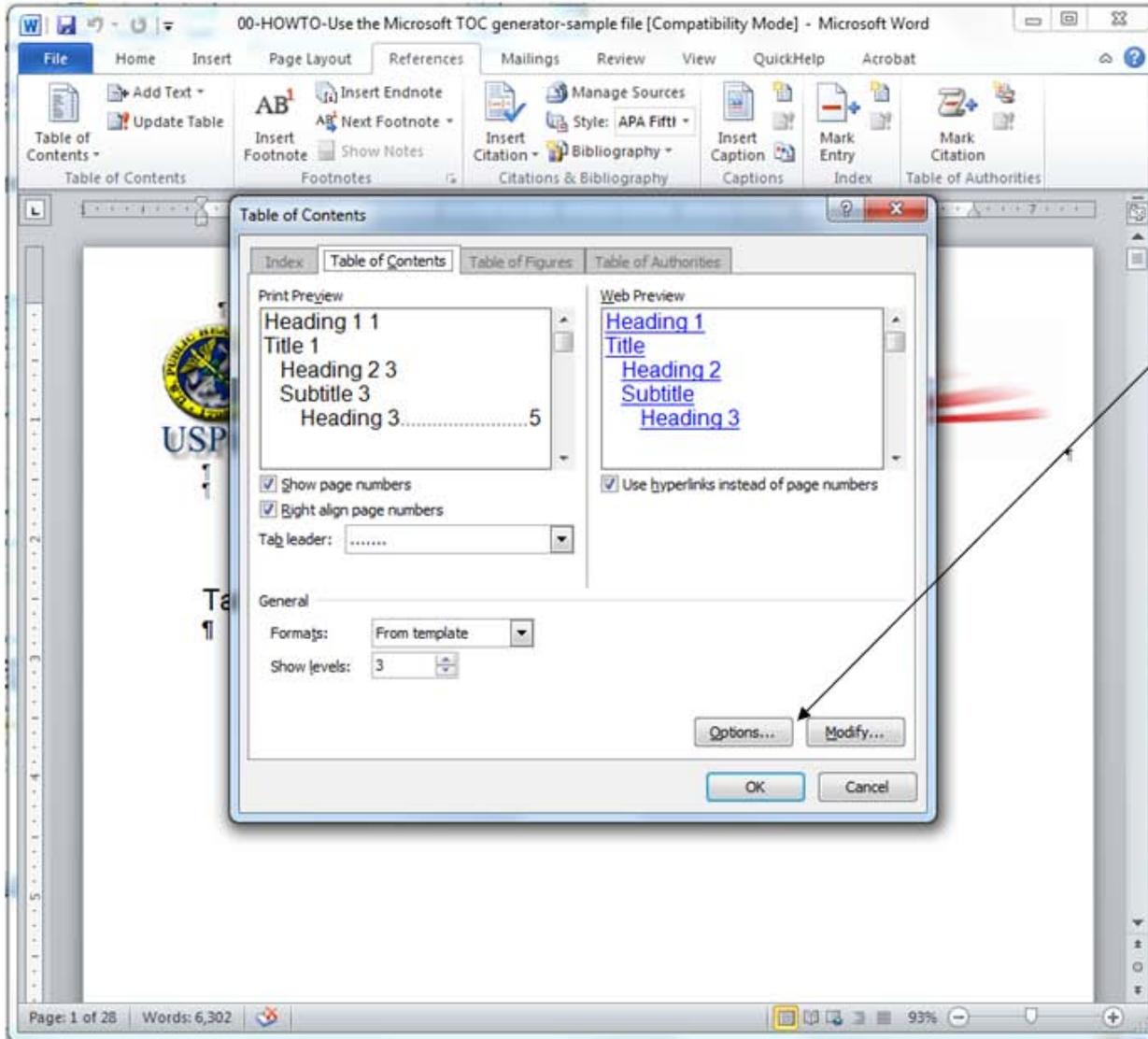


To insert the table of contents, click onto the *References* tab.

Select *Table of Contents*.

