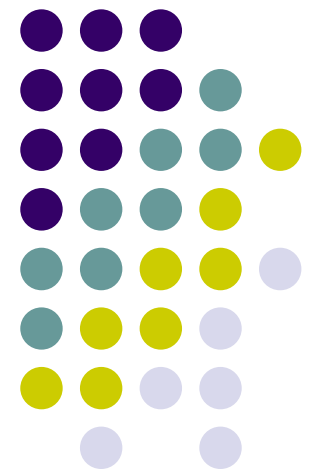
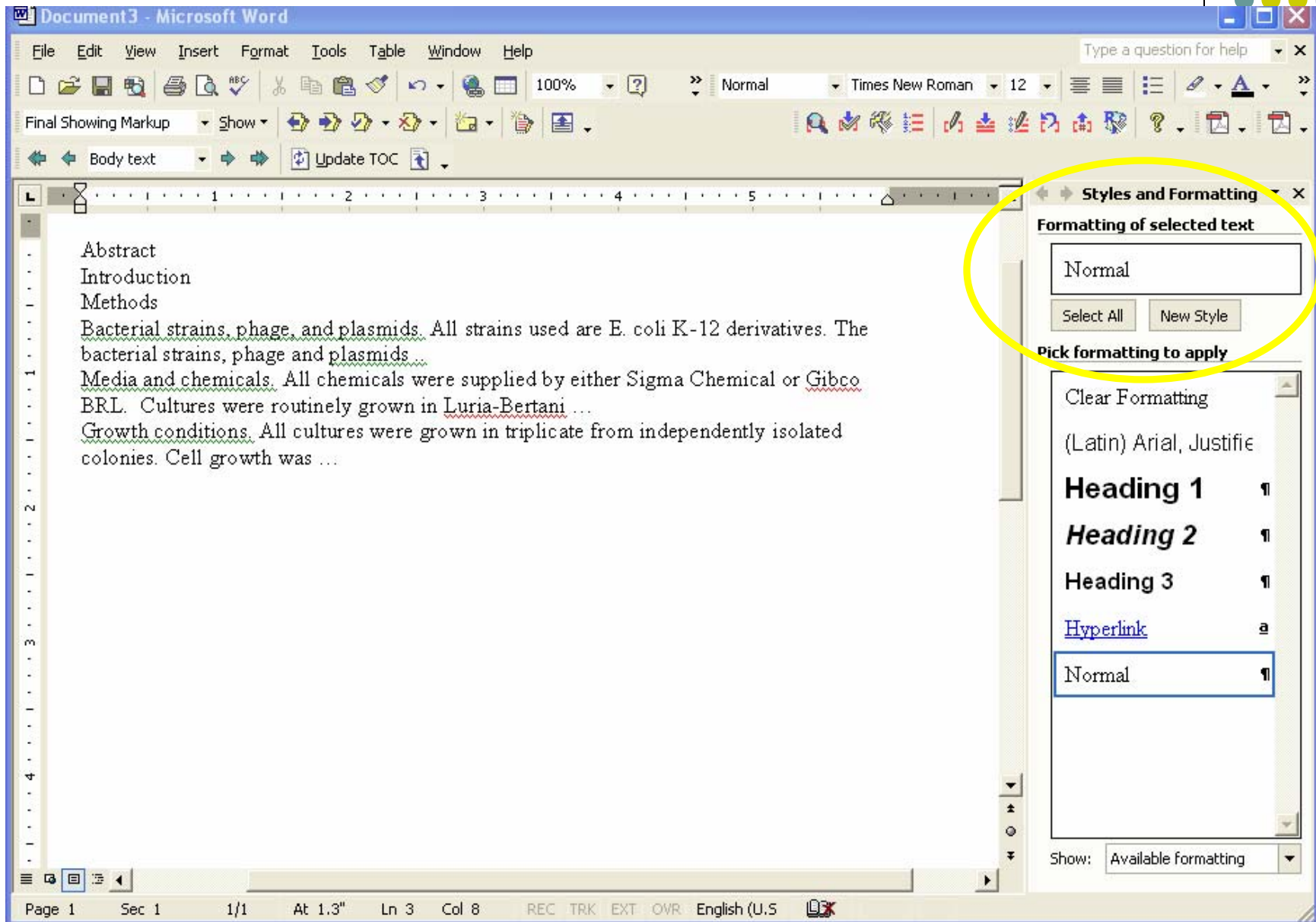


Creating a Table of Contents in Word

H.E. Schellhorn



In most writing, the text is “normal” in format...



