Microsoft Word Job Aid: How to Format an Automatic Table of Contents

Once you have learned to produce an automatic table of contents in Word using this method, you will never go back to trying to do it manually. It is a little tricky at first, but you will be amazed at how easy it is once you get the hang of it. Here are the instructions for putting a table of contents in a formal report for both Word 2003 and 2007. (Sorry, but Word 2010 will have to wait. It is very similar to 2007, however, so use those instruction.)

Word 2007 Instructions

Step 1: Defining the Document Sections

Before you can produce an automatic table of contents, you must properly paginate your document. Microsoft Word will paginate correctly, as long as it is set up correctly. If you have a document where the front matter and the body are paginated differently, such as a formal report, you must insert a section break to designate the different sections.

1. Put your cursor at the end of the text on the bottom of the Table of Contents or the List of Figures page. (Or whatever page is the last page just before the introduction or the body of the report.) Open the Page Layout ribbon and select Breaks as shown below:

2. Then select Section Breaks/Next Page, as shown below:
3. The section break should look like this if you have the “¶” Show/Hide Format selected:

```
Section Break (Next Page)
```

### Step 2: Adding Page Numbers

Now that you have the section break inserted properly, the next step is to set up the pagination, following these steps. (If you have only one section in your document, go directly to Step 5.)

1. Put your cursor in the first page of the front matter of your report in front of the Section Break you inserted in the front matter of the report. (This would be the first page of your formal report.) Open the Insert ribbon and select Page Numbers, as shown below:

2. Then select **Bottom of the Page**, for this example, **Plain Number 2**:

3. The bottom of the page will look something like this.
4. Now, because the front matter of a report is formatted using lower-case Roman numerals, you will have to go back at the Insert ribbon and select Page Numbers and Format Page Numbers.

5. The Page Number Format menu will appear. Open the Number Format dropdown and change the format to lower-case Roman numerals, as shown here. Click OK. The page number should change to i, ii, iii, etc. You can also use this menu to change the number that this page starts at, by using the bottom function.

6. Set up page numbers on the rest of the report by placing your cursor on the first page of the body of the report (“Introduction” for your proposal report) which will be just after that page break you inserted earlier.

7. Repeat Steps 1-5 above, except that this time you will NOT change the format from regular Arabic numerals (1, 2, 3, etc.) Once you do this, you one more step before you can set up your Table of Contents.
Step 3: Setting Headings Styles
Next, you have to format your headings so that Word will know what to include in the table of contents. Follow these instructions:

1. Use your mouse cursor to highlight each of your headings.

2. From the Home ribbon, select the appropriate style. Major headings will be Heading 1 and secondary headings Heading 2. Repeat until you have identified and formatted each heading in your report that you want to show up on the table of contents. Make sure you have NOT formatted anything as a heading if you do NOT want it to appear. If something does appear in your table that you do not want to be there, you will have to go back and change its format.

Step 4: Producing the Table of Contents
The final, and easiest, step is to actually produce the table of contents.

1. When you have finished paginating your paper, add a blank page wherever you want the table of contents page to go. Type “Table of Contents” at the top. Then hit the return key (Enter) a couple of times, leaving your cursor a couple of lines below the heading.

2. Open the References ribbon and select Table of Contents, as shown below:
3. Voila! Your table of contents will appear and look something like this

![Table of Contents]

**Word 2003 Instructions**

**Step 1: Defining the Document Sections**

Before you can produce an automatic table of contents, you must properly paginate your document. Microsoft Word will paginate correctly, as long as it is set up correctly. If you have a document where the front matter and the body are paginated differently, such as a formal report, you must insert a section break to designate the different sections.

1. Put your cursor at the end of the text on the bottom of the Table of Contents or the List of Figures page. (Or whatever page is the last page just before the body of the report. In a memo, it would be the first page.) Open the **Insert** dropdown menu and select **Break** as shown below.
2. Select the Next Page radio button from the list of Section Break Types, as shown below:

![Section Break Types](image)

3. Click OK. If you have the formatting in the Tools/Options/View dropdown menu set to All, or if you have the “¶” Show/Hide format selected, you ought to be able to see the section break. It will look like this:

```
continuation-section break (next page)
```

### Step 2: Adding Page Numbers

The next step is to set up the pagination, following these steps. (If you have only one section in your document, go directly to Step 5.)

1. Put your cursor somewhere in one of the pages in front of the Section Break you inserted in the front matter of the report. Open the Insert dropdown menu and select Page Numbers, as shown below:

![Page Numbers Dropdown](image)
2. Select the **Bottom of Page** position and **Center** alignment, as shown in this graphic. **Unselect** the box that says **Show number on first page**, as shown by red arrow, so you won’t have a number on the cover page. (These instructions are for formal reports and may vary depending on company style and whether or not this is a memo.) Click on the **Format** button.

