

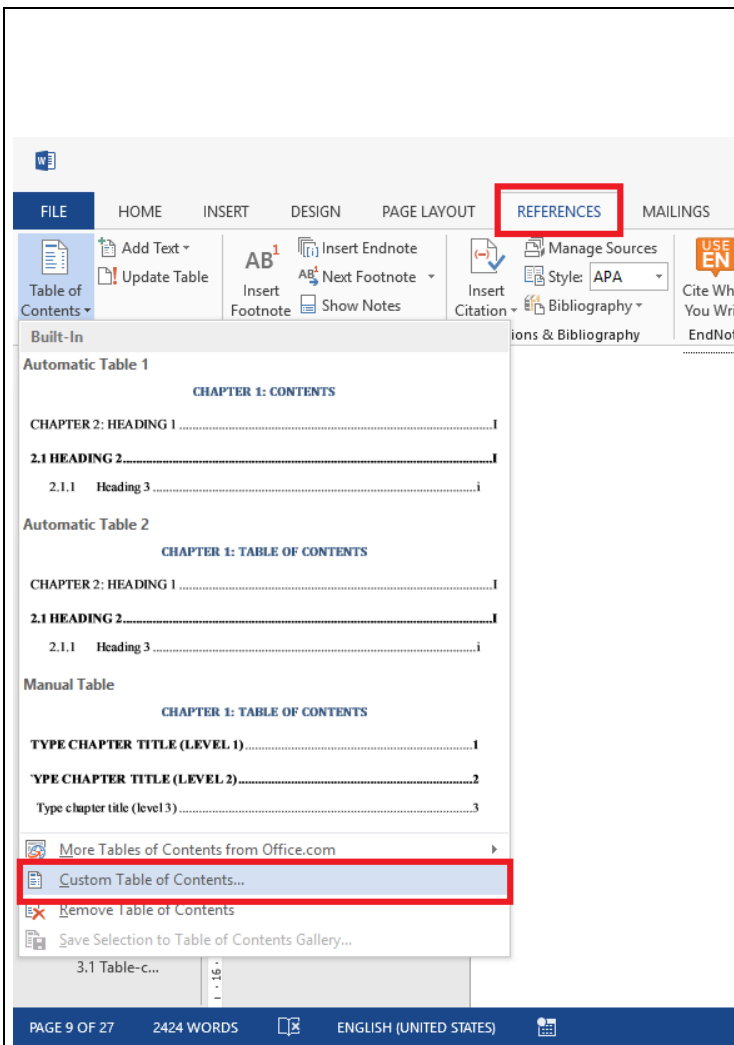
# HOW TO CREATE A TABLE OF CONTENTS IN MS WORD

A Step by Step Guide

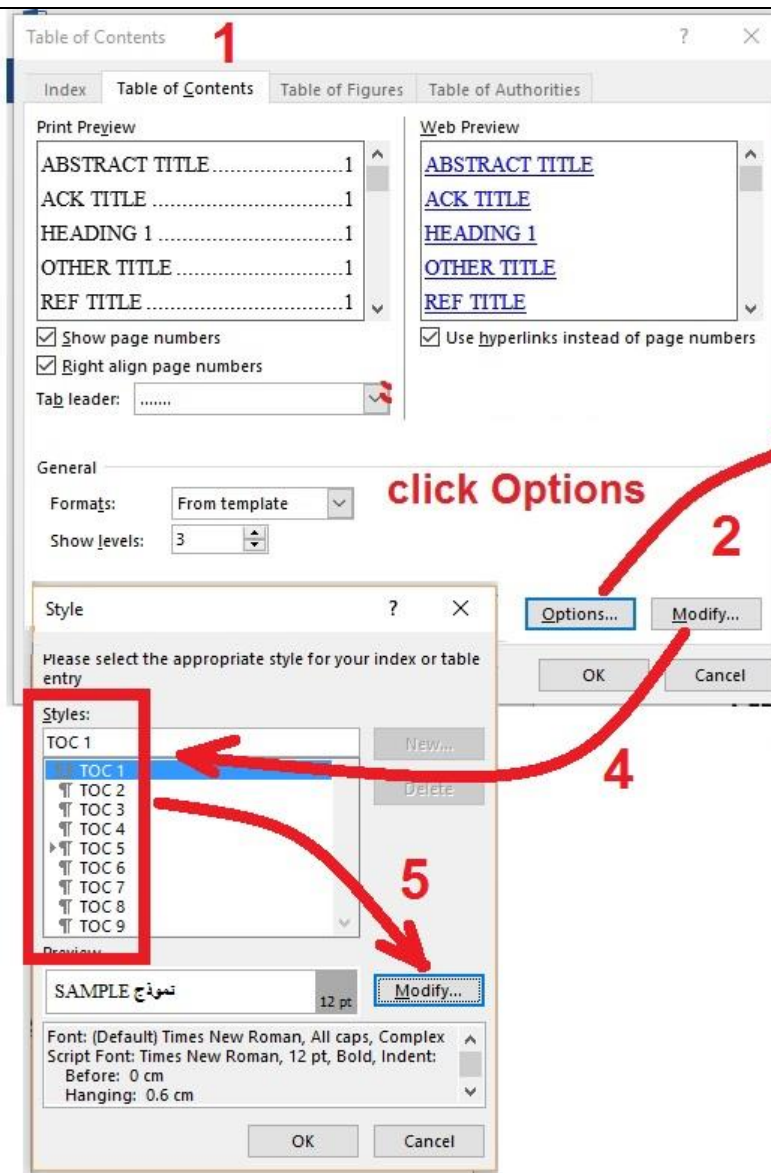
by

**Zaid Alsmadi**

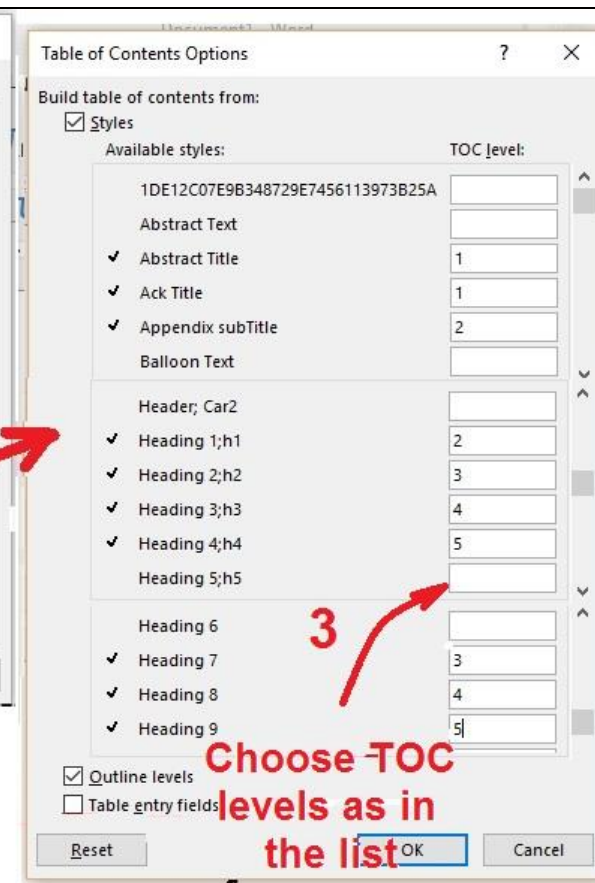
