DON’T KNOW HOW TO ADD THE ENTRIES TO THE TABLE OF CONTENTS?

Here is how it is done!

If you created an automated Table of Contents:

1. Select the page header on the page you wish to add to the table of contents.
2. On the Reference tab, locate the section labelled Table of Contents

![Image showing how to select the page header and go to the Reference tab]

3. In this section, click on drop down menu labelled Add Text and select Level 1

![Image showing the drop down menu for Add Text]

4. Click on Update Table

![Image showing the Update Table button]

5. Fix the formatting of the entry as needed.
If you created your Table of Contents manually, it must be updated manually:

1. Click on the References tab and find the section labeled Table of Contents

2. From the drop down menu labelled Add Text select Level 1

3. Place the cursor on the document where you wish to add the text (entry)
4. Manually type in the page header and page number

Table of Contents

Add entries and page numbers for front matter here.

Chapter One: Literature Review .................................................................1

MORE INFORMATION ON USING A TABLE OF CONTENTS IN MS WORD

Click on link to a Microsoft article for more information on:

- How to create tables of contents automatically
- How to create a table of contents manually
- How to update your table of contents