Creating a Table of Contents

A valuable applications of using styles is the automatic creation of a table of contents. To illustrate this you will create a table of contents (TOC) for a travel agency.

Loading the Prepared File

1   Close the current files without saving.

2   Display the FILE menu and select OPEN.

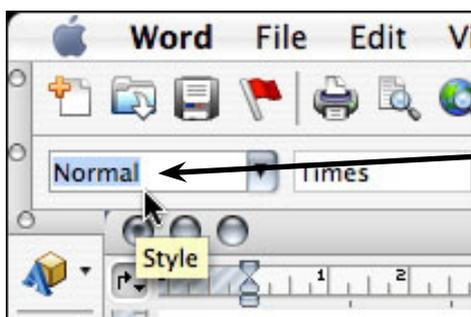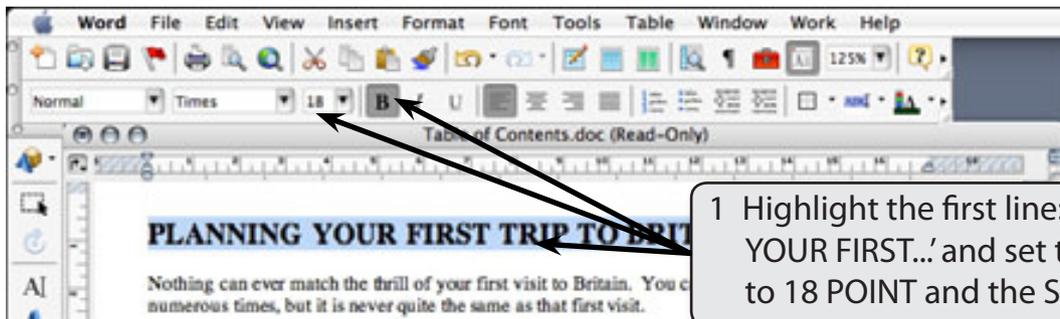3   Access the CHAPTER 17 folder of the WORD SUPPORT FILES and open the file:
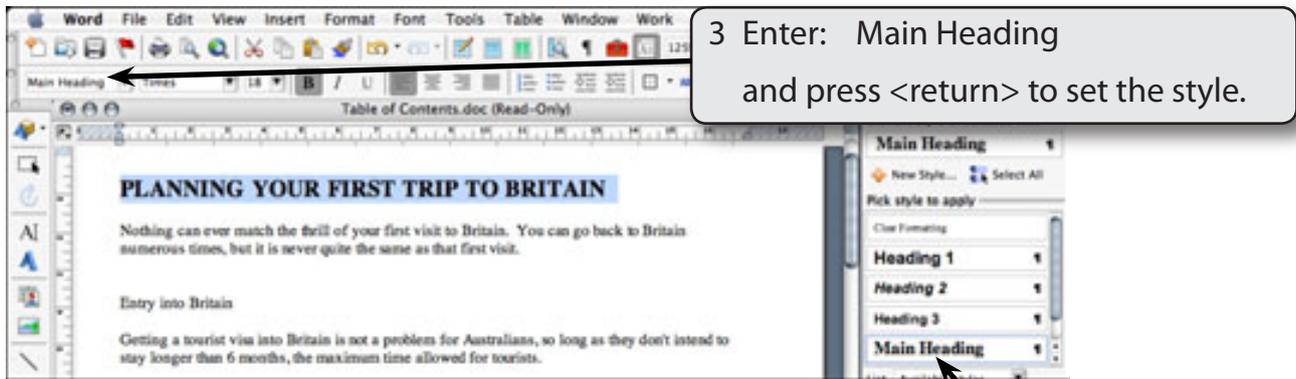
Table of Contents

as a READ ONLY file.

Setting the Styles

Before Microsoft Word can automatically create a table of contents, the text must be set to styles.

A   The Main Heading Style

1 Highlight the first line: 'PLANNING YOUR FIRST...' and set the FONT SIZE to 18 POINT and the STYLE to BOLD.

2 A shortcut to set styles will be used. Click on the NORMAL style in the STYLES box of the FORMATTING Toolbar to highlight it.

