

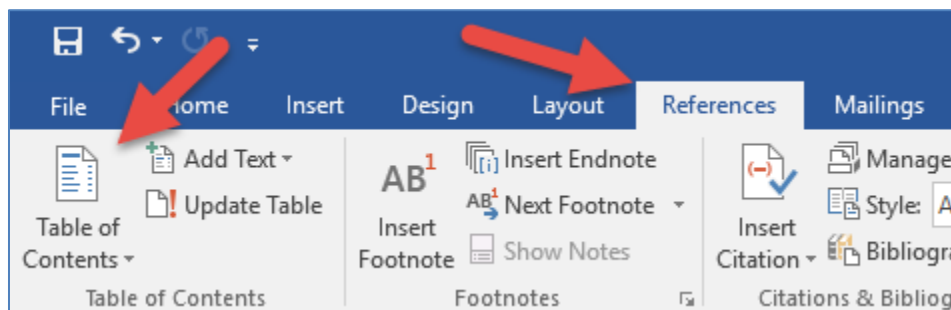
Generating Table of Contents

Microsoft Word 2016

Creating a table of contents can provide an easy way for students to traverse the document.

Microsoft Word 2016, 2013, and 2010

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 enter the titles of each section manually.