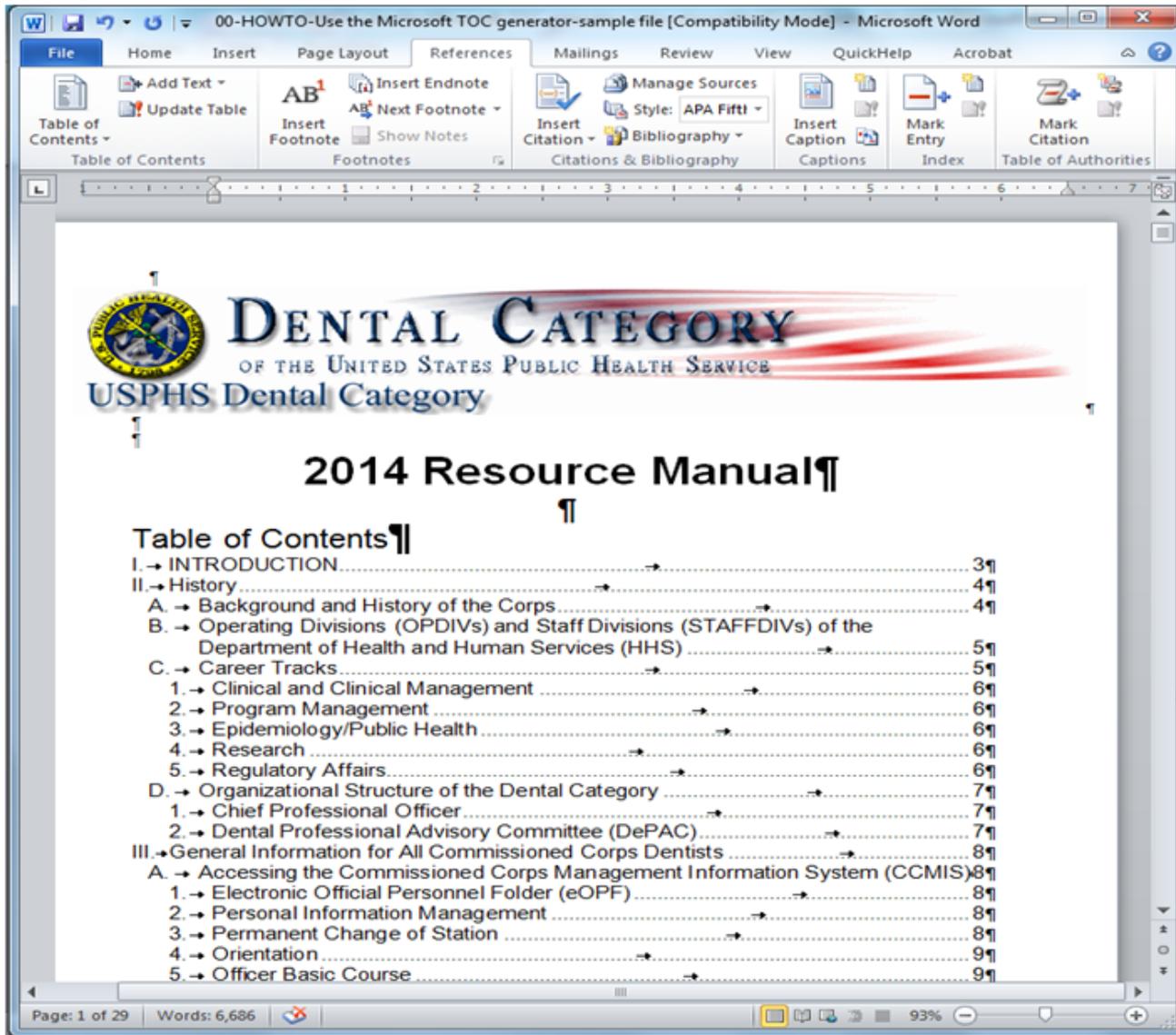
Select *Insert Table of Contents*.

Screen shot 3



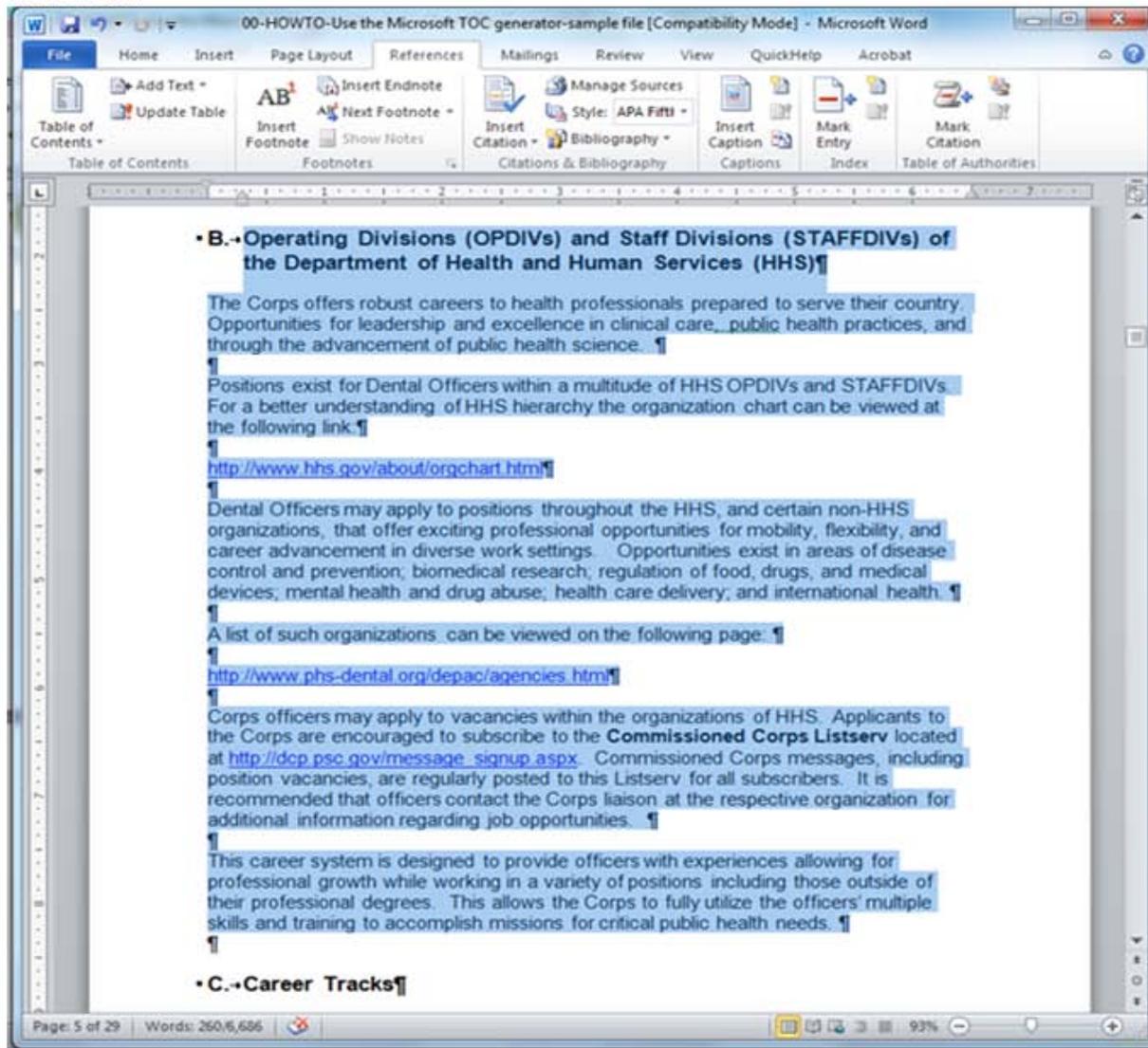
From the pop up screen, click OK button.

Screen shot4



Notice that the Table of Contents is inserted.