**“If you know how to create an indented table of contents, then the non-indented tables are pretty straightforward”**



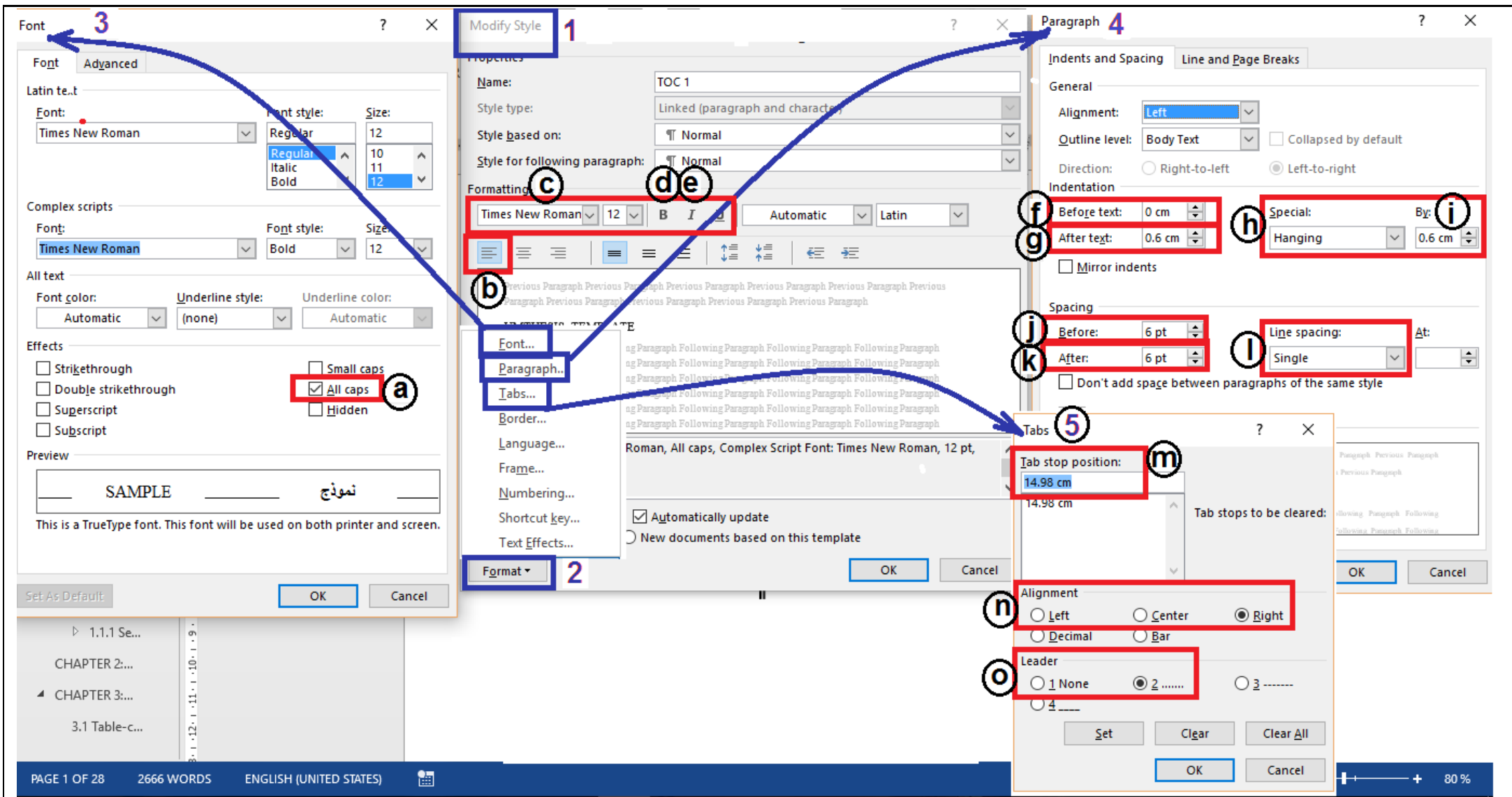
**Step 1:** From **REFERENCES** choose **Table of Contents** and under the dropdown menu, select **Custom Table of Contents**.



