Insert a Table of Contents

- In this tutorial, you will learn how to insert a Table of Contents (TOC) into your Microsoft Word 2010 document.
- The TABLE OF CONTENTS button on the REFERENCES tab may be used to create a table of contents.
- Before inserting the table of contents, you can create headings for the text you would like to include in the TOC. This will allow the ability to automatically insert and UPDATE A TABLE OF CONTENTS.

Locating the Table of Contents Button

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

Create Headings

Step 1: Open your Microsoft Word document and select the text you would like to include in the table of contents. In this example, we will assume you would like to include two text items in 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.

Step 3: Select the second text item you would like to include in the table of contents.

Step 4: On the **HOME** tab, click **HEADING 1** in the **STYLES** group to apply a preformatted heading style to the selected text.
Creating an Automatic Table of Contents

Step 5: Move the cursor to the beginning of the document by navigating to page one then clicking in front of the first word on the page.

Shortcut tip: You may also navigate to the beginning of a document by pressing the Ctrl key and the HOME key simultaneously on your keyboard.

Step 6: Click the REFERENCES tab and locate the TABLE OF CONTENTS button in the TABLE OF CONTENTS group.
Step 7: Click the **TABLE OF CONTENTS** button to open the BUILT-IN table of contents menu.
Step 8: Select the **AUTOMATIC TABLE 1** option on the TABLE OF CONTENTS menu to an automatic TOC into your document.

![Automatic Table 1 option](image)

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