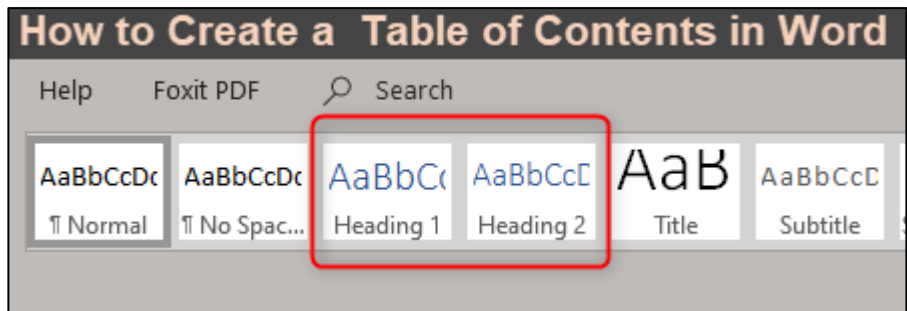
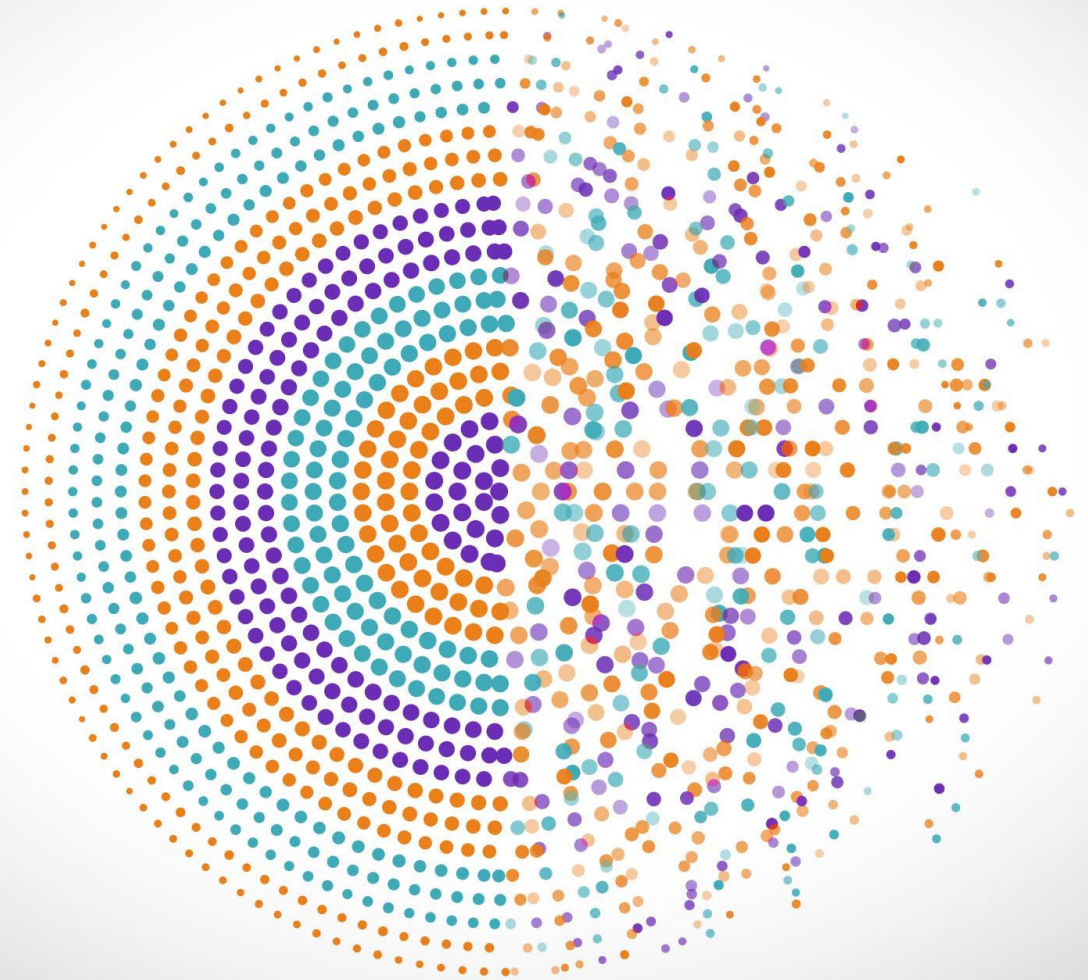


