Insert Table of Figures

- In this tutorial, you will learn how to insert a table of figures into your Microsoft Word 2010 document.
- A table of figures can be used to display a list of figures, tables, and equations.
- The **INSERT TABLE OF FIGURES** button may be used to insert a table which is generally done after captions or headings have been created for objects.

Example of table of figures in a document with a caption:

| Figure 1: Image of elements in learning community | 1 |
| Figure 2: Example of Bibliography | 2 |
| Figure 3: Example of Bibliography | 5 |

Locating the Insert Table of Figures Button

To locate the **INSERT TABLE OF FIGURES** button, click the **REFERENCES** tab. The **INSERT TABLE OF FIGURES** button can be found on the **CAPTIONS** group.
Clicking the **INSERT TABLE OF FIGURES** button will open the **TABLE OF FIGURES** dialog box, which includes options such as Caption Label (Figure, Table, Equation, none).

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**Insert Table of Figures**

**Step 1:** Open your Microsoft Word document and position the cursor in the location in which you would like to add a table of figures. In this example, we will assume you would like to add a table of figures on the last page of the document.
Step 2: Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the INSERT TABLE OF FIGURES button in the CAPTIONS group.

Step 3: Click the INSERT TABLE OF FIGURES button to open the Table of Figures dialog box. Then locate the Caption label option.
Step 4: Click the Caption label list arrow to display the list of Caption label options. Then select FIGURE on the list to create a table of all the figures in the document.
Step 7: Click the **OK** button to save the changes.

![Table of Figures window]

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