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 the 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.

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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: