Creating Table of Contents

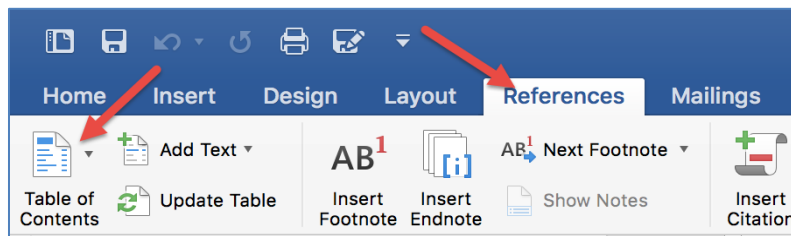[Microsoft Word 2016](#)   [Microsoft Word 2011](#)

Creating a table of contents can provide an easy way for students to traverse the document. A table of contents can be automatically generated if Heading styles have been used throughout the document.

Microsoft Word 2016

1. Click the "**References**" tab located at the top of word.
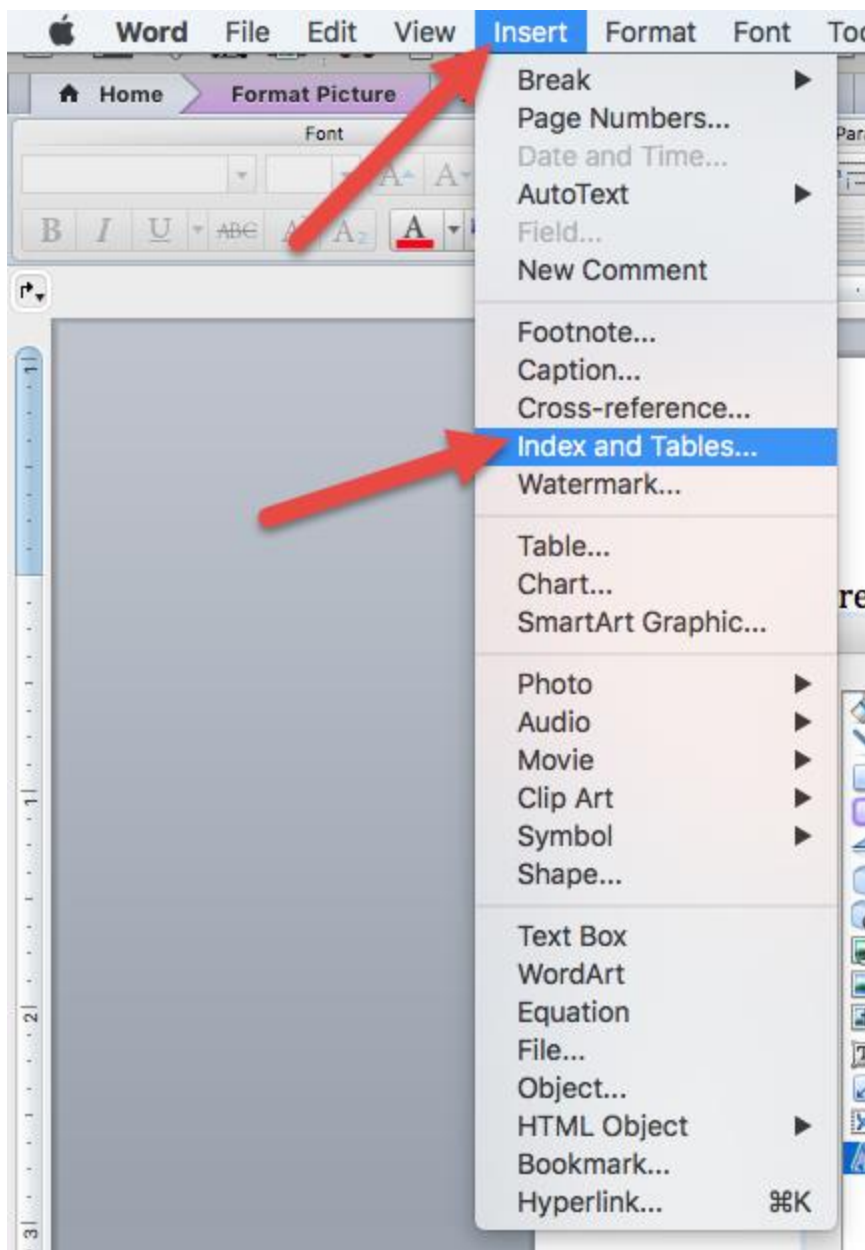2. Click "**Table of Contents".**

3. You can choose to create an automatic table or choose to Custom Table of Content manually.
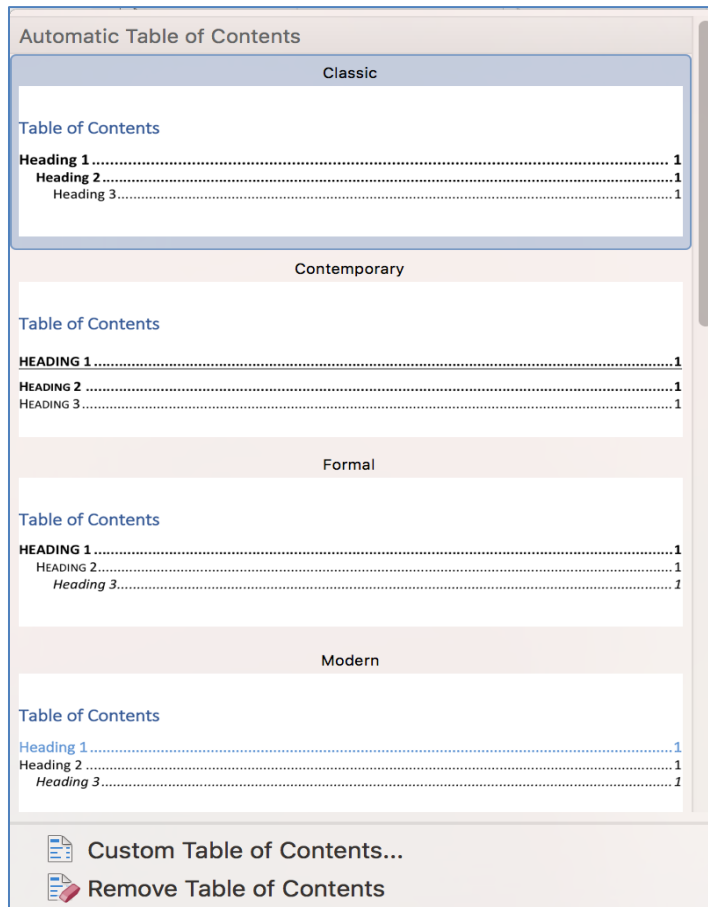
Microsoft Word 2011

1. Place your cursor at the top of the document and click on the **Insert** tab, then scroll to find **Index and Tables**.

2. `In the **Index and Tables** window, select the **Table of Contents** and choose your format from the menu on the left. Once you have selected your format, click **OK**.