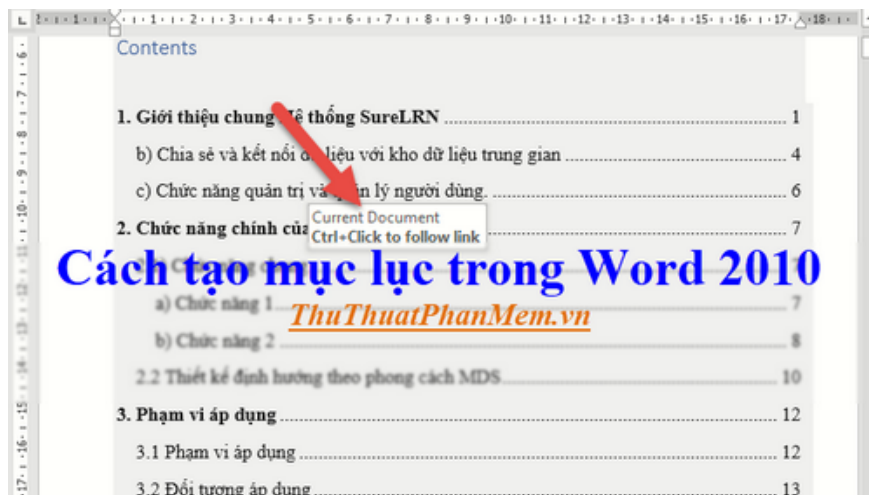


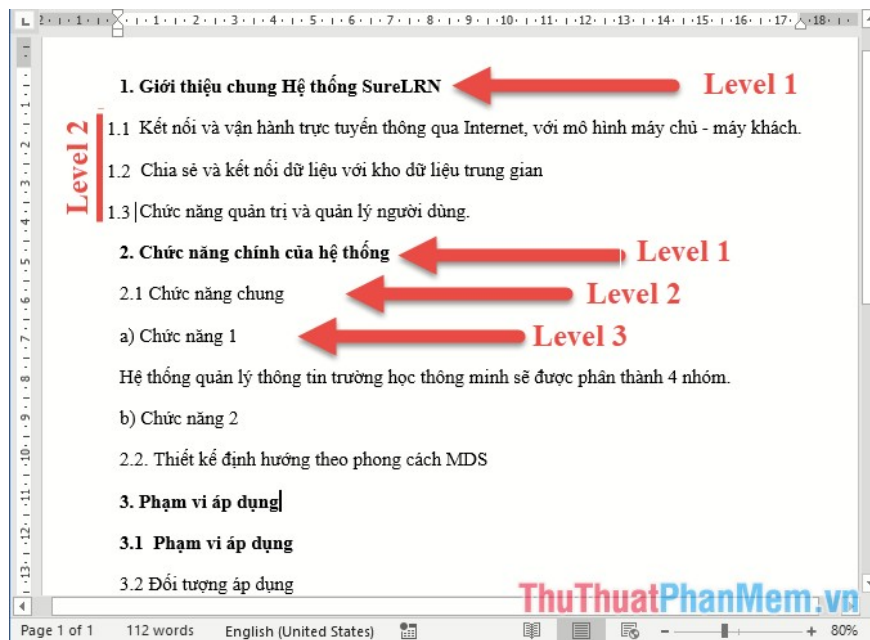
How to make a table of contents in Word 2010

How to make a table of contents in Word 2010. In graduation thesis, thesis ... indispensable for him. Table of Contents - helps people to grasp and move quickly to the position according to the number of pages in no time. The following article guides you how to make a table of contents in Word 20

