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## Creating tables of contents and figures

Once you have inserted all your chapters, the final stage is to create a table of contents. If you have included tables, images, diagrams or charts, you will also need to list them in a table of figures.

The benefit of using Word's Heading styles is that you can create a table of contents automatically. Word will use the text formatted with the styles to build the table.

If you have used Word's *Insert Caption* command, you can also create a table of figures automatically.

Tables of Contents and Tables of Figures are inserted from the **References** tab. You can specify what you want to appear in your tables, and modify how they appear.