To indicate text to be included in a Table of Contents, change the format to “Heading”...

The screenshot shows the Microsoft Word interface with a document titled "Document3 - Microsoft Word". The document content includes the following sections:

- Abstract**
- Introduction**
- Methods**
 - Bacterial strains, phage, and plasmids. All strains used are E. coli K-12 derivatives. The bacterial strains, phage and plasmids...
 - Media and chemicals. All chemicals were supplied by either Sigma Chemical or Gibco BRL. Cultures were routinely grown in Luria-Bertani ...
 - Growth conditions. All cultures were grown in triplicate from independently isolated colonies. Cell growth was ...

The "Styles and Formatting" task pane on the right shows the "Pick formatting to apply" list with "Heading 1" selected. The status bar at the bottom indicates "Page 1", "Sec 1", "1/1", "At 3.4\"", "Ln 10", "Col 1", "REC TRK EXT OVR", and "English (U.S)".

Subheadings can be indicated by using different heading levels...



The screenshot shows a Microsoft Word document titled "Document3 - Microsoft Word". The document content is as follows:

Abstract

Introduction

Methods

Bacterial strains, phage, and plasmids. All strains used are E. coli K-12 derivatives. The bacterial strains, phage and plasmids

Media and chemicals. All chemicals were supplied by either Sigma Chemical or Gibco BRL. Cultures were routinely grown in Luria-Bertani ...

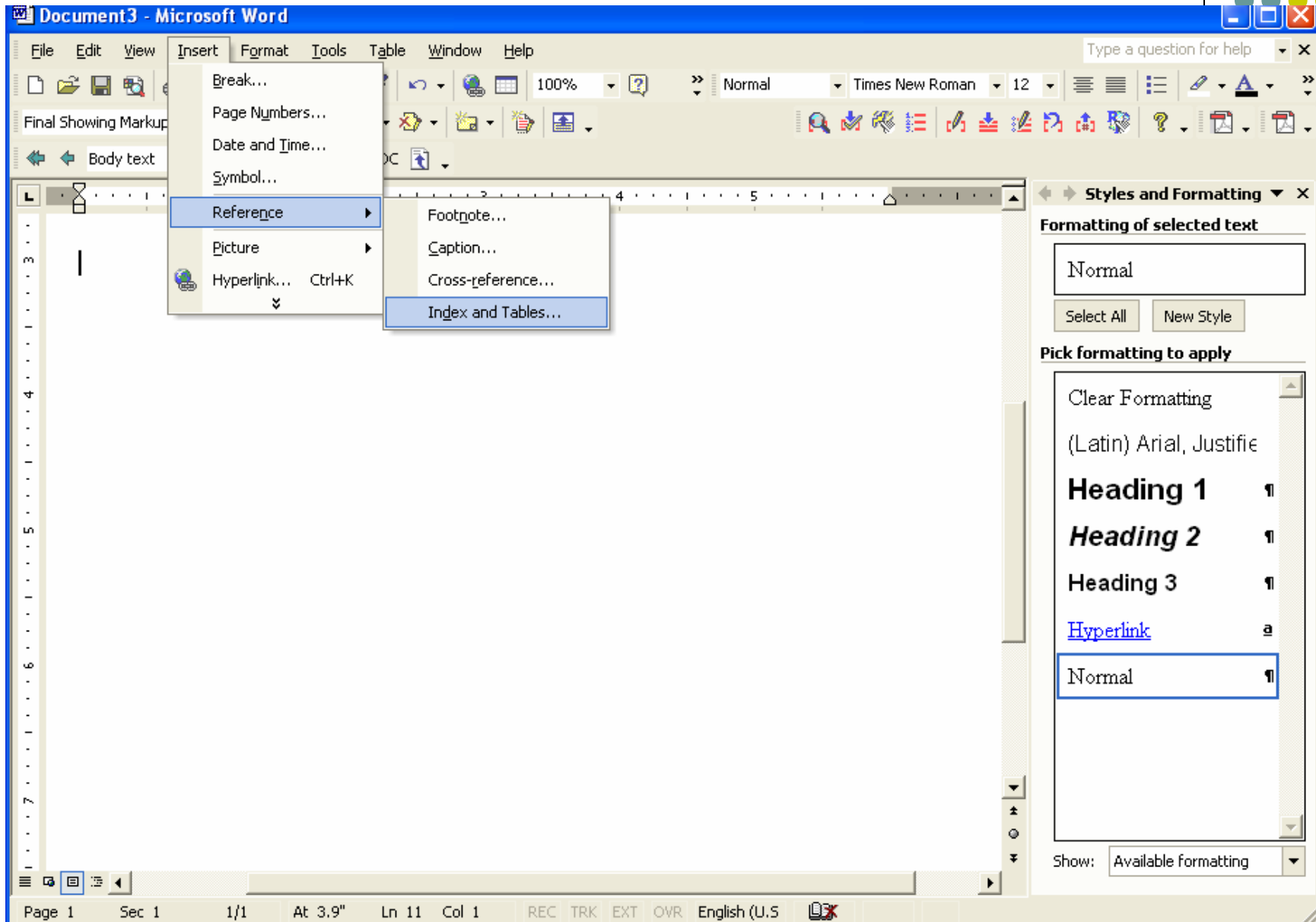
Growth conditions. All cultures were grown in triplicate from independently isolated colonies. Cell growth was ...