3 Enter: Main Heading
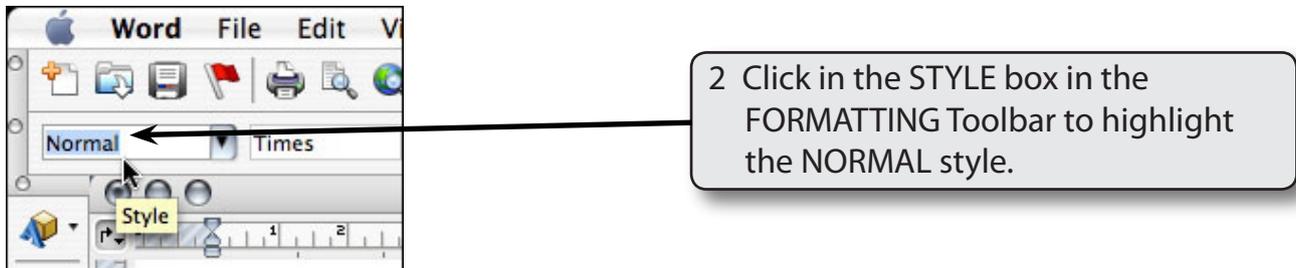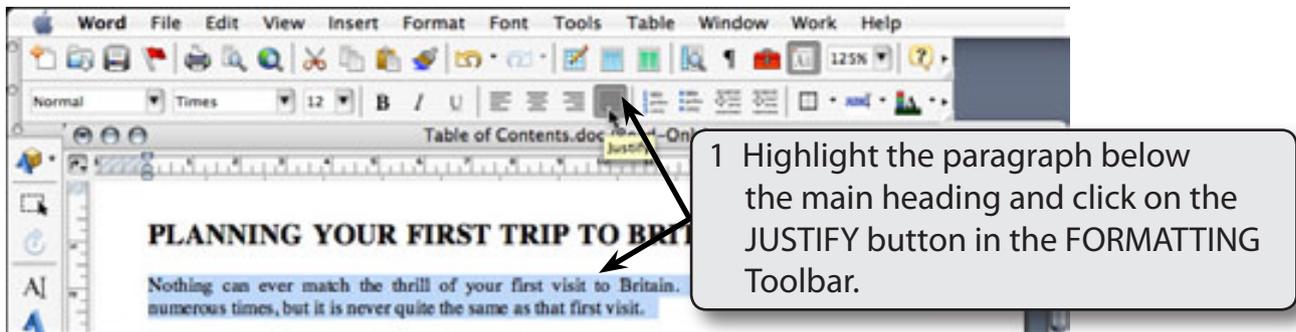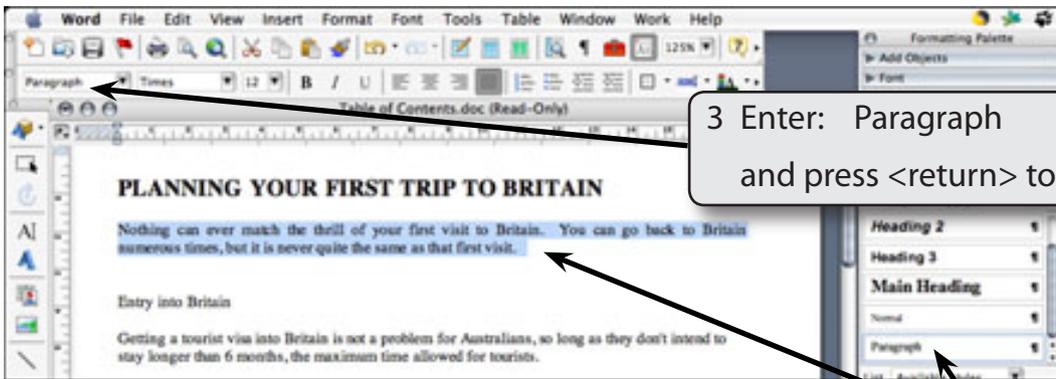
and press <return> to set the style.

4 The style is added to the STYLES panel of the FORMATTING PALETTE.

NOTE: This has automatically recorded the style as a PARAGRAPH style and set the highlighted text to that style in one step.

B The Paragraph Style

A style will be set for the articles of the document.