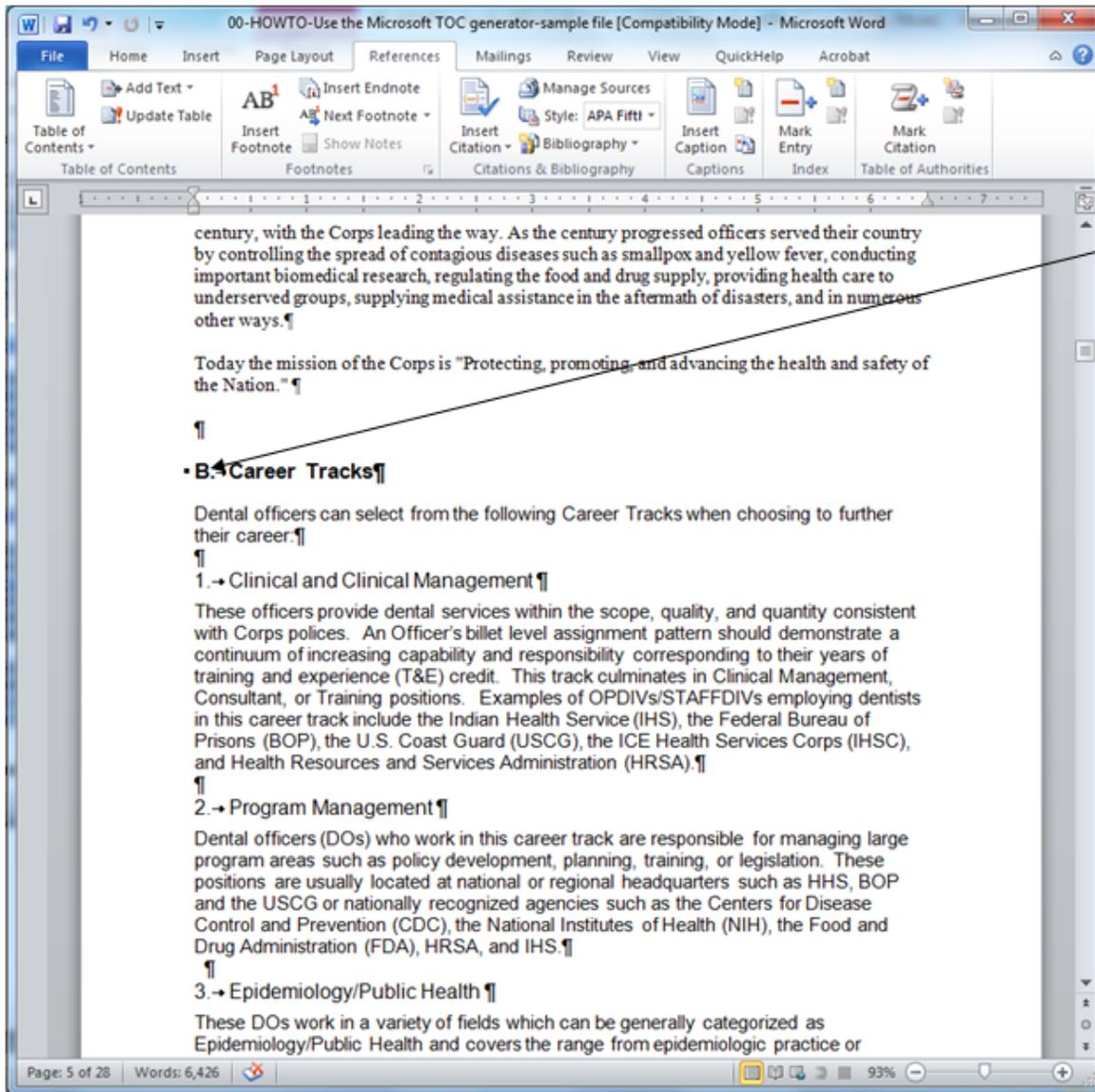
Screen shot5



Exercise to delete a section of the page and updating the TOC.

Go to page 5 and highlight the entire section of B and delete the content.

