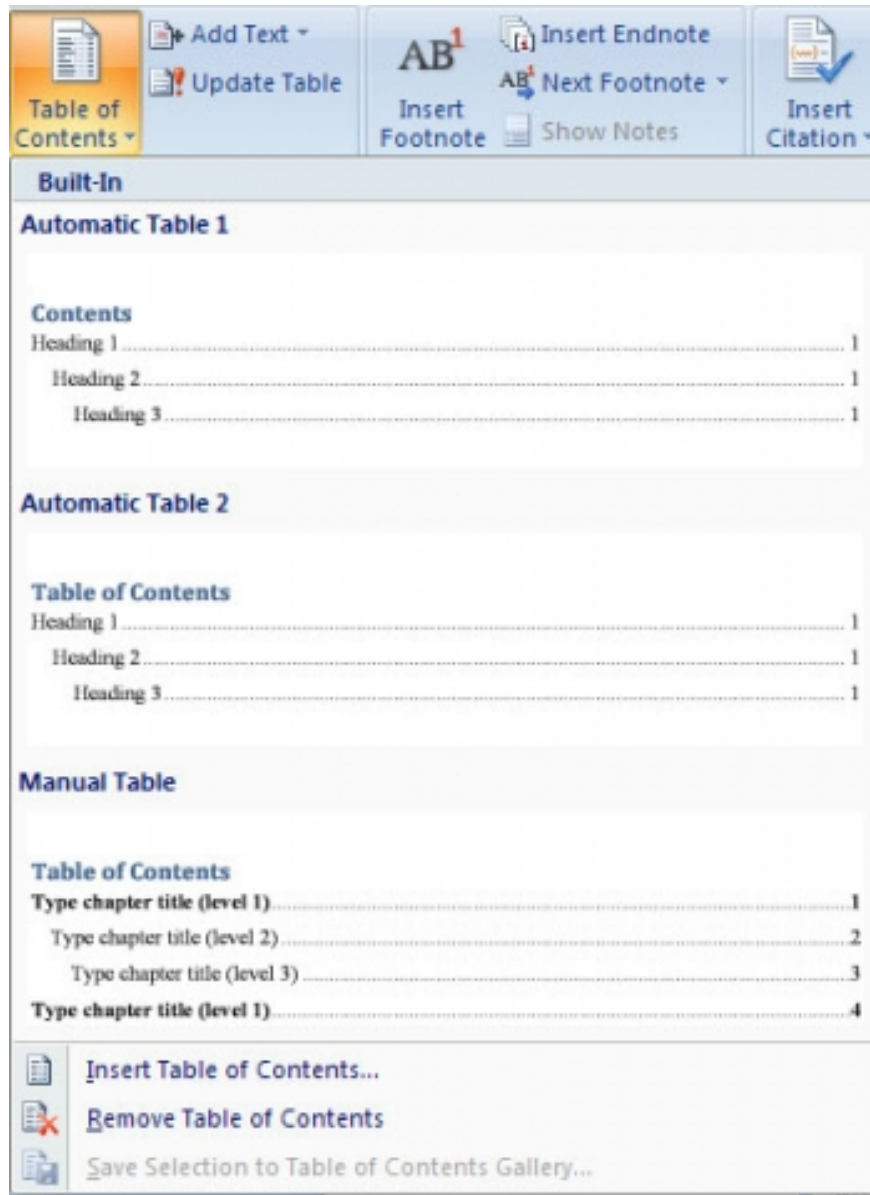


How to create automatic table of contents effectively in Word 2007

TipsMake guides you how to create table of contents automatically in word 2007 in a beautiful, clear, scientific and effective way.

Creating a table of contents is one of the important jobs to create scientific documents, beautiful and clear. With automatic index creation, it will reduce the time in the working process with high efficiency.



Creating a table of contents in Word is highly effective in the process of creating a beautiful text, paper, . in accordance with the rules and regulations, helping readers have the most comprehensive view, understand the layout. documents, reports, theses, . that I want to present.

Creating a table of contents is one of the basic and necessary **knowledge of office** computing. For students, creating a table of contents is too familiar in the process of drafting documents to make essays and reports. As for office work, it is important to pay attention to formality, clarity, clarity and succinctness and conciseness regarding documents, contracts, and government documents.

Creating a table of contents is actually not too difficult and complicated as many people think, let's work together with TipsMake to create automatic table of contents creation in Word 2007 below.

Picture 2 of How to create automatic table of contents effectively in Word 2007

Steps to create a table of contents automatically:

1. Assign Heading Styles to the section titles, chapters, and titles you want to appear in the table of contents.

Picture 3 of How to create automatic table of contents effectively in Word 2007

Then apply some style (you go to the Home tab, you will see Style) specifically for Word to add to the table of contents automatically.

For each chapter and title do the following:

- Place the cursor in the name or title of the chapter
- In Styles, select Heading 1 for the highest level equivalent to user-ordered sections, similar to Heading 2, Heading 3 in descending order.

2. Create a table of contents for the text

After selecting the appropriate Heading Style for each part, then you have to gather them all in the table of contents, this is when Word works for you.

Picture 4 of How to create automatic table of contents effectively in Word 2007

- First, you choose the position to display the table of contents (the beginning of the text or the end of the text)
- On the References tab -> Table of Contents -> Automatic Table 1 or Automatic Table 2 depending on your choice.

The table of contents will appear with a light blue box - an indication that this is an automatic table of contents.

The automatic table of contents allows you to update yourself when you want to add a new chapter or title and change the page number of the text when you do the following:

- Select the References tab -> Table of Contents -> Update Table

Then, if you want to add content, or increase the number of pages, choose to adjust the number of pages but not add new titles, and if you add or change the title content, select Update entire table.

Note: *do not fix directly to the table of contents, because if you have ever updated the table of contents, you will lose the changed data. To change the content in the table of contents, edit on the text, then click Update Table.*

You can change the table of contents designed for table of contents such as:

Picture 5 of How to create automatic table of contents effectively in Word 2007

- Select the page number that appears

- Create a seam = dot between title and page numbers

If you want to delete the table of contents automatically then remove:

Picture 6 of How to create automatic table of contents effectively in Word 2007

The effect of creating a table of contents provides an overview of the text so that readers can find each part quickly.

You finished reading the article "**How to create automatic table of contents effectively in Word 2007**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.