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

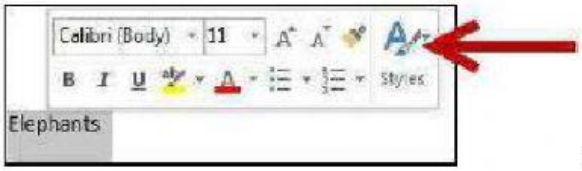
The following explains how to apply a heading to your document:

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



1

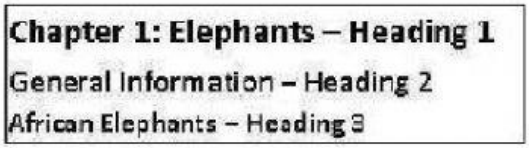
3. You can also access your styles through the *Quick Access Toolbar.*After selecting your text,the **Quick Access Toolbar** will appear**.(2)**



2

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

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Inserting a Table of Content

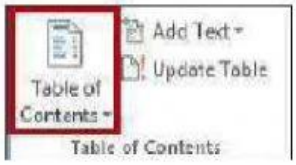
Word provides a quick and easy way to create a *Table of Content* page for your document;provided you have already applied the proper headings to the chapter/sections throughout your document.(See Applying a Heading & Style in previous lessons). To add a table of contents to your document.

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.)**



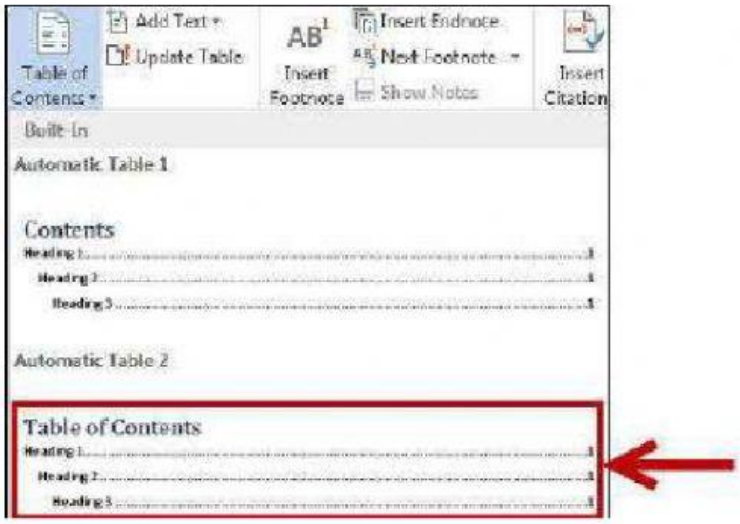
1

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



2

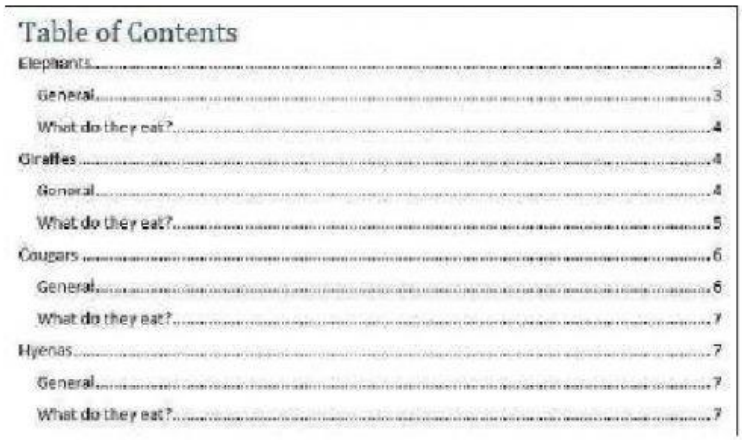
4. A list of content tables will appear. Click on **Table of Contents (3).**



3

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



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)**



1

2. Click on **Update table.**

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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?**

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