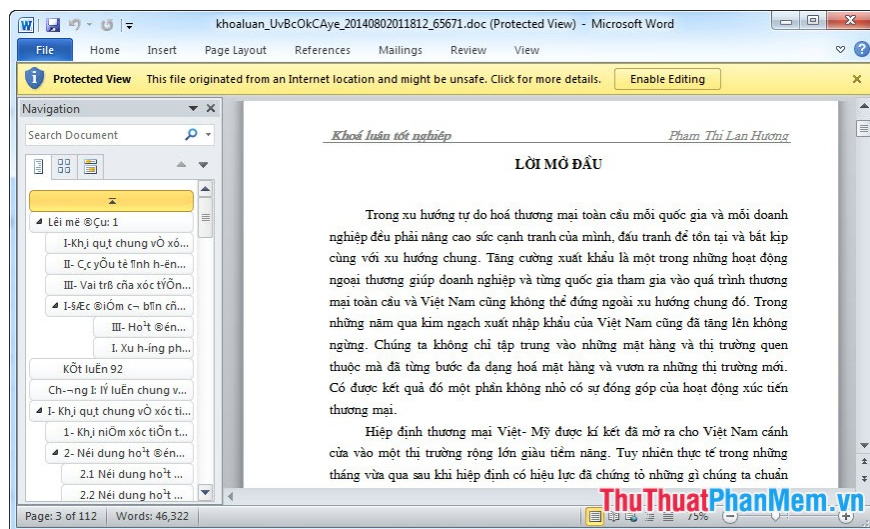


Instructions for creating a table of contents automatically in Word

Thuthuatphanmem.vn please show you how to create an automatic table of contents in Word.

In the process of making your thesis and report, you often have to create a table of contents. However, manually creating a table of contents usually takes a lot of your time, and the downside of creating a table of contents manually is that when you want to open a page in the document, you have to spend time opening to that page. So to save time and quickly open to the page you want to view (you just need to hold Ctrl + left click on the page you want to go to the page you want), Thuthuatphanmem.vn would like direction show you how to create a table of contents automatically in Word.

