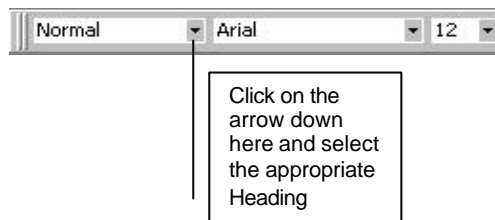


Table of Contents

Step 1. Marking Text as a Style

Styles define the appearance of various text elements of your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats or both in one simple operation. When you want to change the formatting of all the text of a particular element at once, you just change the style that's applied to that element. Styles make formatting your document easier. Additionally, they serve as building blocks for outlines and tables of contents.

1. Identify your documents headings and sub-headings
2. Highlight the first heading in the document and format it with style: Heading 1.



3. Continue through the document until all your headings have been formatted as Heading 1.
4. Highlight the first sub-heading in the document and format it with style: Heading 2
5. Continue through the document until all Headings and Sub-Headings have been marked as either Heading 1 or Heading 2.

Step 2. Generating your Table of Contents

Now you have marked your headings and sub-headings as Heading 1 and Heading 2 you can now generate your Table of Contents

1. Go to the very top of your document and press **Ctrl+Enter** to create a new page
2. Type the title **Table of Contents** and format as required
3. Press Enter twice to create enough space between the heading and the Table
4. Click on **Insert** and then **Index and Tables**
5. Click on **Table of Contents** Tab
6. On the **Formats** on the Left click on the style of the Table of Contents you want, you will see a preview in the centre of the box
7. Set the number of levels you want to show in your Table of contents. Usually this will be just two, your Headings and your Sub-Headings
8. Then set the Tab leader, which fills the space between the Heading/Sub Heading and the page number
9. Click **OK**. You should now see the generated Table of Contents. Check that the page numbering is correct before carrying on



Indexing

Indexes are lists of words or phrases used in the body of a document which are listed at the end with page numbers.

Step 1. Select the text you want to use as an index entry

1. Highlight the word you would like to include in your index (if you can't find it click **Edit** then **Find** type in the word or phrase you want to find and click **Find Next**)
2. Press **ALT+SHIFT+X**
3. To create a main index entry, type or edit the text in the Main entry box (at a basic level you should only need to use the Main entry box)

To create a subentry, type the text in the Subentry box. To include a third-level entry, type the subentry text followed by a colon and the text of the third-level entry
4. To mark the index entry, click **Mark**

To mark all occurrences of this text in the document, click **Mark All** (usually this is the option you would choose)
5. To mark additional index entries, select the text or click immediately after it, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4.

Notes

- Word inserts each marked index entry as an XE (Index Entry) field in hidden text format. If you don't see the XE field, click Show/Hide

Step 2. Build an index

You should now have marked all the index entries you want to displaying your index

1. Click where you want to insert the finished index (usually at the end of a document)
2. On the **Insert** menu, click **Index and Tables** and then click the Index tab.
3. To use one of the available designs, click a design under Formats
4. Click **OK**