![Page Numbers dialog box](image)

3. Set up the **Page Number Format**, as shown in this graphic below. Note that the number format is lowercase Roman numerals and that the page numbering starts at “i.”

![Page Number Format dialog box](image)

4. Click **OK** and then **OK** again. You should now have the correct page numbers on the Table of Contents and the Abstract pages.

5. Now you need to set up the page numbers for the body of your document. Put your cursor anywhere in the body of your report (the section beginning with the introduction in most cases). Open the **Insert** dropdown menu and select **Page Numbers**, just like you did in Step 2 above.

6. Select the **Bottom of Page** position and **Center** alignment (or whatever position you prefer), as shown in this graphic. This time, select the box that says **Show number on first page**. Click the **Format** button.
7. This time, set the **Page number format** to regular Arabic numbers, as shown below. Make sure the radio button “Start at” is clicked and the number “1” appears in the space, as shown by the red arrow.

8. Click **OK** and **OK** again. You should now have page numbers on the main part of the report, and they should be numbered and formatted correctly.

**Step 3: Setting Headings Styles**

Next, you have to format your headings so that Word will know what to include in the table of contents. Follow these instructions:

1. Use your mouse cursor to highlight each of your headings.

2. Set the style for each as a **Heading 1**, **Heading 2**, or **Heading 3**, etc. as appropriate, by opening the style dropdown menu, as shown below:
**Step 4: Producing the Table of Contents**

The final, and easiest step, is to actually produce the table of contents.

1. When you have finished paginating your paper, add a blank page immediately after the cover page, or wherever you want the Table of Contents page to go. Use the **Heading 1** style to title that page “Table of Contents.” Center the heading.

2. Hit the return key a couple of times to add some blank lines immediately after the table of contents heading.

3. Make sure you have not put any section breaks anywhere in the paper other than before the front matter. You can verify this by turning on the option that displays all codes. In the **Tools** dropdown menu, open **Options/View/Formatting Marks** and put a mark in the radio button before **All**.

4. Go to the blank Table of Contents page and put your cursor on the line immediately after the page heading or one or two lines below, depending on where you want your table to appear. Open the **Insert** dropdown menu and select **References/Indexes and Tables/Table of Contents**.

5. Put checkmarks in the boxes labeled “**Show page numbers**” and “**Right align page numbers**.”

6. Select the row of dots from the “**tab leader**” menu.

7. Select “**From template**” in the next box.

8. Select 3 as the number of levels to show. The result should look like this:
9. Click **OK**.

10. Your table of contents should now appear and look something like the one below. If you make a change in your report that affects the page numbering, you’ll have to update this by deleting the table of contents and replacing it with a new one. Don’t worry about the shading. It will not print.

   **Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Manufacturing Process Steps</td>
<td>1</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Front-End and Back-End Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>Basic Front-End Processes</td>
<td>3</td>
</tr>
<tr>
<td>Basic MOS Production Steps</td>
<td>4</td>
</tr>
<tr>
<td>Photolithography</td>
<td>4</td>
</tr>
<tr>
<td>Etching</td>
<td>5</td>
</tr>
<tr>
<td>Chemical Mechanical Polishing (CMP)</td>
<td>7</td>
</tr>
<tr>
<td>Cleaning</td>
<td>8</td>
</tr>
<tr>
<td>Process Diagnostics and Control (Metrology)</td>
<td>8</td>
</tr>
<tr>
<td>Dielectric Deposition</td>
<td>9</td>
</tr>
<tr>
<td>Metal Deposition</td>
<td>10</td>
</tr>
<tr>
<td>Thermal Processes</td>
<td>11</td>
</tr>
<tr>
<td>Implantation</td>
<td>13</td>
</tr>
<tr>
<td>Metal Oxide Semiconductor Production Sequence</td>
<td>14</td>
</tr>
<tr>
<td>Additional Steps</td>
<td>15</td>
</tr>
<tr>
<td>Wafer Preparation</td>
<td>18</td>
</tr>
<tr>
<td>Well Formation</td>
<td>18</td>
</tr>
<tr>
<td>Isolation Formation</td>
<td>18</td>
</tr>
<tr>
<td>Building Transistors</td>
<td>19</td>
</tr>
<tr>
<td>Making Interconnections</td>
<td>20</td>
</tr>
<tr>
<td>Passivation</td>
<td>20</td>
</tr>
</tbody>
</table>