Update a Table of Contents

- In this tutorial, you will learn how to update an existing table of contents in your Microsoft Word 2010 document.
- The UPDATE TABLE button on the REFERENCES tab may be used to update a table of after modifying contents of the table.
- Before updating the table of contents, you can create headings for additional text you would like to add to the TOC. This will allow the ability to automatically update and INSERT A TABLE OF CONTENTS.

Locating the Update Table Button

To locate the UPDATE TABLE button, click the REFERENCES tab. The UPDATE TABLE button can be found on the TABLE OF CONTENTS group.
Creating Headings

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

Step 2: On the HOME tab, click HEADING 1 in the STYLES group to apply a preformatted heading style to the selected text.
Using the Update Table Button

Step 3: Select the table of contents by navigating to the appropriate page and clicking the table of contents.

Step 4: Click the REFERENCES tab and locate the UPDATE TABLE button in the TABLE OF CONTENTS group.

Step 5: Click the UPDATE TABLE button to open the Update Table of Contents dialog box.
Step 5: Select **UPDATE ENTIRE TABLE** in the dialog box.

![Update Table of Contents dialog box]

Step 6: Click the OK button in the dialog box to automatically update the entire table of contents with the new text.

![Updated table of contents]

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