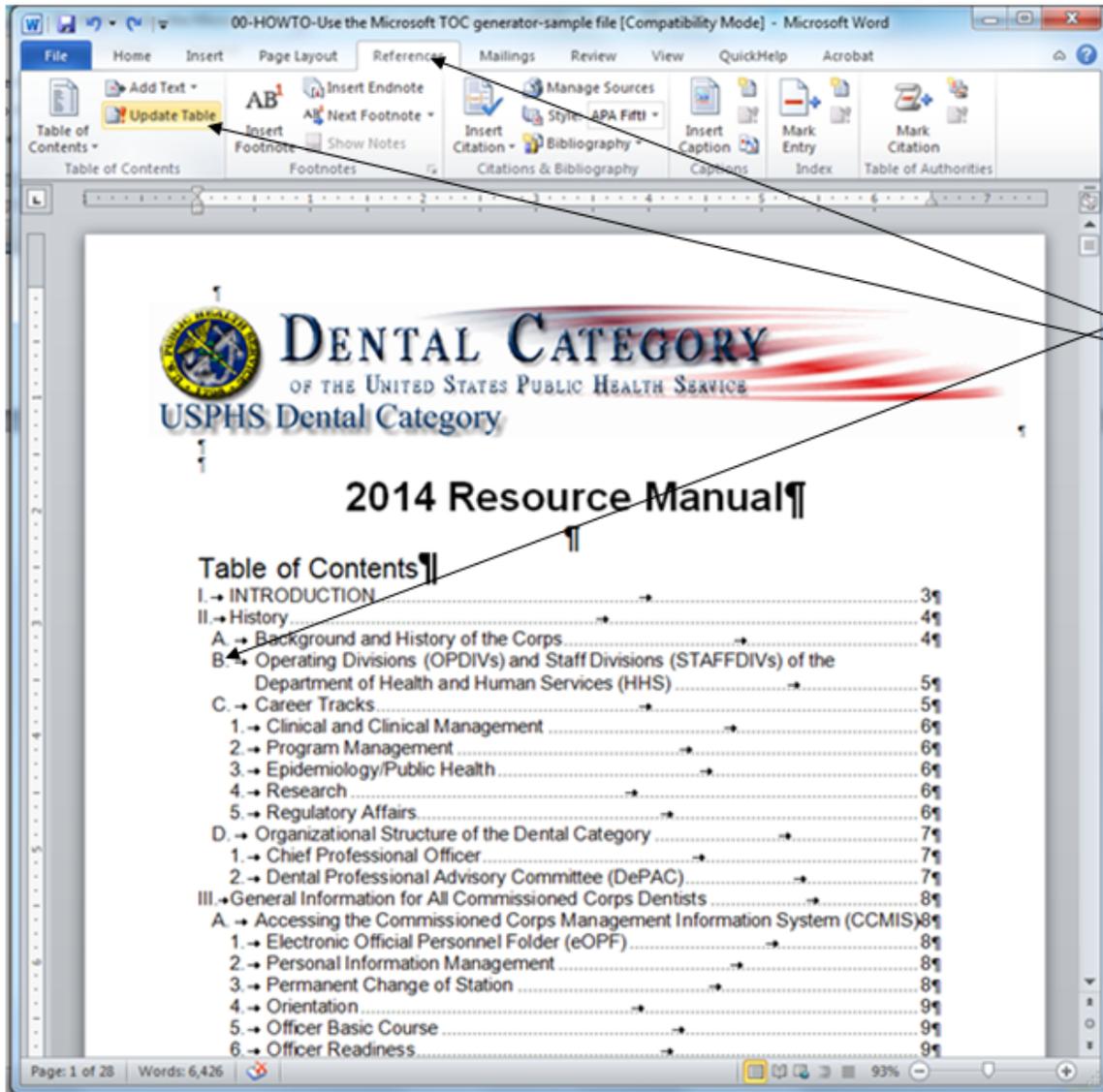
Screen shot 6



Notice that the previous heading "C" has been updated to "B".

Now go to page 1 to update the table of contents.

Screen shot7



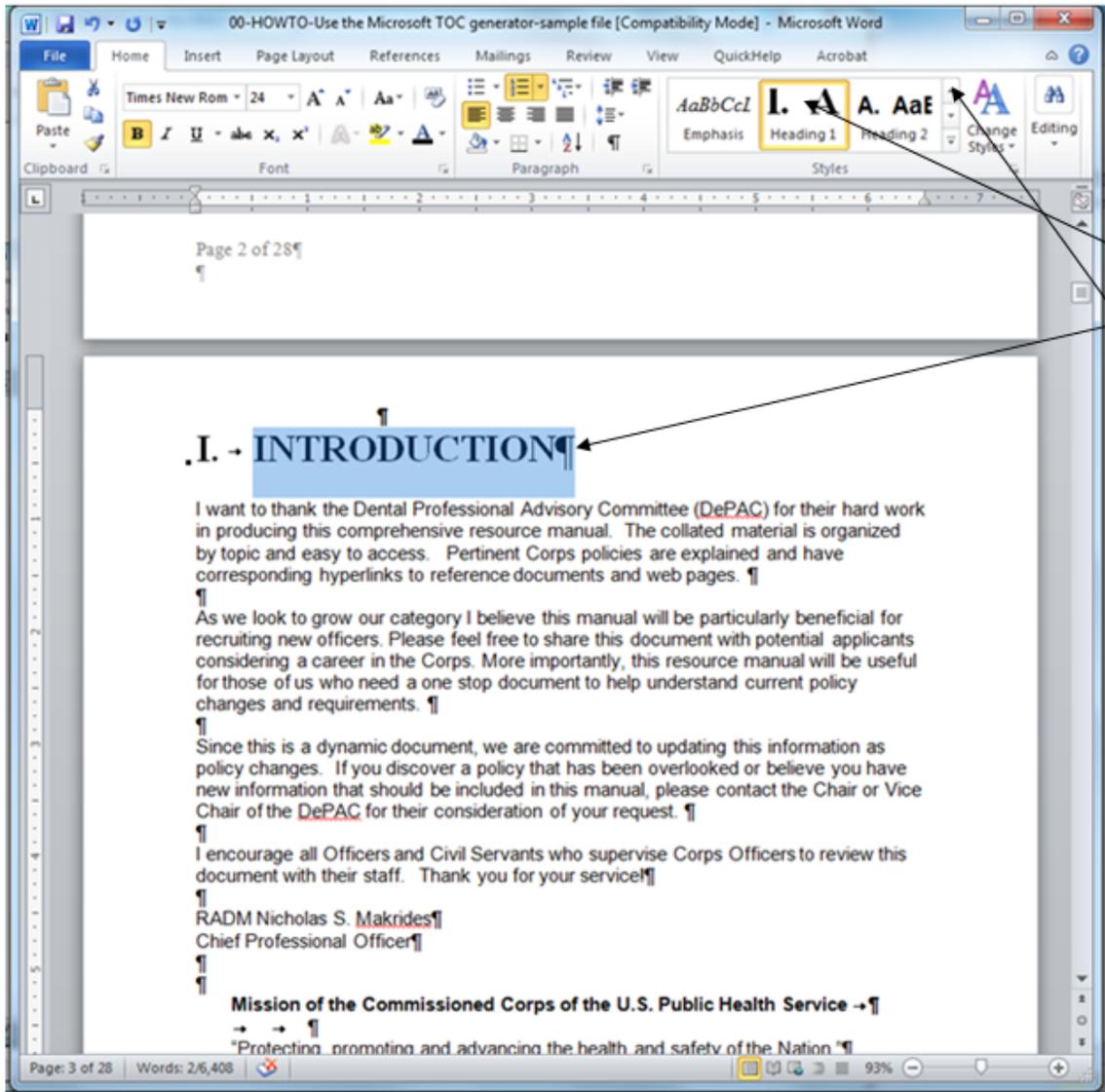
Notice that subheading "B" has not been deleted from the table of contents.