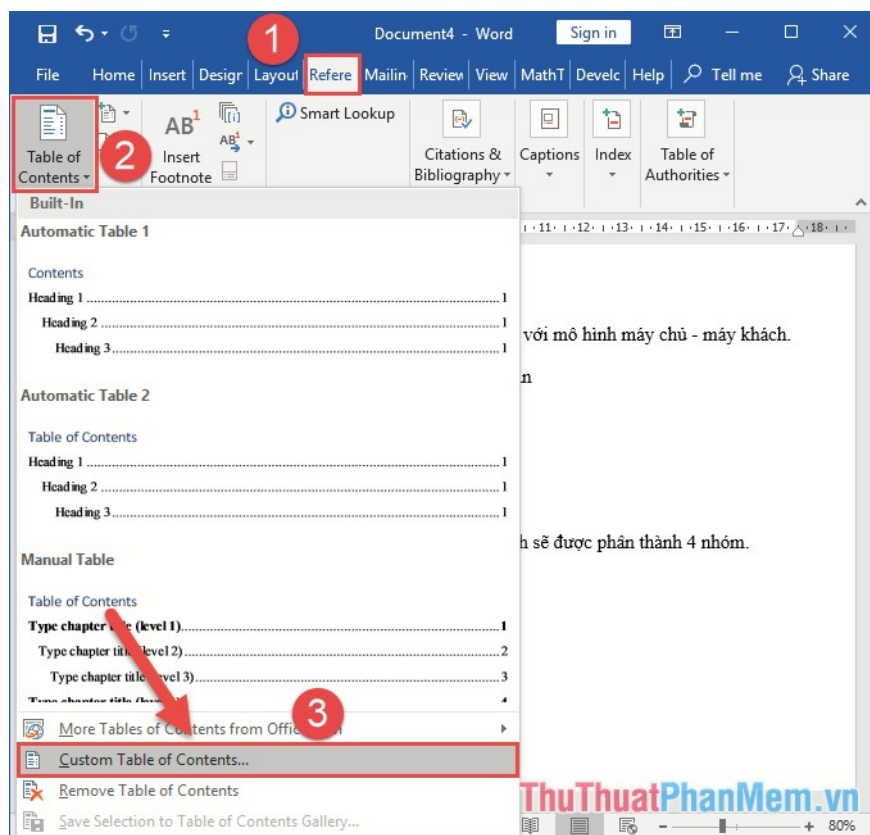
In graduation thesis, thesis . indispensable for Mr. Table of Contents - helps people to grasp and move quickly to the position according to the number of pages in no time. The following article guides you how to make a table of contents in Word 2010.



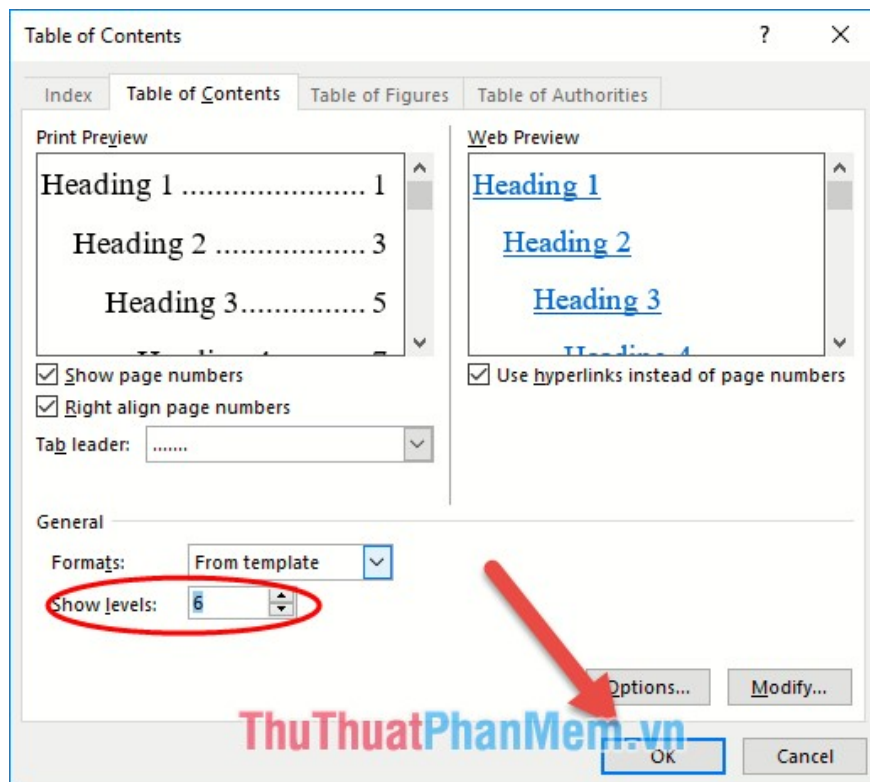
Step 1: Determine the level of each item corresponding to the Level in the table of contents. A big title is a chapter or a post corresponding to a level 1, a smaller title corresponds to a larger level. As the example here, there is no chapter name, only part 1 is small => part 2 corresponds to level 1, part 2.1 corresponds to level 2, part a corresponds to level 3:



