Remove a Table of Contents

- In this tutorial, you will learn how to remove an existing table of contents from your Microsoft Word 2010 document.

- The **REMOVE TABLE OF CONTENTS** feature on the **TABLE OF CONTENTS** menu may be used to delete a table of contents from your document.

---

**Locating the Remove Table of Contents Feature**

To locate the **REMOVE TABLE OF CONTENTS** feature, click the **REFERENCES** tab then click the **TABLE OF CONTENTS** button. The **REMOVE TABLE OF CONTENTS** feature can be found on the **TABLE OF CONTENTS** menu.
Using the Remove Table of Contents Feature

**Step 1:** Open your Microsoft Word document and select the table of contents you would like to remove. In this example, we will assume you would like to remove the table of contents from the first page of the document.

![Table of contents selected](image)

**Step 2:** Click the REFERENCES tab and locate the TABLE OF CONTENTS button in the TABLE OF CONTENTS group.

![REFERENCES tab](image)
Step 3: Click the TABLE OF CONTENTS button to open the BUILT-IN table of contents menu.
Step 4: Select the REMOVE TABLE OF CONTENTS option on the TABLE OF CONTENTS menu to delete the table of contents from your document.

Finish: By following the steps above, you can remove a table of contents from your document.