Microsoft Word Adding a Table of Contents



Student Name Class Name Step One: Date To create a Table of Contents for your doc-Section 1 - Introduction ument, apply heading styles to the sections Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque of your document that you want listed. laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt. Highlight only the section titles. Section 2 - Argument Nam libero tempore, cum soluta nobis est eligendi optio, cumque nihil impedit, quo minus This can be done by holding down the Ctrl id, quod maxime placeat, facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe key (PC) or the Option key (Mac) while eveniet, ut et voluptates repudiandae sint et molestiae non recusandae, Itaque earum rerum hic simultaneously dragging the curser over the tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat. necessary text. Section 3 - Conclusion suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit, qui in ea voluptate velit esse, quam nihil molestiae consequatur, vel illum. qui dolorem eum fugiat, quo voluptas nulla pariatur? [33] At vero eos et accusamus et iusto odio dignissimos ducimus, qui blanditiis praesentium voluptatum deleniti atque corrupti, quos dolores et quas molestias excepturi sint, obcaecati cupiditate non provident, similique sunt in culpa, qui officia

Step Two:

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Section 1 - Introduction

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Section 2 - Argument

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Section 3 - Conclusion

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The Table of Contents will appear wherever the cursor is, so make sure the curser is where you want to place the table before performing the following steps.

To add a page at the beginning of the document click insert on the main toolbar and then select Blank Page in the drop-down menu.



Step Four:

In the main toolbar, select the References tab and then Table of Contents.

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Additional Info:

For advanced options and customization, select Custom Table of Contents from the drop-down menu.

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