1 Highlight the paragraph below the main heading and click on the JUSTIFY button in the FORMATTING Toolbar.

2 Click in the STYLE box in the FORMATTING Toolbar to highlight the NORMAL style.

3 Enter: Paragraph
and press <return> to set the style.

4 The highlighted text has been set to the PARAGRAPH style.

C   The Sub-Heading Style

Each sub-heading in the document will need to be set to a style.
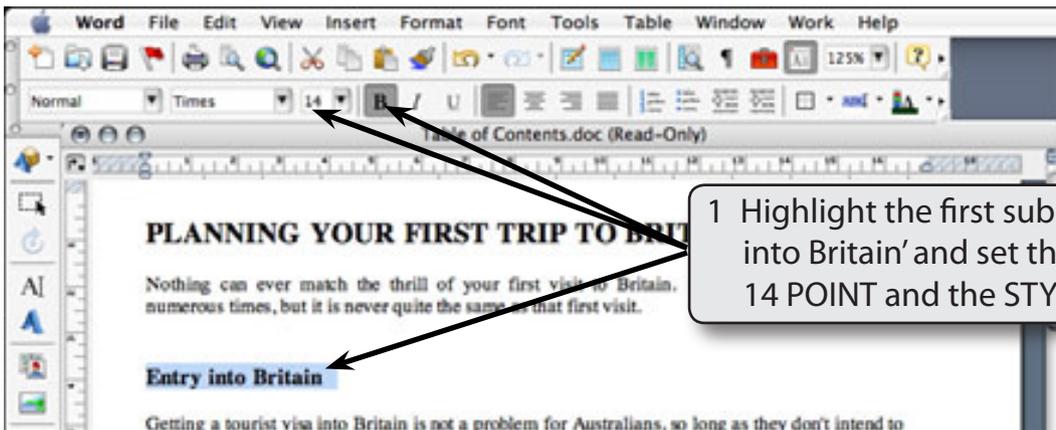
1 Highlight the first sub heading 'Entry into Britain' and set the FONT SIZE to 14 POINT and the STYLE to BOLD.
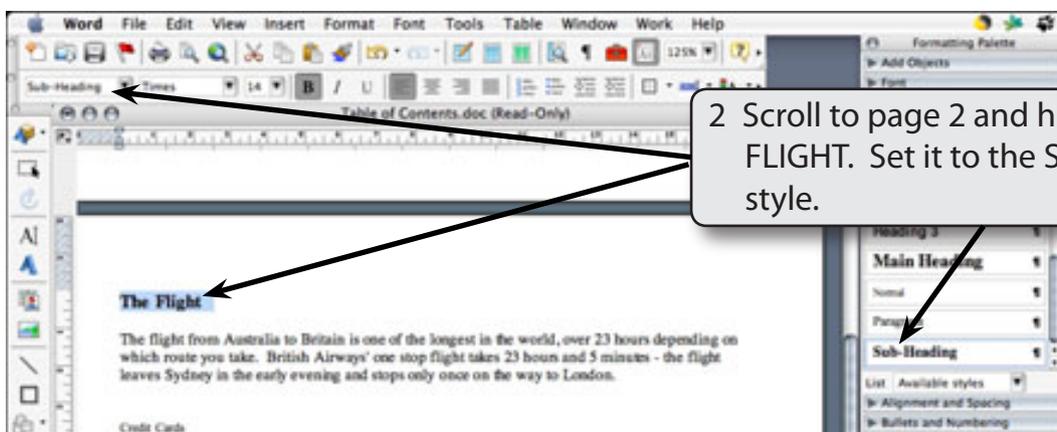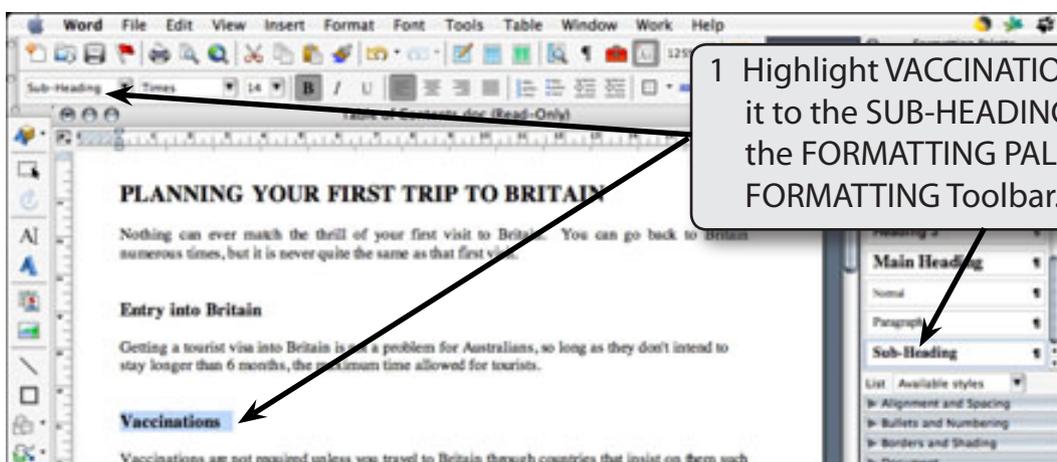

2 Highlight the STYLE box and set the style to SUB-HEADING to create the SUB-HEADING style.

Applying the Styles

The rest of the document needs to be set to the styles that you have just created. There are three pages to this document and the numbers of those pages will be included in the table of contents.

A   The Sub-Headings

1 Highlight VACCINATIONS and set it to the SUB-HEADING style using the FORMATTING PALETTE or the FORMATTING Toolbar.

2 Scroll to page 2 and highlight THE FLIGHT. Set it to the SUB-HEADING style.

3   Scroll through the document, highlight each sub heading in turn and set them to the SUB-HEADING style.

> **NOTE:** **Remember, you can press ⌘+Y after the first time the style has be set to apply the style.**