Creating a Table of Contents

This ‘How To’ has been created in conjunction with the Yr 8 Geography Report Template.

Turn on your Show/Hide icon, located on the main toolbar under the Home tab. This will assist you to see where the Enters and Page/Section breaks appear.

1. Place your cursor before the 1. Introduction on the 2nd page at the start of your Report and add a Section Break – located under Layout > Breaks > Section Breaks > Next Page.

This will create a new Page in your document. This is the page which will contain your electronic Table of Contents – leave blank. Go back to top of page and hit "Enter" twice.

2. Go to Page 3 of your document (the start of your Report). Double click at the base of the page to open the Footer. Turn off Link to Previous in the Header Footer Toolbar in your main toolbar at the top of the page. Same as Previous will disappear from the Footer on this page.

3. Whilst still within the Footer, start your numbering on this page. Insert Page Number - It will start on Page 3. Then go to Page Number/Format PageNumbers/Page Numbering/Start at 1/OK. Numbering will now start at 1 and continue on each page of your report.

   a. To exit the Footer, double click anywhere outside of the Footer on your document.
4. **Table of Contents – create your Headings/Subheadings**
Highlight each of your Headings (eg **1.0 Introduction**) and select *Heading 1* from the *Home Toolbar*. Highlight each of your Subheadings (eg **1.1 Outline the purpose of the report**) and select *Heading 2* from the *Home Toolbar*.

If you wish to use the text currently appearing in your document as a Heading, modify the Headings by highlighting your text (**1.0 Introduction**), right click on *Heading 1* on the *Home Toolbar* > *Select Update Heading 1 to Match Selection*. Use the same process for your Subheading.

5. **Insert an electronic Table of Contents**
Place your curser on the blank page (Page 2) which you have already created and which follows the Title Page. Go to the *References Toolbar* > *Table of Contents* > add your preferred style.

6. **When you add new pages and/or change a Heading in your document, you can update the Table of Contents by clicking on the Table of Contents list and selecting Update Table.**

Your Table of Contents should look similar to the above.