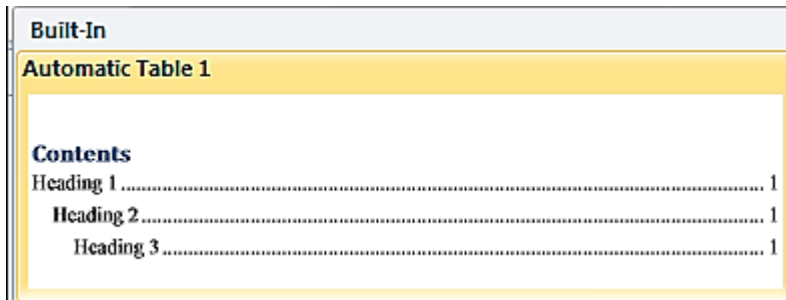# Microsoft Word 2013: Create a Table of Contents Automatically

The easiest way to create a table of contents is to use the built-in heading styles. You can create a table of contents that is based on the custom styles that you will add to your document. For example you might only want a Heading 1 in your Table of Contents, or both Heading 1 and Heading 2. This tutorial will explain how to Modify a Heading Style then apply it to your document. Once that is completed then the Table of Contents can be added and updated easily. Also included are details to remove a Table of Contents.

Mark Entries By Using Built-In Styles or Modify Styles

If your document is already created then select the words to which you want to apply a heading style to, which when the **Table of Contents** is added will list as the first indent or **Heading 1** as shown below. If it is a brand new document you are building then each time before you start typing choose Heading1 style for it to appear in your **Table of Contents.**
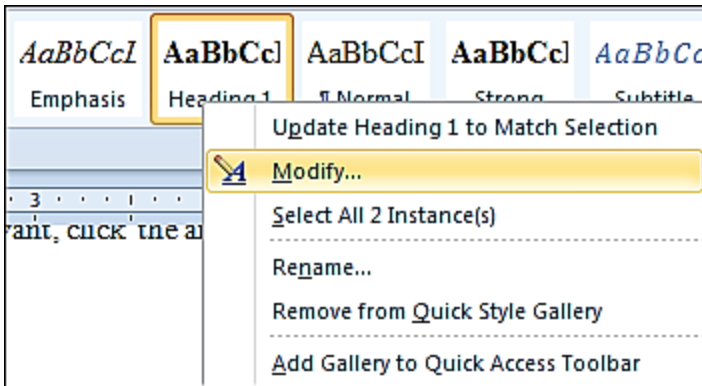

Select the text, then on the **Home** tab, in the **Styles** group, click the **Heading 1** style. This will change that text to be a style for the **Table of Contents**.
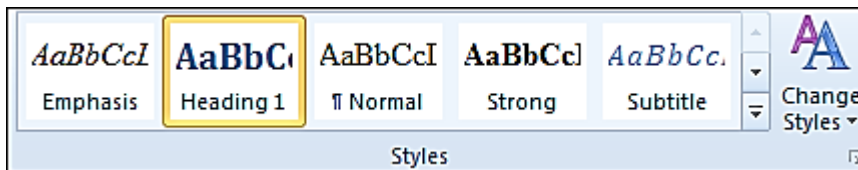
If the style for **Heading 1** does not have the correct font, size and color you can change it by right mouse clicking and choose **Modify** in the Styles gallery.

Under **Name**, you can change it or leave as **Heading 1**. The **Formatting** area is where you will change the Font type, size and color. Notice at the very bottom you can choose **Only in this document** or **New documents based on this template**. Click **OK** when finished. Your **Heading 1** style will now be changed on the **Styles Gallery**.
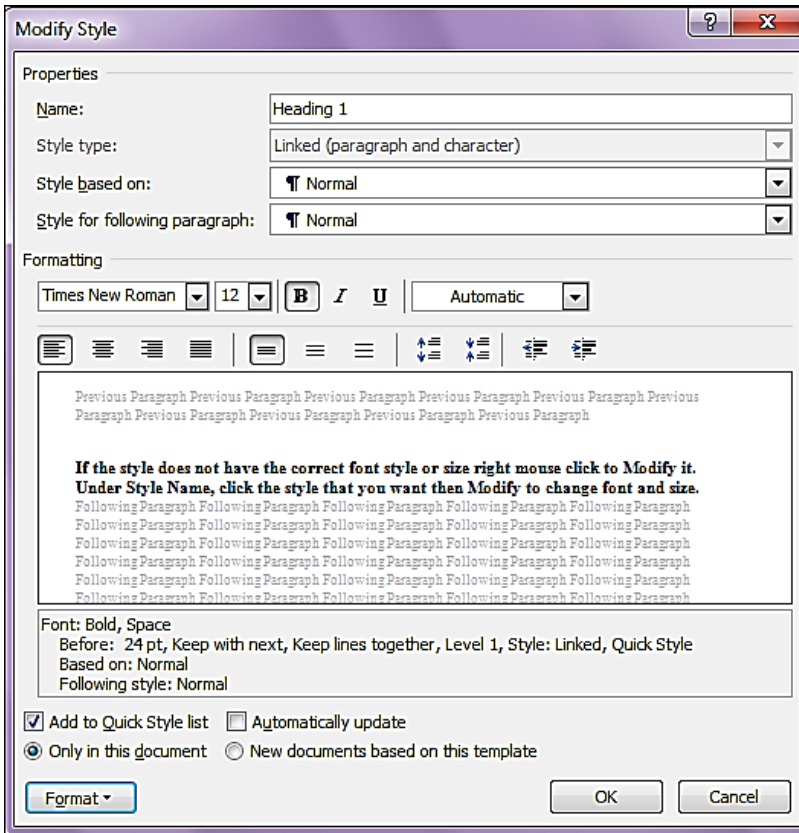

If you know you want to use **Heading 2**, then **Modify** that style to reflect the **Formatting** you want. Click **OK**.