# Tips and Tricks for the Teacher's Toolbox



Issue #12



# Benefits of including Table of Contents

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Sets tone and framework for  
the document

---

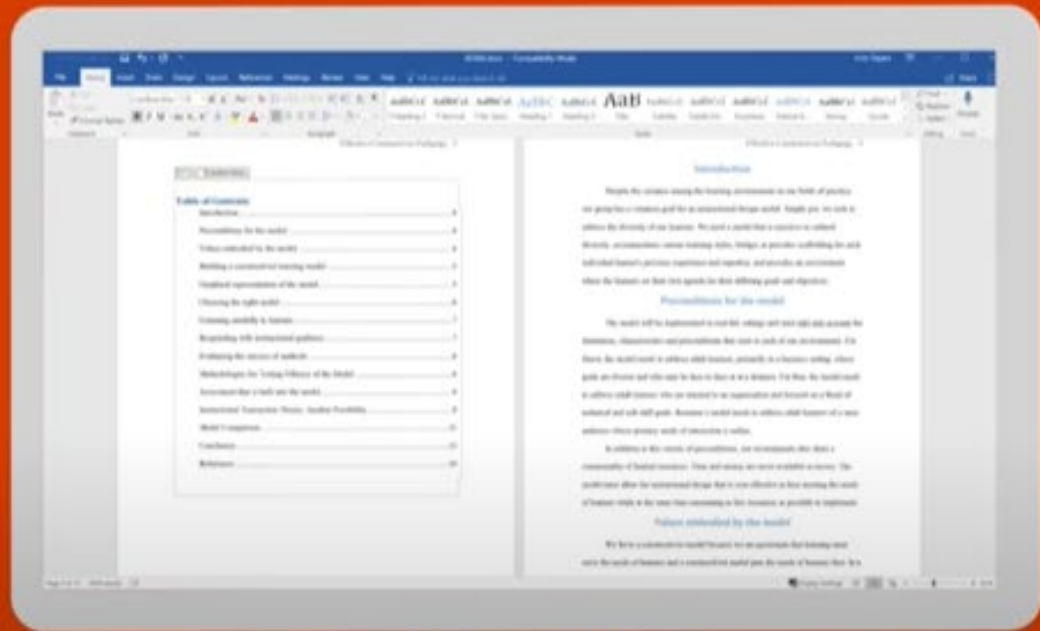
Provides readers a roadmap for  
locating important information

---

Gives a more professional  
appearance



# Add a Table of Contents




0:01 / 1:24



Add a Table of Contents in Word

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Microsoft 365   
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# Insert a table of contents

Word for Microsoft 365, Word for Microsoft 365 for Mac, Word for the web, [More...](#)

A table of contents in Word is based on the headings in your document.

Windows    macOS    Web

## Create the table of contents



Word uses the headings in your document to build an automatic table of contents that can be updated when you change the heading text, sequence, or level.

1. Click where you want to insert the table of contents – usually near the beginning of a document.
2. Click **References** > **Table of Contents** and then choose an **Automatic Table of Contents** style from the list.



# Insert your first table of contents



Create, update, and customize a table of contents

You don't need to wait until your pages are finalized; inserting a table of contents can be an early step in creating your document. As the pages of your document develop, Word helps you keep the table of contents up to date.

*This doc isn't just for reading, it's for trying too. Watch for the **Try it** text in red throughout this document so you can learn by doing.*



**We hope this issue of Tips and Tricks is useful!**