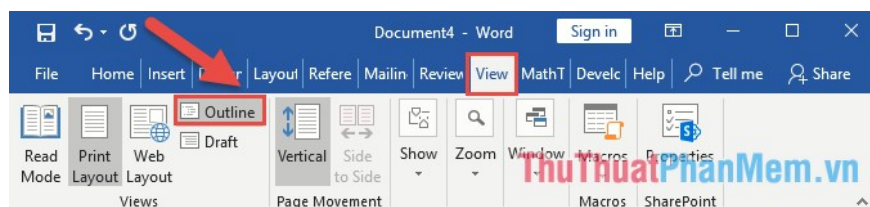
Step 2: Determine the number of level levels to create in the table of contents. Default Word to 4 levels, if your document contains more than 4 levels you go to **References -> Table of Content -> Custom Table of Contents:**



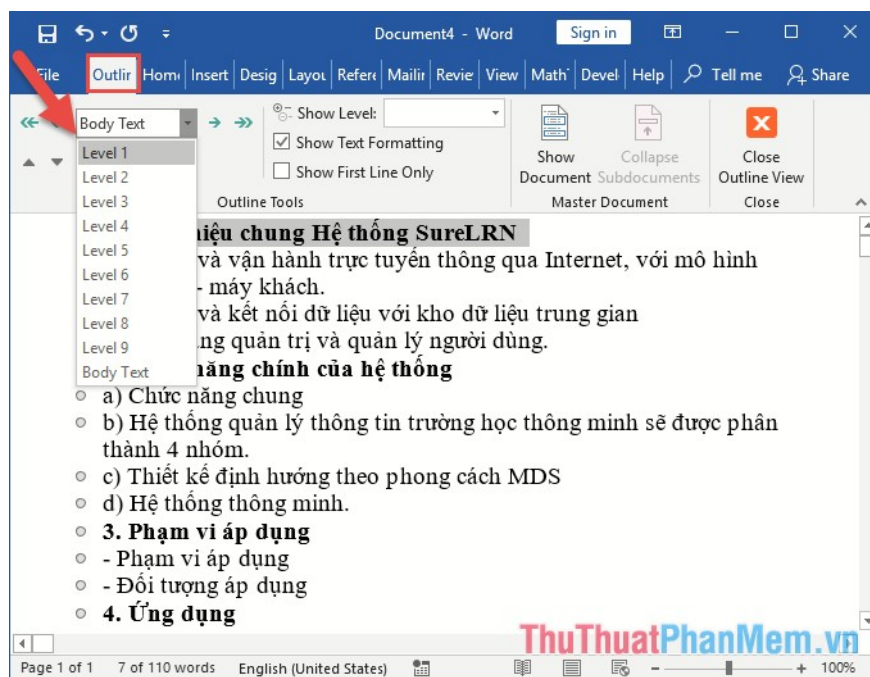
A dialog box appears, enter the level level you want to display in **Show Levels -> click OK:**



