Creating a Table of Contents in Microsoft Word 2016 for Windows

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If you set your document up correctly, using Styles, Word will generate a table of contents for you that can be automatically updated as the document changes. In school there is a template you can use which has all the styles correctly set up for you. If you have already started your document or do not have access to this template then you will need to read the document 000010-Using-styles-in-Word... to understand how to set up the styles you need, otherwise you should start by opening the Academic Writing Template (or Oakham APA v1 if you are writing your Extended Essay) as below.

**Opening the Academic Writing Template and Setting it up**

1. Open Word then, from the File tab select **New**.

2. Now click once on the folder **School-templates**, then select the **Academic Writing Template**.

3. Double click in the header of the document to add your **Name**, **Class** and the **Date**. Notice that you can insert today’s date by clicking on the drop-down box and selecting **Today**.

4. Then put the **Title** of the document in the footer in the same way. The page number has been inserted for you.
Using Styles to Identify the Headings

1. As you write (or when you have finished) you will need to use styles to tell Word which headings you want to appear in your table of contents. Every time you use a heading you need to put it into the right style by clicking anywhere in the heading and then left clicking once on the correct style in the style bar.

2. If you are writing a very long piece of work you may also have subheadings within each section. These should be in the style Heading 2 (etc.). An example is given below. Notice how each level of heading appears in the contents list.
Inserting a Table of Contents

1. You will want your table of contents to appear on the first page of your work so you need to make space for it by adding a page break. Put your cursor where you want the table of contents to be. To select from a range of Page and Section Breaks, select the Layout tab, then select the Breaks drop-down box and then select Page.

NB: Selecting Next Page from Section Breaks would allow you to change the orientation of the page(s) in that section without affecting the orientation of the page(s) in the previous section; this is particularly useful for tables, charts and graphs.

2. Toggling the Show all nonprinting characters feature on the Home tab will reveal paragraph marks and other hidden formatting symbols, including the location of your page and/or section breaks. This is useful if the formatting of your document appears odd.

3. To insert the table of contents, put the cursor to the left of the page break and, from the References tab, select Table of contents. Choose Automatic Table 1 or Automatic Table 2. The only difference is whether the title is Contents or Table of Contents.

4. If anything changes in your document after the table of contents has been generated either right-click on the table and select Update Table... from the menu or left-click on the table and then left-click on Update Table.... Choose whether you want to Update entire table (usually the safest option) or Update page numbers only. Click OK.