ACE Quick Guide to Creating a Table of Contents

What is a Table of Contents?

A Table of Contents (TOC) is a list of the **headings and subheadings** of **different sections** in your assignment, alongside the **page number** on which each begins. It usually follows an abstract and precedes the introduction. Check with your module lecturer whether a TOC is needed for an assignment – it is **rarely required for an essay** but **may be expected for an academic report**.

How to Create a Table of Contents:

You can create a TOC in Microsoft Word by clicking **References** in the toolbar and then **Table of Contents** on the left (see Figure 1). You can select a built-in option or scroll down for a custom TOC.

File	Home Insert	Draw	Design	Layout	Refe	rences
Table or Contents	Add Text ~	ab ¹ Insert Footnote	ab Next Foo	dnote otnote ~ otes) Search	Researcher
Built-I	In					▲ rch
Autor	natic Table 1					
Conte Heading Head Head	ents g 1 ing 2 ading 3				1 1 1	
Autor	natic Table 2					
Table Heading Head Head	of Contents g1 ing 2 ading 3				1 1 1	
Manu	al Table					
Table Type ch	of Contents apter title (level 1)				1	
Тур	e chapter title (level 3)					
Type ch	apter title (level 1)				4	•

Figure 1: Creating a Table of Contents in Microsoft Word

2

Microsoft Word will produce an empty TOC and prompt you to **apply a heading style** to create your first TOC entry (see Figure 2). **Highlight your first heading** (in Figure 3 this is 'Part 1'), click on **Home** in the top left and choose one of the **Heading Styles** on the right. **Heading 1** can be used for **headings** and **Heading 2** for **subheadings**.

Contents

No table of contents entries found.

Microsoft Word >					
	Creating a table of contents? Start by applying a heading style from the Styles gallery to the selected text.				
	OK				

Figure 2: Microsoft Word Prompt to Apply a Heading Style

H	ome	Insert	Draw	Design	Layout	References	Mailings	Review	View	Help			
Ś	Aptos	(Body)	~ 11 ·		a∽ Aç	= - = =	= ~ = = = ↑ = <i>∆</i> a	2 ↓ ¶	AaBbCcD		AaBb		AaB _
у Гл	DI	<u> </u>	Font		× A v	Par	↓= ♥ थ्य ♥			The space	Styles	including E	
					Part 1	1							
					2.4	. ·			· • •	C 1 N			

Figure 3: Applying a Heading Style in Microsoft Word

3

Your TOC should **update automatically**. If it does not, click on the TOC and then **Update Table**.

Update Table...

Contents

Figure 4: Table of Contents with 'Update Table' Highlighted

Example Table of Contents

Contents

Introduction2
Heading 13
Sub-heading 13
Sub-heading 24
Heading 2
Conclusion7
References
Appendices
Appendix A – SWOT Analysis9
Appendix B – PESTLE Analysis10



