

Platform: Windows® PC  
Ref no: ins106  
Date: May 2007  
Version: 1  
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# Creating tables of contents and figures in *Word 2007*®

This guide demonstrates how to create a table of contents or figures quickly and easily.

## Table of contents

The contents page should be the last part of the document that you produce. *Word*® can generate the table of contents automatically from the titles and paragraph headings within the document. To allow the appropriate titles to be identified, you must apply the “Heading” style or mark the titles. *Word*® also allows you to create a contents table manually.

### Applying the Heading style

The **Styles** group can be found from the **Home** tab. You should use Heading 1 for main titles and chapter headings, Heading 2 for sub-headings and Heading 3 for paragraph headings.



- Highlight the text which requires a Heading style
- Click once on the style

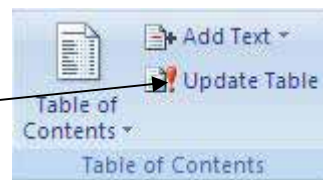
### Generating a table of contents

- Click where you wish to insert the table of contents
- Click the **References** tab
- Click the **Table of Contents** button
- Select a style for the table

### Update the table of contents

If you change any of the headings in your document, you will need to update the table of contents.

- Click the **References** tab
- Click the **Update Table** button
- In the box that appears, select **Update entire table**
- Click **OK**



## Creating a table of contents manually

- Click where you wish to insert the contents table
- Click the **References** tab
- Click the **Table of Contents** button
- Select **Manual Table**

<b>Table of Contents</b>	
Type chapter title (level 1).....	1
Type chapter title (level 2).....	2
Type chapter title (level 3).....	3
Type chapter title (level 1).....	4
Type chapter title (level 2).....	5
Type chapter title (level 3).....	6

An outline contents table will be inserted. You can click on each title and page number to enter your own information.

## Deleting a table of contents

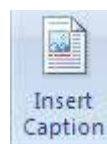
- Click the **References** tab
- Click the **Table of Contents** button
- Click **Remove Table of Contents**

## Table of figures

A table of figures is a contents page which references graphs, pictures and tables. Before you can create a table of figures, you need to create **captions** for each figure. *Word*® uses the captions to generate the table.

### Applying a caption

- Click once anywhere on the figure to select it
- Click the **References** tab
- Click the **Insert Caption** button
- Customise the caption and click **OK**



Click here to enter your own title, e.g. *Table 1: Chemical Symbols*

Choose a label that is suitable for the figure or click **New Label** to create your own label

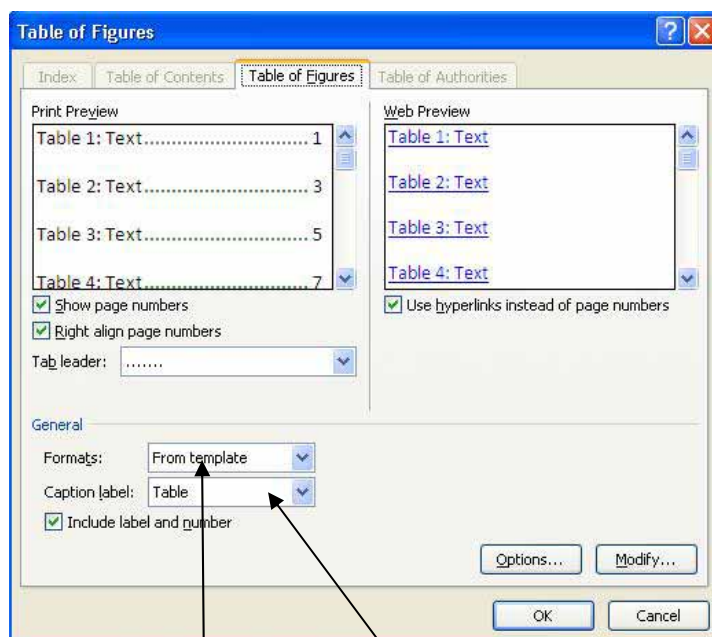
Choose where you want the caption to be inserted – above or below the figure

Click here to create your own labels

The image shows the "Caption" dialog box in Microsoft Word. The "Caption:" field contains "Table 1". Under "Options", the "Label:" dropdown is set to "Table" and the "Position:" dropdown is set to "Below selected item". There are buttons for "New Label...", "Delete Label", "Numbering...", "AutoCaption...", "OK", and "Cancel". Annotations with arrows point to the "Caption:" field, the "Label:" dropdown, the "Position:" dropdown, and the "New Label..." button.

## Generating a table of figures

- Click where you wish to insert the table
- Click the **References** tab
- Click **Insert Table of Figures**
- Customise the table and click **OK**. The table of figures will be inserted.



Choose a  
formatting style  
for the table

Select an  
appropriate  
caption label

## Updating a table of figures

If you edit, move or delete a caption, the table of figures will need to be updated to reflect the revision.

- Click once on the table of figures
- Click the **References** tab
- Click the **Update Table** button
- In the box that appears, select **Update entire table**
- Click **OK**

## **Where to go for more help or information**

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: [www.staffs.ac.uk/ishelp](http://www.staffs.ac.uk/ishelp)

Email: [libraryhelpdesk@staffs.ac.uk](mailto:libraryhelpdesk@staffs.ac.uk) (for all IT and Library queries)

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