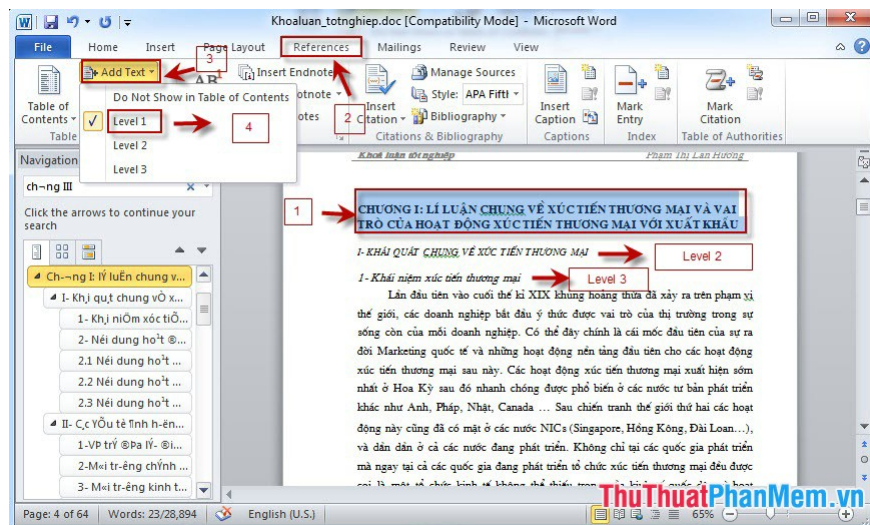


Article on how to create a table of contents automatically in Word

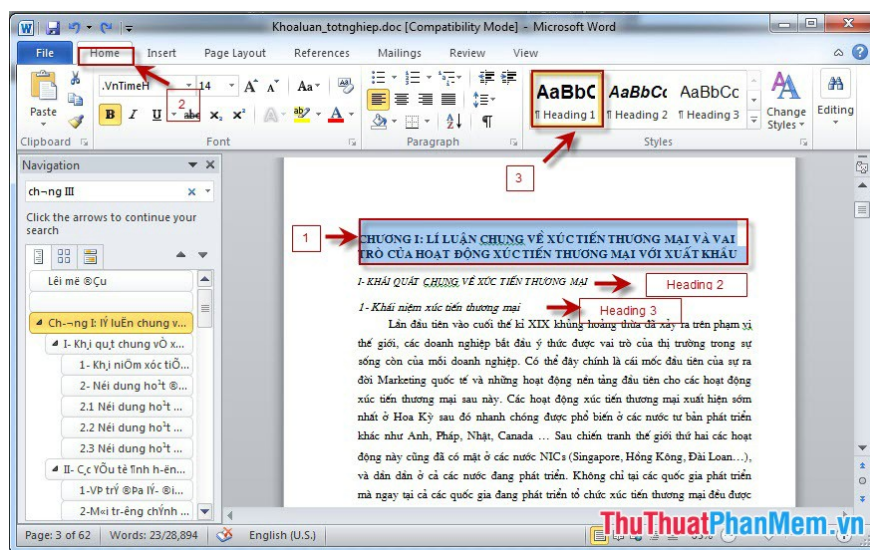
Step 1: Open the document

Step 2: Choose a display level for titles

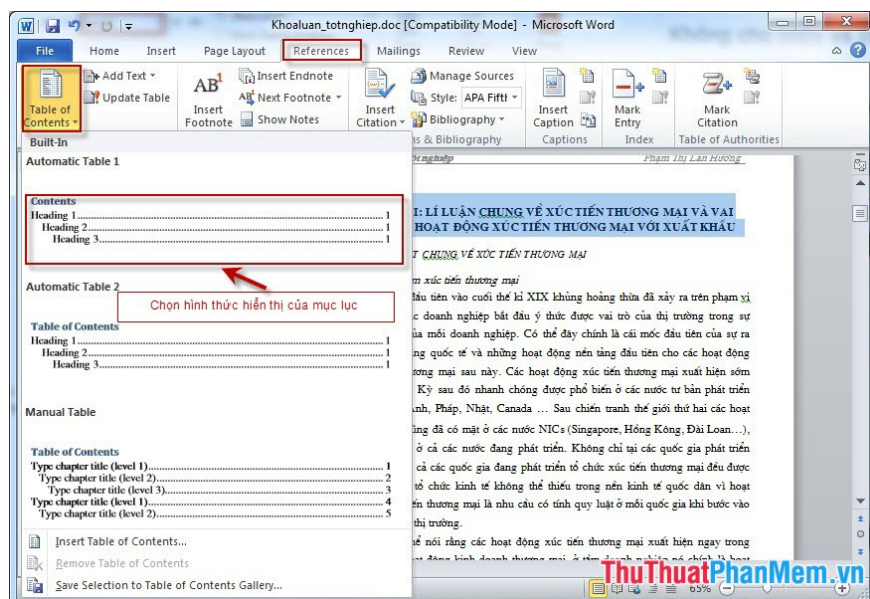
Method 1: Select the content you want to set the level in the References tab, select Add Text in the Table of Contents group, select the Level you want to apply to the selected content (you should choose the Descending Level as suggested in the figure).



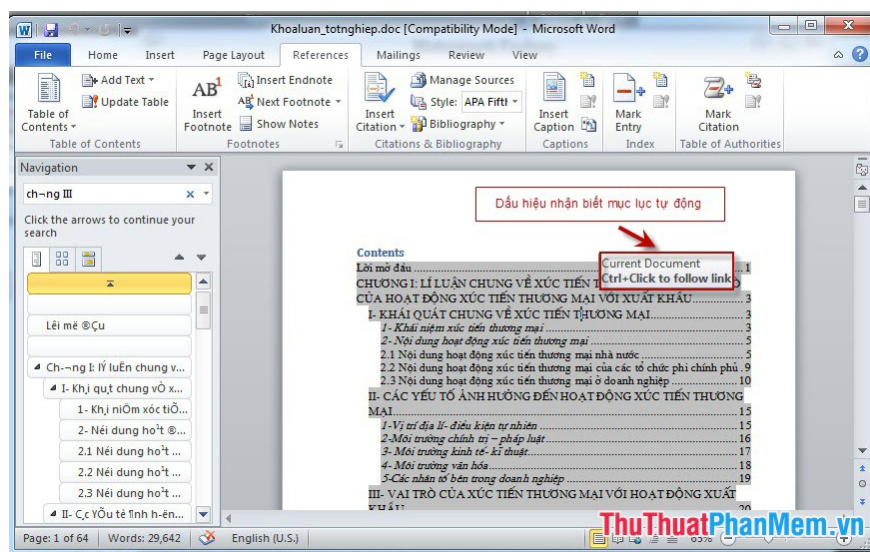
Method 2: Select the item to set the title, select the Home tab and then select the corresponding headings (note that you should choose the descending heading as shown)



Step 3: Choose a place and the appearance for the table of contents in your text



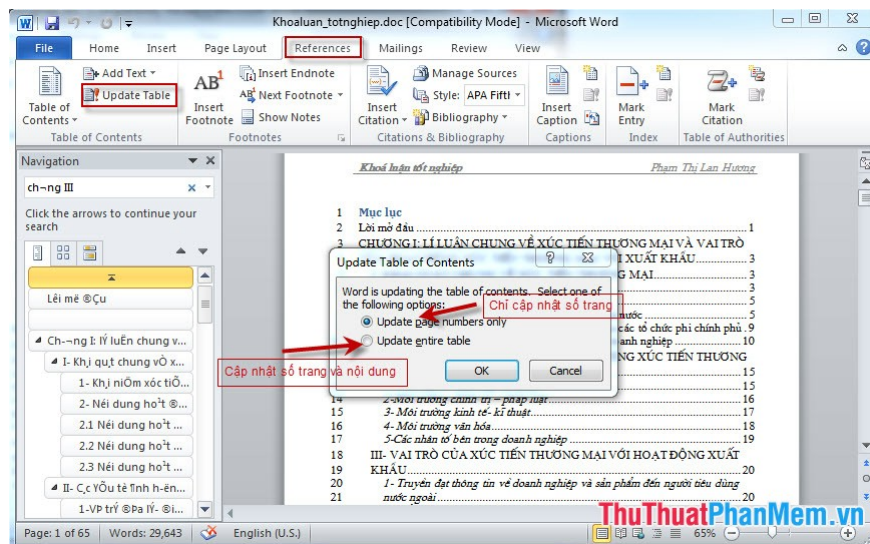
After choosing where to display the table of contents (the beginning or the end of the text), we get the following result:



Step 4: Update information automatically when changing content in documents

To facilitate the process of use and editing, you should choose to update the table of contents depending on the purpose of your work in one of two ways:

- Only update page numbers (When you only edit the text changes the number of pages in the text)
- Update page numbers and content (When you change the page number and add titles for example: chapter III, I, 1 .)



You finished reading the article "**Instructions for creating a table of contents automatically in Word**" 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.