Word allows writers to automatically insert tables of contents (TOCs) into longer documents. Inserting TOCs requires a number of steps. First, to format a paper so Word will generate a TOC, writers will assign styles to the chapter titles and headings that will appear in the TOC. Then, writers will apply those styles to the headings in their papers. Next, writers will insert the TOC into the paper, updating as needed.

Creating New Styles

Your paper should reflect three or four APA style headings:

Level 0 – Chapter Titles; Title Case, Centered

Level 1 – Major Headings; Title Case, Centered, Boldface

Level 2 – Major Subheadings; Title Case, Boldface, Flush Left

Level 3 – Subheadings; Indented, boldface, sentence case, ending with a period.

Note that APA does have a level 4 heading level, but that this level is not included in the TOC, so we can ignore this heading level for the TOC’s purposes.

To create new styles:

1. Highlight the first Level 0 heading that appears in your paper

2. Go to the “Home” tab

3. In the “Styles” box, click on the arrow in bottom right corner to expand the options

4. Click on the “New Styles” icon at the bottom left corner of the “Styles” pop-up window

5. In the “Create a New Style from Formatting” window:
a. Set “Name” to: APA 0
b. Set “Style Type” to “Paragraph”
c. Select APA 0 from the “Style for Following Paragraph” pull down menu
d. Adjust the formatting of the style to match the APA heading (just centered for APA 0)
e. Click “OK.”

APA 0 should now appear in your “Styles” box in the “Home” menu. Repeat these steps for each heading level in your paper, assigning the appropriate name and formatting for each level. (Note that previously mentioned, as previously stated, only levels 0, 1, 2, and 3 should appear in a TOC.)

Applying New Styles

Now that each style is in the “Styles” box in the “Home” menu, writers should apply each style to each heading level in the paper.

To apply styles to headings:

1. Highlight a heading, choosing the appropriate style in the “Styles” window

2. Continue highlighting and applying styles to all headings in the appear
Inserting the TOC

Once writers have assigned all headings a style, they need to generate the TOC in the paper. Generating the TOC essentially means that Word will search for all headings that are assigned particular styles, copying and pasting those headings together at a certain place in the paper, formatting the headings based on the style level.

To generate a TOC:

1. Place the cursor on the page where the TOC will appear
2. Go to the “References” tab
3. In the “Table of Contents” option, click on “Table of Contents” and select “Insert Table of Contents” from the pull-down menu
4. In the “Table of Contents” window, click on “Options”
5. Assign the number 1 to APA 0; the number 2 to APA 1; and the number 3 to APA 2; click “OK.”

6. Click “OK” again; the APA formatted Table of Contents should appear on the page.

**Updating a TOC**

Writers should generate TOCs near the final draft of a paper. Often, though, edits or additions to a paper will change the page number where headings appear. To ensure that the TOC is correct, writers should always update the TOC automatically before submitting a final version of the paper.

To update a TOC:

1. Right click the TOC, choosing “Update Field” OR go to the “References” tab and choose “Update Table”

2. Word may ask if only the page numbers or the entire table should be updated:
   a. Choose “Update page numbers only” if none of the headings have been changed, but simply moved to different pages
   b. Choose “Update entire table” if headings have been edited, added, or deleted