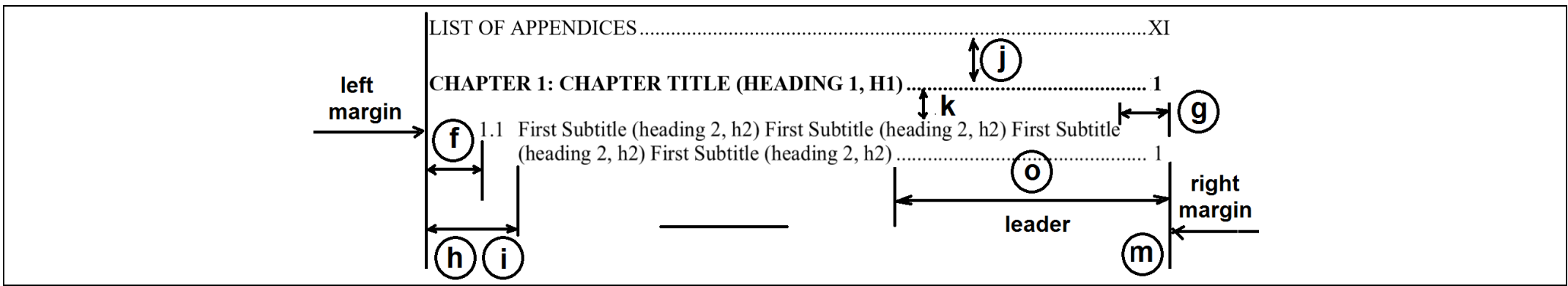
**Step 2:** In the **Table of Contents** windows click **Options**, then Assign the suitable **TOC** to the **Styles** in the list then **OK**.



**Step 3:** In the **Table of Contents** windows click **Modify...** then from the **Style** window , choose the style you want to **Modify....**



**Step-4:** From the **Modify Style** window, in the lower left corner find and click **Format** button. All the parameters required to format the table of content are there. In this tutorial we restrict our modifications to three parameters only; **Font**, **Paragraph** and **Tabs**.



**Step 5:** change the values of the parameters in **step 4** for all the styles **TOC 1** to **TOC 9** to create the **indented table of contents in the next page.**

	Heading	ALL CAP	Font	B	I	Indentation				Spacing			Tabs			
						Before cm	After cm	Special	BY cm	Before cm	After cm	spacing	Position cm	Alignment	leader	
						a	b	c	d	e	f	g	h	i	j	k
TOC1	Abstract	ALL CAP	Left	TNR	No	No	0	0.3	Hanging	0.6	6 p	6 p	Single	15	Right	2
TOC2	Heading 1	ALL CAP	Left	TNR	B	No	0	0.3	Hanging	2.7	18 p	12 p	Single	15	Right	2
TOC3	Heading 2	No	Left	TNR	No	No	1	0.3	Hanging	0.8	6 p	6 p	Single	15	Right	2
TOC4	Heading 3	No	Left	TNR	No	No	2	0.3	Hanging	1.2	6 p	6 p	Single	15	Right	2
TOC5	Heading 4	No	Left	TNR	No	I	3	0.3	Hanging	1.5	6 p	6 p	Single	15	Right	2
TOC7	Heading 7	Yes	Left	TNR	No	No	0	0.3	Hanging	0.6	6 p	6 p	Single	15	Right	2
TOC8	Heading 8	No	Left	TNR	No	No	1	0.3	Hanging	0.6	6 p	6 p	Single	15	Right	2
TOC9	Heading 9	No	Left	TNR	No	No	2	0.3	Hanging	0.6	6 p	6 p	Single	15	Right	2

If you change **all** the values in the highlighted column (green) to **zeros**, you get a **non-indented** table of content.

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