The "Styles and Formatting" task pane on the right shows the following list of styles:

- Normal
- Clear Formatting
- (Latin) Arial, Justifie
- Heading 1
- Heading 2
- Heading 3
- Hyperlink
- Normal

The status bar at the bottom indicates: Page 1, Sec 1, 1/1, At 3.9", Ln 11, Col 1, REC TRK EXT OVR, English (U.S).

When you have finished identifying text to include in the heading access the “Table of Contents” menu which is under “Insert”...



This menu controls many formatting options that you will have to change for your thesis...let's first use the default..

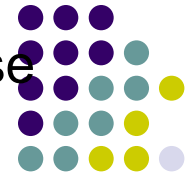


The screenshot displays the Microsoft Word 2003 interface. The 'Index and Tables' dialog box is open, showing the 'Table of Contents' tab. It features two preview panes: 'Print Preview' and 'Web Preview'. The 'Print Preview' pane shows a hierarchical list of headings: 'Heading 1 1', 'Heading 2 3', and 'Heading 3 5'. The 'Web Preview' pane shows the same headings as blue hyperlinks: 'Heading 1', 'Heading 2', and 'Heading 3'. Below the preview panes, there are checkboxes for 'Show page numbers' (checked) and 'Right align page numbers' (unchecked). A 'Tab leader' dropdown is set to a default symbol. The 'General' section at the bottom has 'Formats' set to 'Simple' and 'Show levels' set to '3'. Buttons for 'Options...', 'Modify...', 'Show Outlining Toolbar', 'OK', and 'Cancel' are visible.

The 'Styles and Formatting' task pane on the right shows the 'Formatting of selected text' section with 'Normal' selected. Below it, the 'Pick formatting to apply' section lists various styles: 'Clear Formatting', '(Latin) Arial, Justific', 'Heading 1', 'Heading 2', 'Heading 3', 'Hyperlink', and 'Normal'. The 'Normal' style is currently selected.

The background document shows a table of contents for a thesis with sections: 'Abstract', 'Introduction', 'Methods', 'Bacterial strains...', 'Media and chemio...', and 'Growth condition...'. The status bar at the bottom indicates 'Page 1', 'Sec 1', '1/1', 'At 3.9"', 'Ln 11', 'Col 1', and 'English (U.S)'.

After pressing “OK”, a Table of Contents” is generated at the mouse pointer...



The screenshot shows a Microsoft Word window titled "Document3 - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar shows various icons for file operations, editing, and formatting. The document content is as follows:

- Abstract 1**
- Introduction 1**
- Methods 1**
 - Bacterial strains, phage, and plasmids. 1*
 - Media and chemicals. 1*
 - Growth conditions. 1*

Below this, a vertical line separates the document content from the Table of Contents:

- Abstract**
- Introduction**
- Methods**
 - Bacterial strains, phage, and plasmids.*** All strains used are E. coli K-12 derivatives. The bacterial strains, phage and plasmids...
 - Media and chemicals.*** All chemicals were supplied by either Sigma Chemical or Gibco BRL. Cultures were routinely grown in Luria Bertani...

The right-hand side of the window shows the "Styles and Formatting" task pane. It displays the "Formatting of selected text" as "Heading 1" and offers options to "Select All" or "New Style". Under "Pick formatting to apply", a list of styles is shown, with "Heading 1" selected. Other styles include "Clear Formatting", "(Latin) Arial, Justify", "Heading 2", "Heading 3", "Hyperlink", and "Normal". The status bar at the bottom indicates "Page 1", "Sec 1", "1/1", "At 2.8\"", "Ln 7", "Col 1", "REC TRK EXT OVR", and "English (U.S)".

