Tech Tips & Tricks

A new tech tip every week! This week: **MS Word 2010**

The tips will include how-tos for various applications used in the classroom or in the office.

*Week of April 1—5, 2013*

**It is easy for Word to create a Table of Contents (TOC) as long as your document uses text that is styled or marked a certain way.**

By Marilyn Cook

Word looks for headings that have built-in heading styles applied. You will find *Styles* on the *Home* tab in the Styles gallery. Click the “more” arrows for additional styles.

To apply styles to your document,

1. **Heading 1**—Click anywhere in the first heading of your document and click on the **Heading 1** style.

2. **Heading 2**—Click anywhere in the content heading and click on **Heading 2** style.

You can also use built-in shortcut keys for Heading styles and Normal style
- Apply Heading 1 style: Alt-Ctrl-1
- Apply Heading 2 style: Alt-Ctrl-2
- Apply Heading 3 style: Alt-Ctrl-3
- Apply Normal style: Ctrl-Shift-n

**Create a Table of Contents using applied styles.**

By Liz Craft

![Creating a Table of Contents](image)

- Apply heading styles to the document.
- Click where you want to add a table of contents.
- Click the *References* tab and click on *Table of Contents*.
- Select **Automatic Table 1** or **Automatic Table 2**.

If you edited the document including existing styles, click on the table of contents and click on *Update Table*...

Click [here](#) to find out more on creating a ‘Table of Contents’ in Microsoft Word.