To update the TOC, click the *References* tab, and select *Update Table*.

You will notice that the original topic for "B" has been removed and replaced with the subsequent topic.

Notice all the page numbers have been updated also.

Screen shot 8

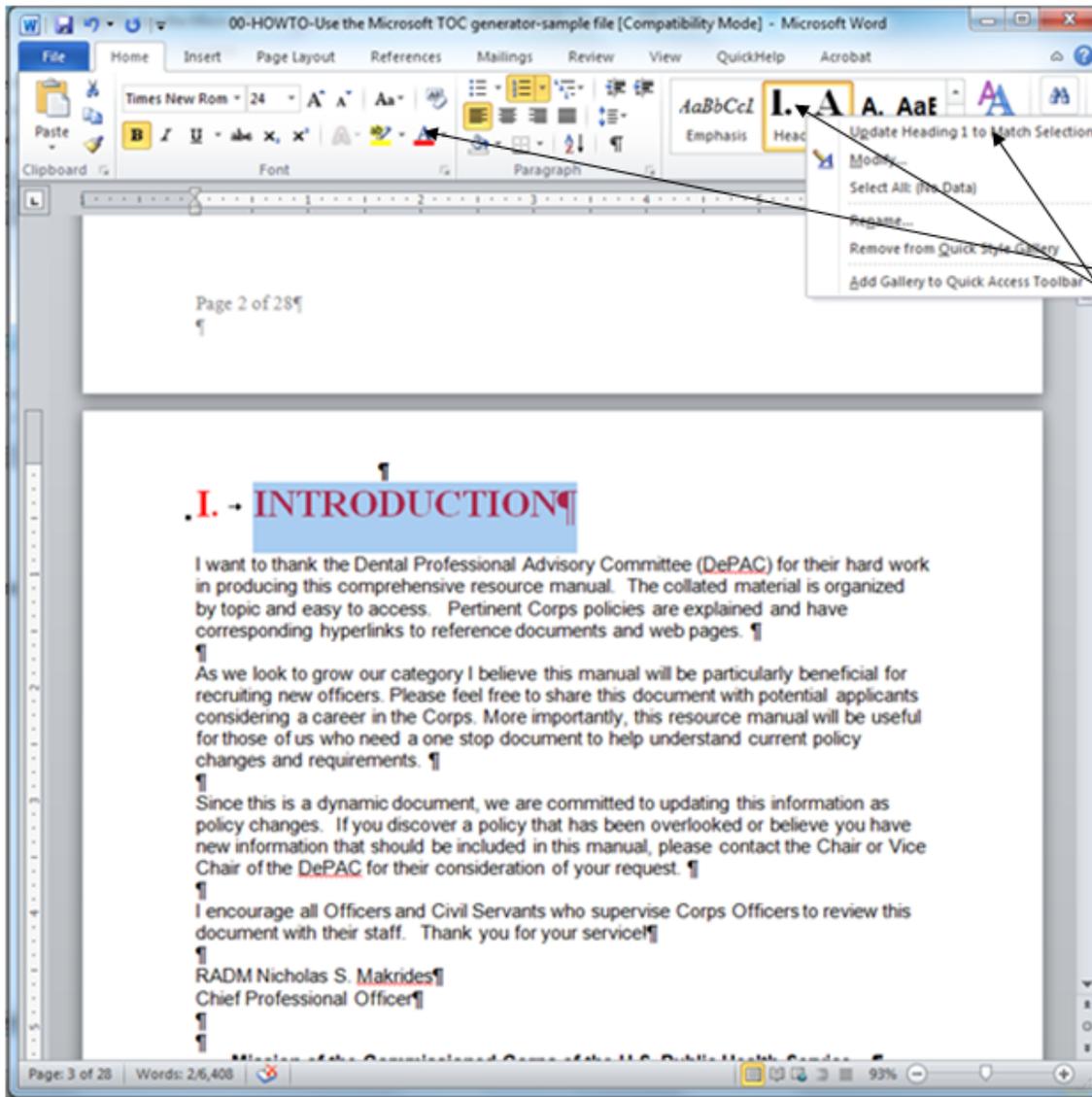


Next exercise is to change the style and update Heading 1.

