

Microsoft Word 2010 Table Of Contents



Microsoft Word 2010 Table Of

The Table of Contents menu appears. 4 Choose an item from the menu based on what you want the table of contents to look like. Word bases the TOC on text formatted with the Heading styles in your document.

How to Create a Table of Contents in Word 2010 - dummies

To format a table in Word 2010 — maybe adding a row, adjusting the width of a table element — you can use Word's Table Tools tabs after the table has been created. The Table Tools tabs show up only when a table is being edited or selected. And the best time to format and mess with a table is after you finish putting text into the table.

How to Format a Table in Word 2010 - dummies

Instead, Microsoft Word 2010 will do it for you with a few clicks. To do this, all your tables in your document have to be properly captioned, so that the software will recognize your table captions and put them in your list of tables.

How to Create a List of Tables in Microsoft Word 2010

Before you create a table of figures, you must add captions to all the figures and tables that you want included in your table of figures. For more information, see Add, format, or delete captions in Word. Insert a table of figures. Click in your document where you want to insert the table of figures.

Insert a table of figures - Word

The following will help you to create Table of Contents in your Microsoft Word using various levels of headings. Step 1 – Consider a document having different levels of headings. Step 2 – You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document.

Table of Contents in Word 2010 - Tutorials Point

To update a table of contents, click in the table of contents. Then go to References > Update Table. For more detailed ways of updating the table of contents, or to create a table of contents, use the Edit in Word command to open the document in your desktop version of Word (Windows or Mac).

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