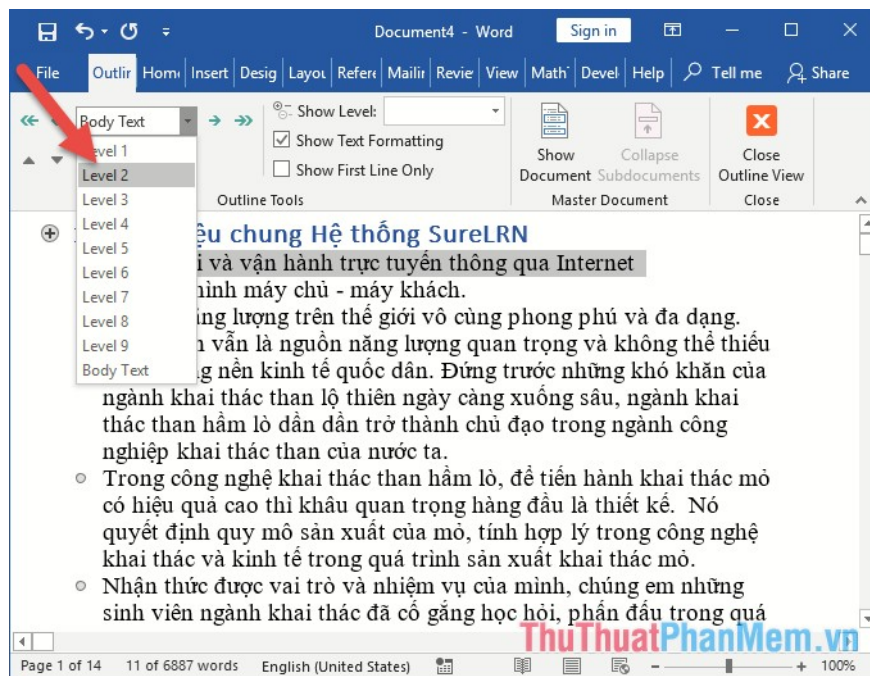
Step 3: Assign titles in the document to their respective levels. For the process of choosing the level for each heading, you can conveniently go to **View -> Outline**:



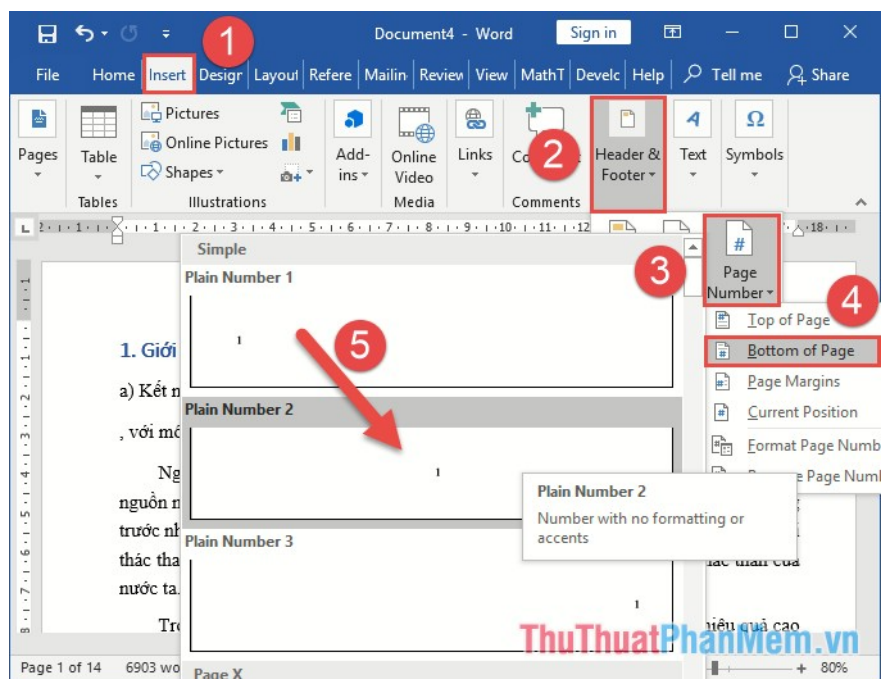
The editing screen displays the **Outline** mode you select the title -> click the **Outline level** -> select the level that matches the title to create the table of contents:



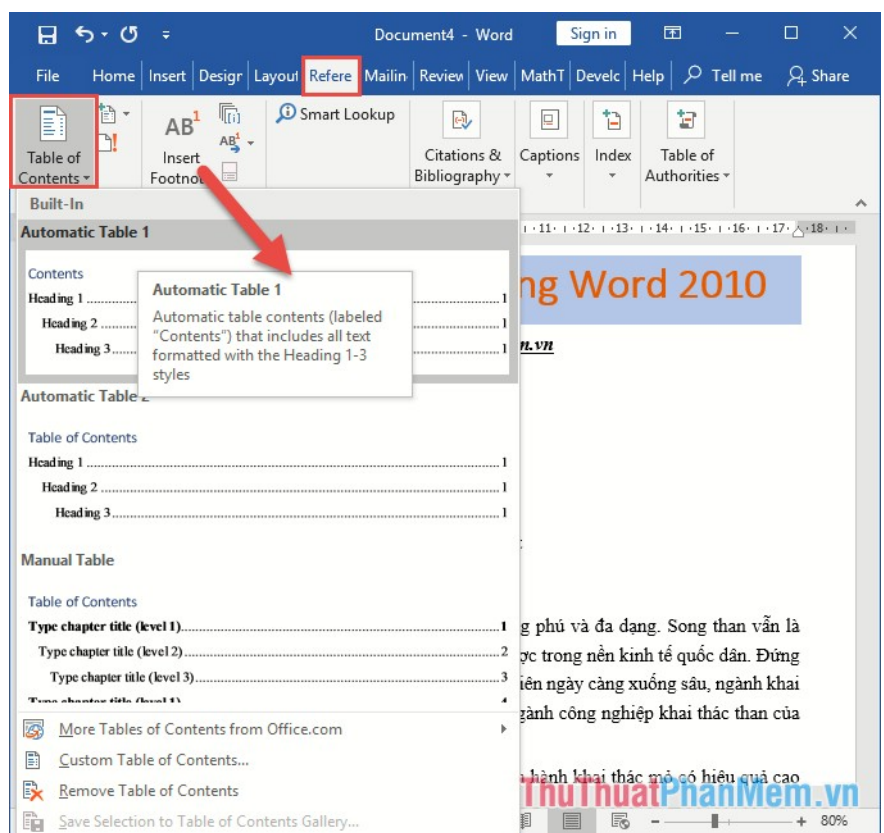
Similarly, you assign the entire title to create a table of contents in the document with the corresponding levels:



Step 4: Number the page for the document before creating the table of contents to avoid page number errors. Go to the **Insert** tab -> in **Header & Footer** section select **Page Number** -> select page numbering style -> choose numbering position:



Step 5: Create an automatic table of contents. Go to **References** tab -> **Table of Content** -> select the type of display of the table of contents you want to create:



The result is that you have created the table of contents automatically, to move to any item in the document, you just need to hold **Ctrl** key -> left click on the item you want to move to:

Contents	
1. Giới thiệu chung Hệ thống SureLRN	1
b) Chia sẻ và kết nối dữ liệu với kho dữ liệu trung gian	4
c) Chức năng quản trị và quản lý người dùng	6
2. Chức năng chính của hệ thống	7
2.1) Chức năng chung	7
a) Chức năng 1	7
b) Chức năng 2	8
2.2) Thiết kế định hướng theo phong cách MDS	10
3. Phạm vi áp dụng	12
3.1 Phạm vi áp dụng	12
3.2 Đối tượng áp dụng	13
4. Ứng dụng	15
4.1 Ứng dụng 1	15
4.2 Ứng dụng 2	15