Go to page 3 and highlight the topic Introduction. Notice that the Styles Heading 1 is automatically highlighted.

Note: you may have to scroll up and down to find Heading 1 if it is not visible.

Screen shot 9



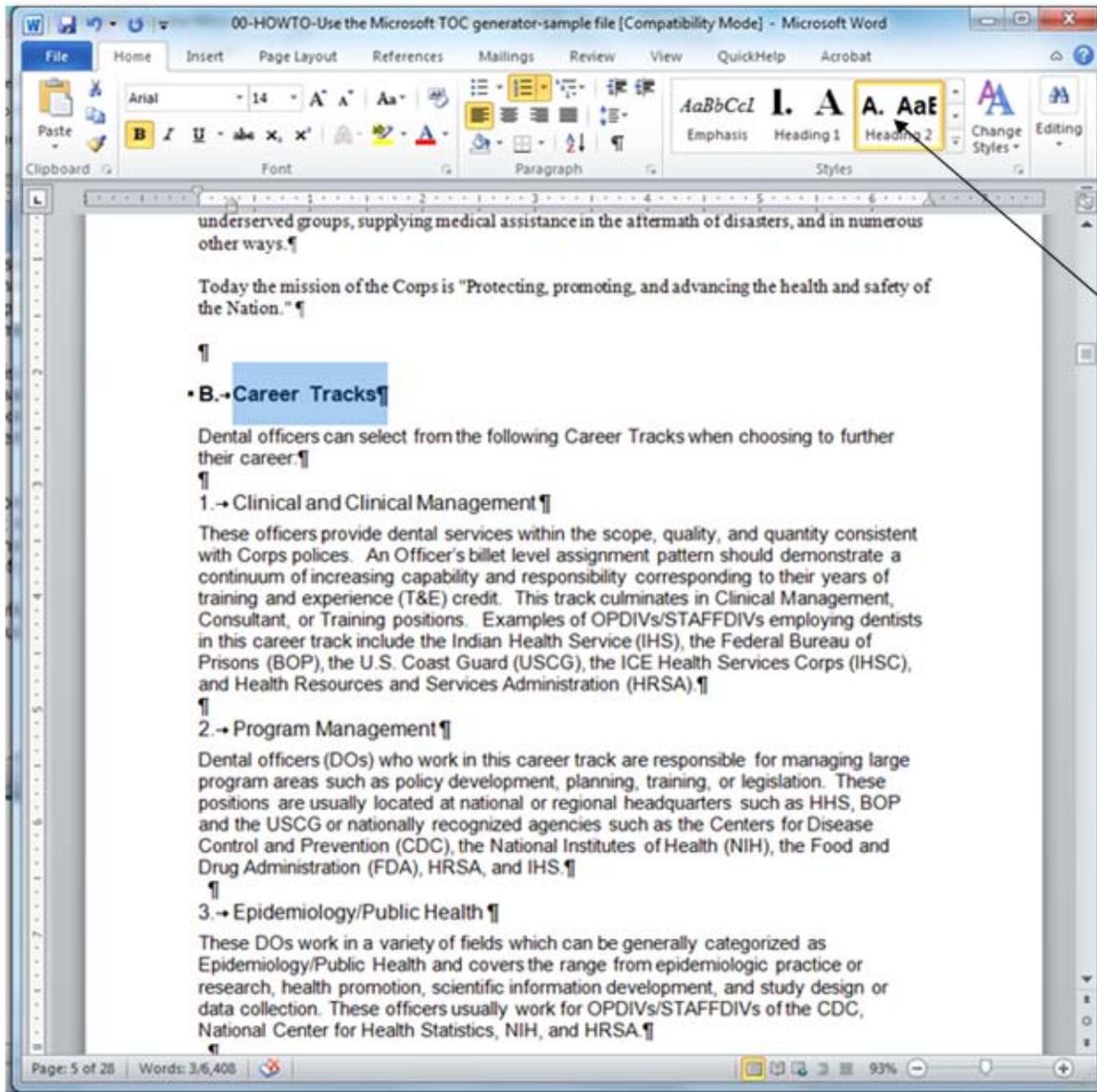
Change the color to red.

