

Multi-page documents can be easier to read with a Table of Contents. Word 2007/2010 has an automatic Table of Contents feature that can help you accomplish this task in minutes!

First, identify the headings to be listed in the Table of Contents.

1. **Highlight the text or heading** that you would like to have included in your Table of Contents.
2. In the **References** tab on the menu ribbon, go to the **Table of Contents** group. Click on the drop-down arrow next to **“add text.”**
3. **Select the heading level** for Table of Contents.
4. **Repeat these steps** for all items/headings that belong in the Table of Contents

Next, generate the Table of Contents:

1. **Move your cursor** to the location in the document where you would like to place the Table of Contents.
2. In the **References** tab on the menu ribbon, go to the **Table of Contents** group. Click on the drop-down arrow next to **“Table of Contents.”**
3. **Select your preferred Automatic Table format**, or create your own by selecting **“insert Table of Contents.”**

Once you have created your Table of Contents, you can update it by highlighting it and clicking on the **“update table”** icon.

For a screen cast of this tip go to:
<http://screencast.com/t/ug8p9EbqtLqx>