Step 6: Customize the table of contents

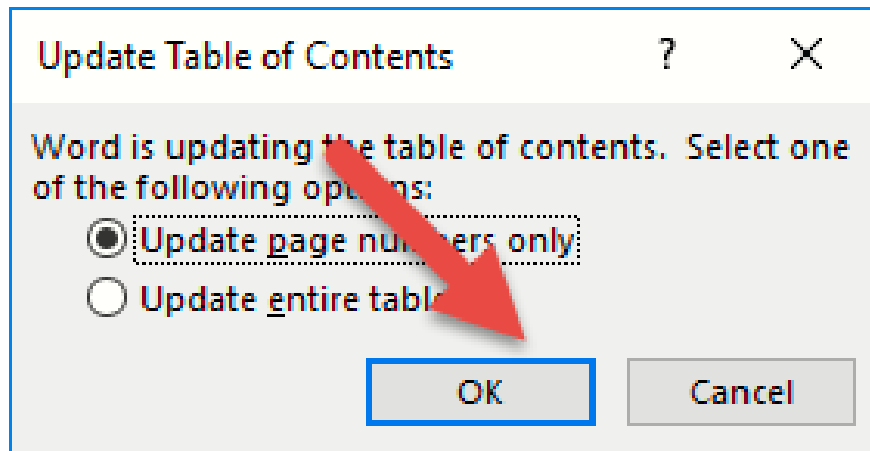
- **Update the table of contents:** After creating the table of contents, but you need to edit the content in the document related to the table of contents creation, to update the change, select the table of contents -> click **Update Table** :

Contents	
1. Giới thiệu chung Hệ thống SureLRN	1
b) Chia sẻ và kết nối dữ liệu với kho dữ liệu trung gian	4
c) Chức năng quản trị và quản lý người dùng	6
2. Chức năng chính của hệ thống	7
2.1) Chức năng chung	7
a) Chức năng 1	7
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3. Phạm vi áp dụng	12
3.1 Phạm vi áp dụng	12
3.2 Đối tượng áp dụng	13
4. Ứng dụng	15
4.1 Ứng dụng 1	15

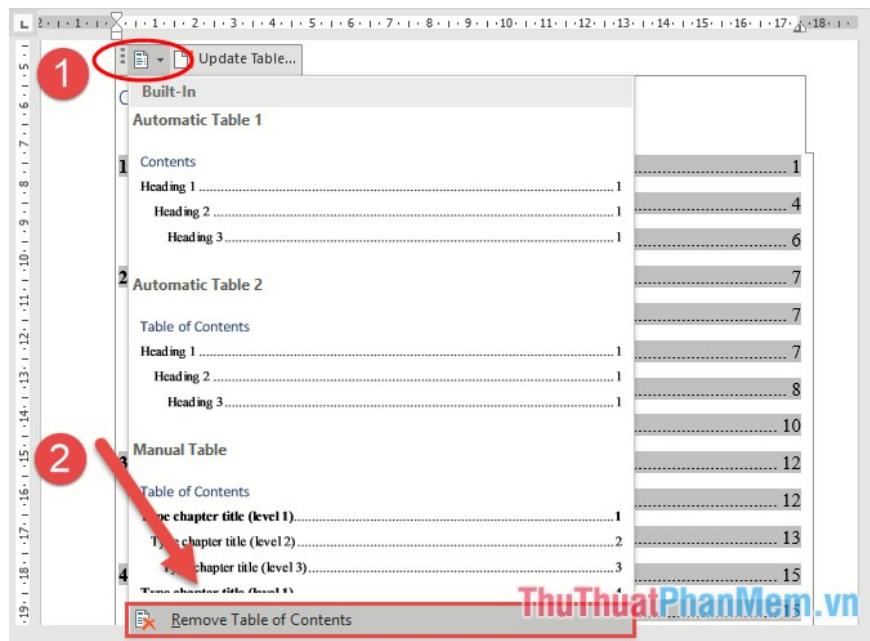
The dialog box appears with the following two options:

- **Update page numbers only:** Only update the page number in the table of contents.
- **Update entire table:** Update all contents in the table of contents.

