Update Table

- In this tutorial, you will learn how to update a table of figures within your Microsoft Word 2010 document.
- The UPDATE TABLE button may be used to update a table after captions or headings have been modified.

Locating the Update Table Button

To locate the UPDATE TABLE button, you must select a table of figures then click the REFERENCES tab. The UPDATE TABLE button can be found on the CAPTIONS group.

Clicking the UPDATE TABLE button will open the UPDATE TABLE OF FIGURES dialog box, which includes options such as Update page numbers only and Update entire table.
Update Table of Figures

Step 1: Open your Microsoft Word document and select the table of figures you would like to update. In this example, we will assume you would like to update a table of figures on the last page of the document with a new caption and page number for Figure 1.

Step 2: Click the REFERENCES tab to display the groups and buttons on the tab. Then locate the UPDATE TABLE button in the CAPTIONS group.

Step 3: Click the UPDATE TABLE button to open the Update Table of Figures dialog box. Then select the Update entire table option.
Step 4: Click the OK button to save the changes.

Finish: By following the steps above, you can update changes to a table of figures within your document.