To update the Heading 1 for all topics, move cursor to Heading 1.

Right click and select *Update Heading 1 to Match Selection*.

Notice that all Headings 1 on the document have been updated to the new color.

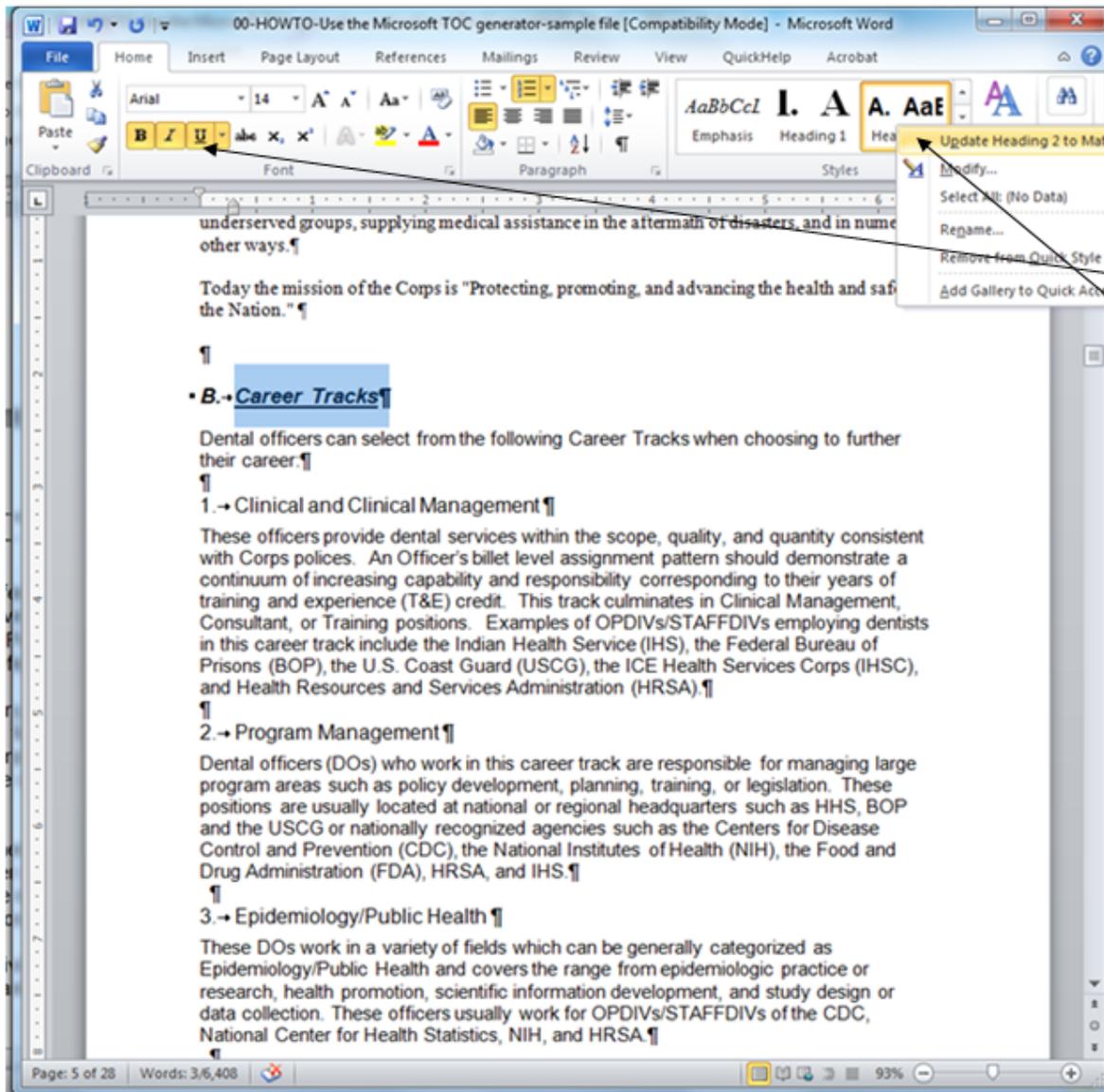
Screen shot10



Similarly, change the style for Heading 2.

Highlight the topic Career Tracks. Notice that Heading 2 is automatically highlighted in the Styles box.

Screen shot 11



Change style of the topic by clicking Italic and Underline.

To update these new settings for all topics under Heading 2, right click on the Heading 2 and select *Update Heading 2 to Match*.