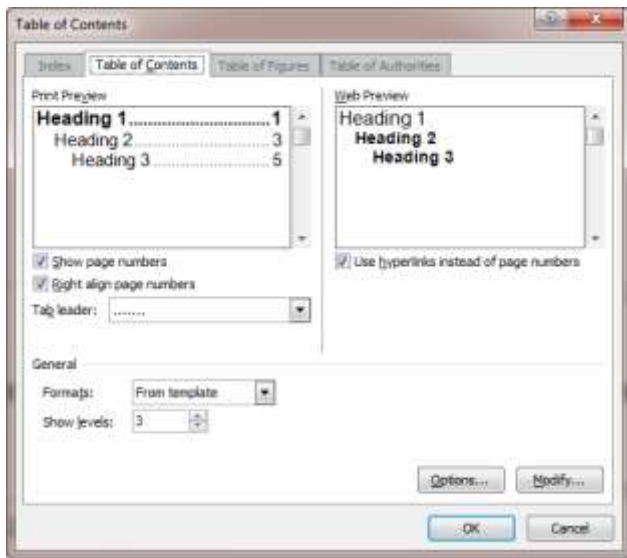


Task 6.2 Creating a table of contents

If you have used Word's **Heading** styles, you can create a table of contents automatically using the **Table of Contents** dialog box.



From here, you can select the numbers of levels to show, the page number position and the tab leader.

Try this...

1. If you have *not* completed all of the previous tasks, open the document **intro_chapter1_final.docx** from the folder **Thesis 2010 ► Practice files**, otherwise continue with the current document.
2. Press **Ctrl** and **Home** to move to the start of the document, then navigate to the **Contents** page and create a blank line below the heading.
3. Click on the **References** tab and in the **Table of Contents** group, click on **Table of Contents**.

Rather than use a Built-In layout, you will create your own.

4. Select **Insert Table of Contents** from the menu at the bottom to display the **Table of Contents** dialog box.
5. Examine the settings.

By default, Word builds a table of contents using the text formatted as Heading 1, Heading 2 and Heading 3.

6. Click on the up spinner arrow at **Show levels** to increase the number to **4**.
7. Click **[OK]** and examine the table.