This Table is not well formatted for our purposes so...we'll change some options...



The screenshot shows a Microsoft Word document with a table of contents and a paragraph of text. The 'Index and Tables' dialog box is open, showing the 'Table of Contents' tab. The 'Print Preview' section shows a table of contents with three levels of headings. The 'Web Preview' section shows the same headings with hyperlinks. The 'General' section shows the 'Formats' set to 'Simple' and 'Show levels' set to '3'. The 'Styles and Formatting' task pane is also open, showing the 'Heading 1' style selected.

Index and Tables

Index | Table of Contents | Table of Figures | Table of Authorities

Print Preview

Heading 1	1
Heading 2	3
Heading 3	5

Web Preview

[Heading 1](#)

[Heading 2](#)

[Heading 3](#)

Show page numbers

Right align page numbers

Tab leader:

General

Formats: Simple Show levels: 3

Show Outlining Toolbar Options... Modify...

OK Cancel

Styles and Formatting

Formatting of selected text

Heading 1

Select All New Style

Pick formatting to apply

Clear Formatting

(Latin) Arial, Justify

Heading 1 ¶

Heading 2 ¶

Heading 3 ¶

[Hyperlink](#) ¶

Normal ¶

Show: Available formatting



Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Final Showing Markup Show

Level 1 Update TOC

1 2 3 4 5

Abstract 1

Introduction 1

Methods 1

Bacterial strains, phage, and plasmids. 1

Media and chemicals. 1

Growth conditions. 1

Abstract

Introduction

Methods

Bacterial strains, phage, and plasmids. A derivatives. The bacterial strains, phage and plasmids...

Media and chemicals. All chemicals were supplied by other Sigma Chemicals of (like) P.D.T. Cultures were routinely grown in Luria Bertani

Styles and Formatting

Formatting of selected text

Heading 1

Select All New Style

Pick formatting to apply

Clear Formatting

(Latin) Arial, Justifie

Heading 1 ¶

Heading 2 ¶

Heading 3 ¶

[Hyperlink](#) ¶

Normal ¶

Show: Available formatting

Microsoft Word

Do you want to replace the selected table of contents?

Yes No Cancel

Page 1 Sec 1 1/1 At 2.8" Ln 7 Col 1 REC TRK EXT OVR English (U.S)



Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Heading 1 Times New Roman 10

Final Showing Markup Show

Level 1 Update TOC

Styles and Formatting

Formatting of selected text

Heading 1

Select All New Style

Pick formatting to apply

Clear Formatting

(Latin) Arial, Justifie

Heading 1

Heading 2

Heading 3

Hyperlink

Normal

Show: Available formatting

Word is updating the table of contents...

Abstract1

Introduction1

Methods1

Bacterial strains, phage, and plasmids.....1

Media and chemicals.....1

Growth conditions.....1

Abstract

Introduction

Methods

Bacterial strains, phage, and plasmids. All strains used are E. coli K-12 derivatives. The bacterial strains, phage and plasmids

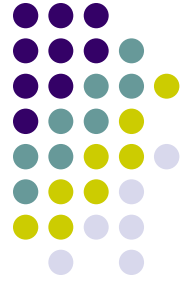
Media and chemicals. All chemicals were supplied by either Sigma Chemical or Gibco BRL. Cultures were routinely grown in Luria Bertani

Add a "Table of Contents" title...



The screenshot shows a Microsoft Word document titled "Document3 - Microsoft Word". The document content includes a "Table of Contents" section with entries for "Abstract", "Introduction", "Methods", and sub-sections under "Methods" like "Bacterial strains, phage, and plasmids", "Media and chemicals", and "Growth conditions". Below the TOC, the text "Abstract", "Introduction", and "Methods" is shown in large bold font. The "Methods" section begins with the text: "Bacterial strains, phage, and plasmids. All strains used are E. coli K-12 derivatives. The bacterial strains, phage and plasmids...".

The "Styles and Formatting" task pane on the right shows the "Formatting of selected text" as "TOC 1". Below it, the "Pick formatting to apply" list includes "Clear Formatting", "(Latin) Arial, Justific", "Heading 1", "Heading 2", "Heading 3", "Hyperlink", and "Normal". The "Show:" dropdown is set to "Available formatting".



Notes

- Table of Contents will automatically generate updated page numbering every time it is used.
- Make the table of contents when you are finished your thesis especially if you are using different computers.
- You can also produce a List of Figures in the same way.