

Word Table of Contents and Indexing

Objectives

Using Microsoft Word, create a table of contents and index for your document.

1. Define the term **table of contents** as it applies to Microsoft Word.
2. Identify Word's built-in heading styles.
3. Explain the steps to create a table of contents.
4. Define the term **index**.
5. Explain the steps to mark index entries and build an index.
6. List the process used to update the table of contents and index.

Introduction

Using Microsoft Word, you can easily create a table of contents or index for your document. In this lesson, we will discuss building a table of contents with heading styles, marking entries for an index, creating an index from the marked entries and updating these fields when information is added or deleted from your document.

Creating a Table of Contents

A **table of contents** is a list of the headings in a document. You can use a table of contents to get an overview of the topics discussed. If you are creating a document for the Web, you can put the table of contents in a Web frame so that you can easily navigate through the document.

You can create a table of contents using built-in heading styles and outline-level formats in Word. If you want to use your own formatting for headings, apply custom heading styles.

After you've specified the headings to include, you can choose a design and build the finished table of contents. When you build a table of contents, Word searches for the specified headings, sorts them by heading level, and displays the table of contents in the document.



Applying Heading Styles

1. Select the text you want to have a heading style.
2. Choose **Format > Styles and Formatting**.
3. In the Styles and Formatting pane, choose a heading.



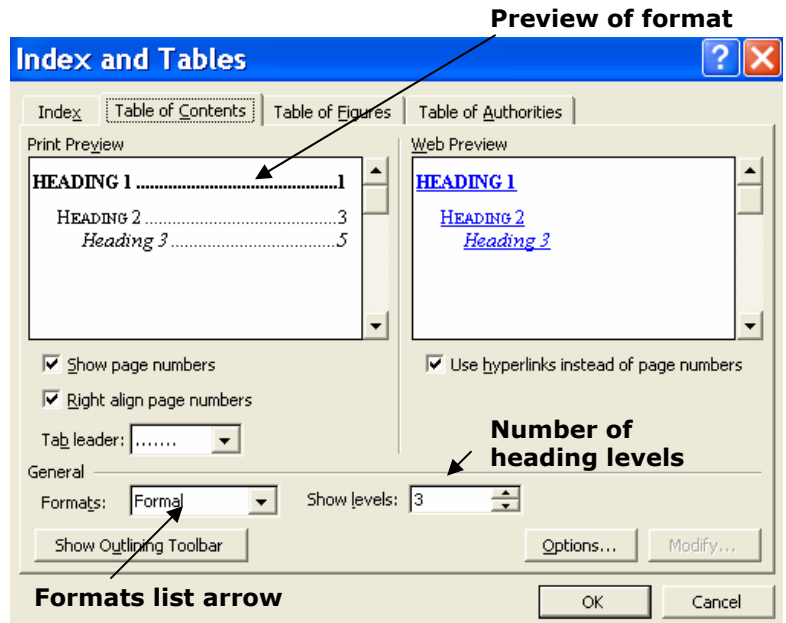
Notes:



Creating a Table of Contents

Since your document is organized with heading styles, you are now ready to create a new page that includes a table of contents.

1. Press [**CTRL**][**Home**] to move to the first page of your document.
2. Choose **Insert > Break**, then choose **Next Page**.
3. Press [**CTRL**][**Home**] to return to the first page of your document.
4. Type **Table of Contents**.
5. Choose **Insert > Reference > Index and Tables**.
6. Select the **Table of Contents** tab.
7. From the **Formats** list arrow choose a format.



The completed table of contents appears. Each entry is a hyperlink to the matching document heading. Use [**CTRL**] *click* to follow the link.



Note: If you add or delete information from your document, you can update the table of contents by *right-clicking* the table and choosing **Update Fields**.



Notes:

About Creating an Index

An **index** lists the terms and topics discussed in a document, along with the pages they appear on. To create an index, you mark the index entries in your document and then build the index. Once you mark an index entry, Microsoft Word adds a special XE (Index Entry) field to your document.

You can create an index entry:

- for an individual word, phrase, or symbol.
- for a topic that spans a range of pages.
- that refers to another entry, such as "Transportation. See Bicycles."

After you've marked all the index entries, you choose an index design and build the finished index. Word then collects the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.



Marking Index Entries and subentries

1. Select the text you want defined in the index.
2. Choose **Insert > Reference > Index and Tables**.
3. Choose the **Index** tab.
4. Choose **Mark Entry**.
5. Enter a subentry.
6. Choose **Mark** (An Index Entry field will be inserted {-XE- "<selected text>"-}).
7. Continue steps 5-6 until all your subentries have been entered.
8. Choose **Close**.

Selected text appears here

Mark Index Entry

Index

Main entry:

Subentry:

Options

Cross-reference:

Current page

Page range

Bookmark:

Page number format

Bold

Italic

This dialog box stays open so that you can mark multiple index entries.



Creating the Index

Now that you've marked all the entries, it is time to create a new last page for the index.

1. Press [**CTRL**][**End**] to move to the last page of your document.
2. Choose **Insert** > **Break**, then choose **Next Page**.
3. Type ***Index***.
4. Choose **Insert** > **Reference** > **Index and Tables**.
5. Choose a style from the **Formats** list.
6. Choose **OK**. The completed index appears.



Note: If you add or delete index entries, you can update the index by *right-clicking* the index and choosing **Update Fields**.



Notes:
