

Lesson 1 Styles & Table of Content Updates

Reminder on Styles

A style is a predefined combination of font style, colour, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent appearance. The Heading Styles are important when using the table of contents tool.

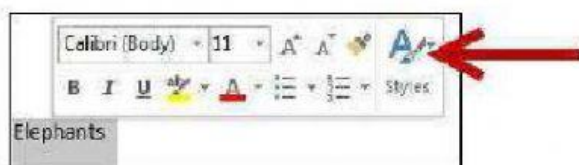
Applying a Head Style

The following explains how to apply a heading to your document:

1. Select the text that you want to format (e.g. chapter or section title).
2. On the Home tab, in the Styles group, click on the **Heading 1 Style (1)**.



3. You can also access your styles through the *Quick Access Toolbar*. After selecting your text, the **Quick Access Toolbar** will appear. (2)



Note: There are up to nine multilevel numbered Heading Styles available. Below is a sample of Headings 1-3 (3).

Chapter 1: Elephants – Heading 1

General Information – Heading 2

African Elephants – Heading 3

3

Inserting a Table of Content

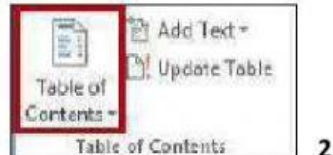
Word provides a quick and easy way to create a *Table of Content* page for your document; provided you have already applied the proper headings to the chapter/sections throughout your document. (See Applying a Heading & Style in previous lessons). To add a table of contents to your document.

1. Click to place your cursor in the document where you want to place the **Table of Content**.
2. In the *Ribbon*, click the **References** tab, (1.)



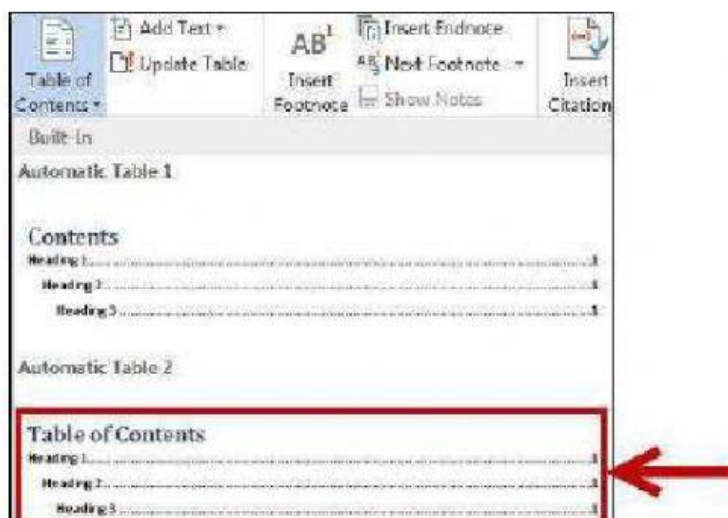
1

3. In the *Table of Contents* group, click on **Table of Contents** (2)



2

4. A list of content tables will appear. Click on **Table of Contents** (3).



3

5. Your *Table of Contents* will be inserted into the document. (4).

Table of Contents	
Elephants	3
General	3
What do they eat?	4
Giraffes	4
General	4
What do they eat?	5
Cougars	6
General	6
What do they eat?	7
Hyenas	7
General	7
What do they eat?	7

4

Updating the Table of Contents

If you make changes to the document after you have added the *Table of Contents*, you can update the table to reflect the new changes(e.g. Additional sections added, or altered page numbers). The following explains how to do this:

1. Click on the **Table of Content** .A tab with an *Update Table ...*option will appear(1)



Table of Contents	
Elephants	3
General	3
What do they eat?	4
Giraffes	4
General	4
What do they eat?	5
Cougars	6
General	6
What do they eat?	7
Hyenas	7
General	7
What do they eat?	7

1

2. Click on **Update table**.

3. The **Update Table of Contents window** will appear. Click on **Update entire table (2)**



2

4. Click on **OK**. Your Table of Contents will be updated.

Note: It is recommended to select *Update entire table* as this will update page numbers and any additional headings added to your document.

Questions

1. How do you update a style?

2. How do you insert a table of Contents?

3. How do you update a Table of Content?

4. Why is it recommend that you use " update entire table of contents?