Now Create A Table Of Contents

Now that your document has styles added to specific entries for your table of contents you are ready to add a **Table of Contents**.
Click where you want to insert the table of contents, at the beginning of a document. If you need to add a blank page at the beginning, click on **Insert** tab, **Blank Page**. Have your cursor sitting at the place you want to table to be.

On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click on the table of **Contents** style that you want which will insert it.
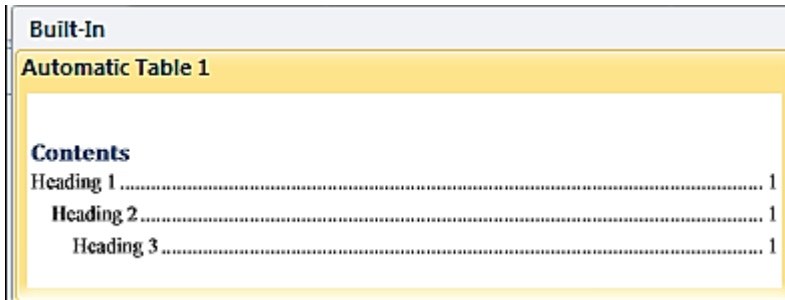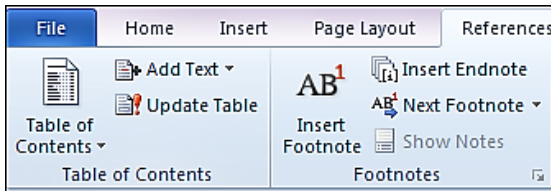


A **Table of Contents** will now appear as shown below.
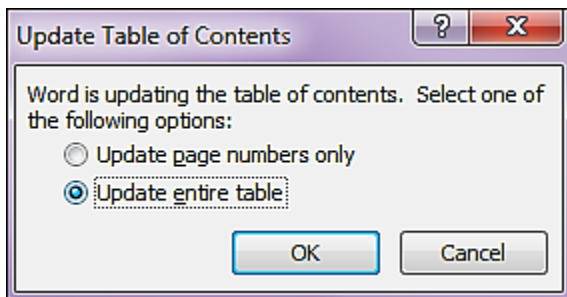
Update A Table Of Contents

If you already have a table of contents in your document, but now you have edited the text by either adding or taking away text, which will make a change in your page numbers in your **Table of Content** change**,** then you will need to update the table of contents. Hold your mouse over the **Table of Contents** and it will appear blue as shown below. Just click someone in that area to select the **Table of Contents.**
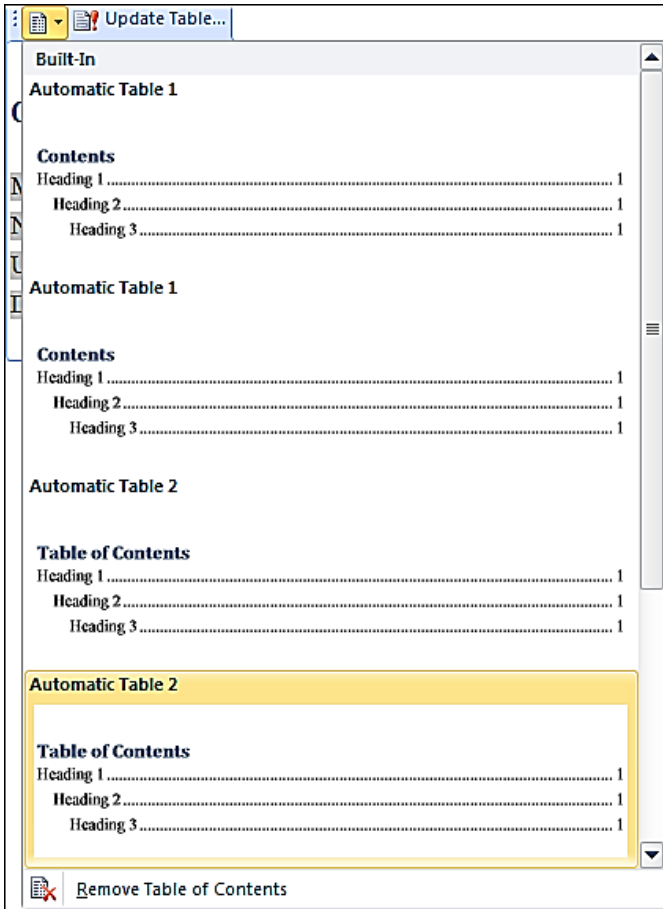
On the **References** tab, in the **Table of Contents** group, click **Update Table**.
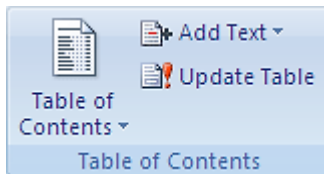
Click **Update page numbers only** or **Update entire table**. Click **OK**.
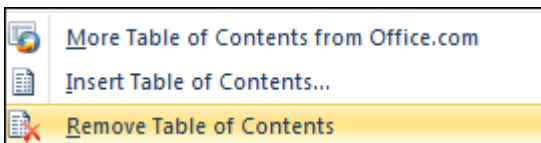
You can also click on the **Update** from within the table on the document as shown below. To the left of Update it a drop down arrow that allows you to change they type of Table of Contents.

Delete A Table Of Contents

On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.

Click **Remove Table of Contents**. You can also **Remove Table of Contents** on the **Update** drop down as shown on screen shot above.

More Helpful Instructions on Table of Contents:
http://office.microsoft.com/en-us/word-help/introduction-to-tables-of-contents-tocs-RZ103988290.aspx?CTT=1