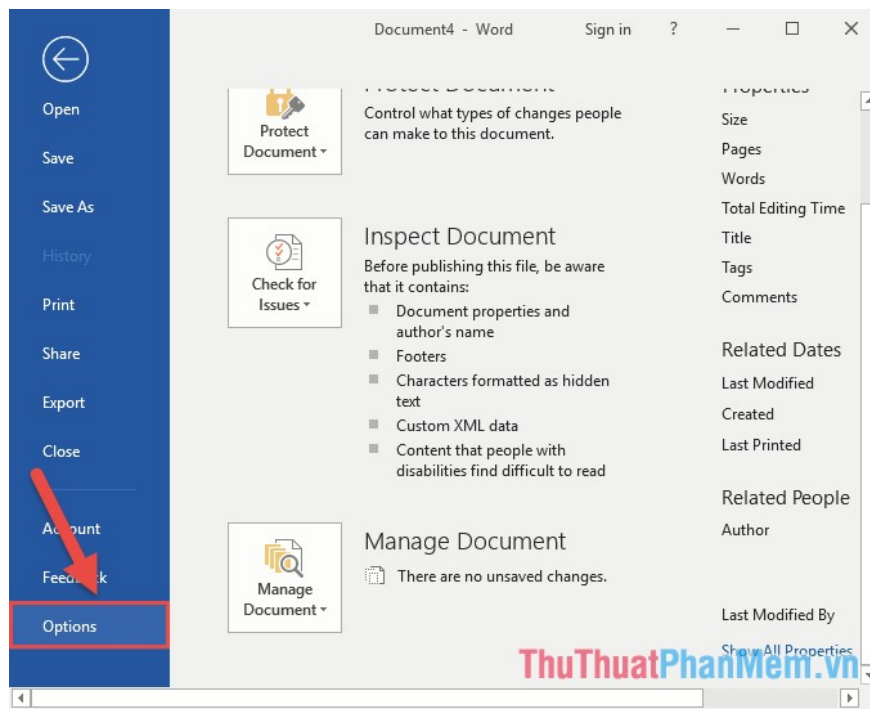
Finally, click **OK**:



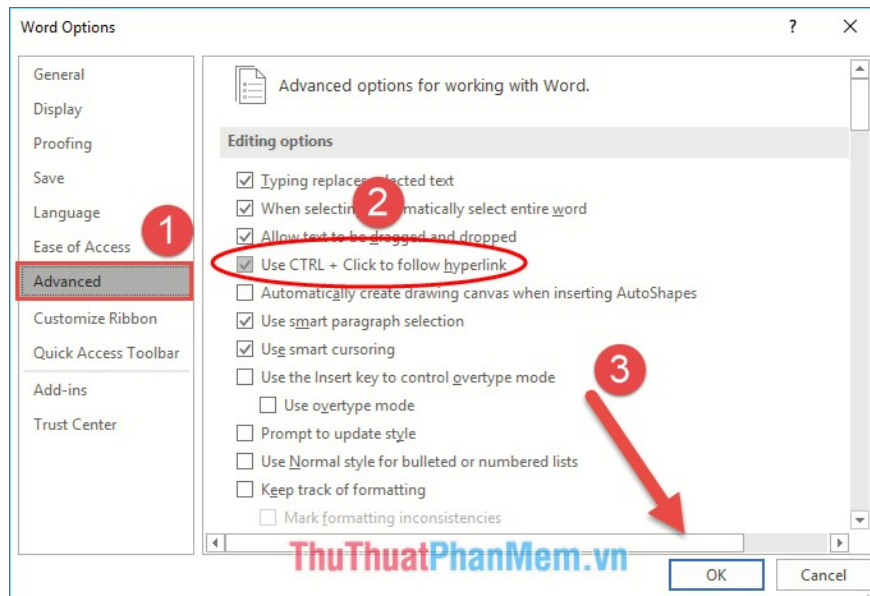
- In case you want to **delete the table of contents**, click the arrow in the table of contents -> select **Remove Table of Contents**



Also note that when creating the table of contents does not allow to move to the items using the **Ctrl** key and click you on the **File** tab -> **Option**:



The window appears under **Advanced** -> select **Use CTRL + Click to follow hyperlink** -> click **OK**:



Above is a detailed guide on how to create a table of contents in Word 2010, with the following versions such as 2013 and 2016 you perform the same operation. Good luck!

You finished reading the article "**How to make a table of contents in Word 2010**" 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.