

MS Word 2007 – Table of Contents

Introduction

Overview

“Microsoft Word is a word processor designed to make your work flow faster and easier and to make you more productive,” says Microsoft. Knowing how to use MS Word effectively will make you more efficient. This course is designed to help you make some of the tasks easier.

Objectives

Participants will create a table of contents in a MS Word document. This is a two step process. First we will identify the text that you want to appear in the TOC, next we will tell Word where we want it created. TOC can be customized in many ways.

Supplies: Basic un-styled document will be provided or bring in a document of your own. Optional: Thirty minute lab time available immediately following 60 minute workshop.

Table of Contents

Contents

Table of Contents 2

Contents 2

1 Section Header **Error! Bookmark not defined.**

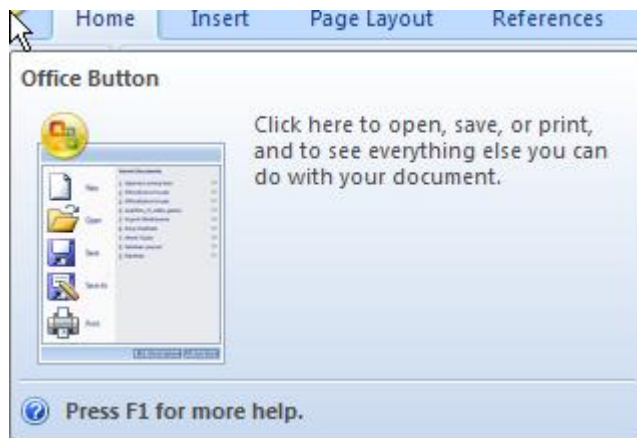
Exercise 1.1 **Error! Bookmark not defined.**

Subsection Header 3

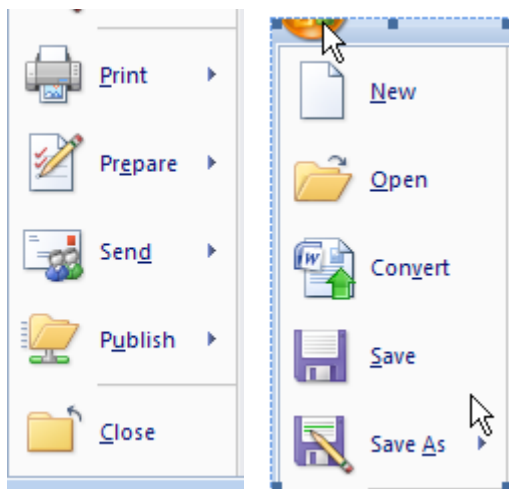
2 Section Header **Error! Bookmark not defined.**

Create a new document

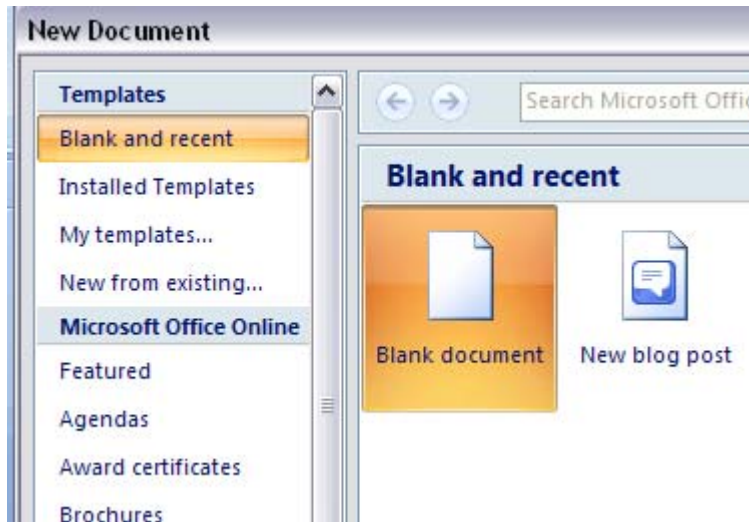
Click the Office Button located at the upper left corner.



Use this Button to Save, Print, Prepare, Publish, Convert, and Create a New Document and Close.



Click the Office Button and select New. A New Document dialog box will appear. You may select any of the templates offered. Some of the templates are on your computer and some are templates offered online.



In the **New Document** dialog box Choose **Blank and recent**, New Blog Post, Installed Templates and etc. If you would like to create a New Document using **Templates**, click one of the links, or type "brochure" or "calendar," into the **Search online for** box, and then click **Go**. If you need



HELP click on the question mark icon and it will display help topics.

Choose the template you want.

If you have recently used a template or wizard, it will appear when **Blank and recent** are selected.

You can also create your own templates to store styles, entries, and text that you plan to reuse often and you will find those if you click **My templates**.

To create a New Document from an existing file:

On the **Office Button** menu, click **New**.

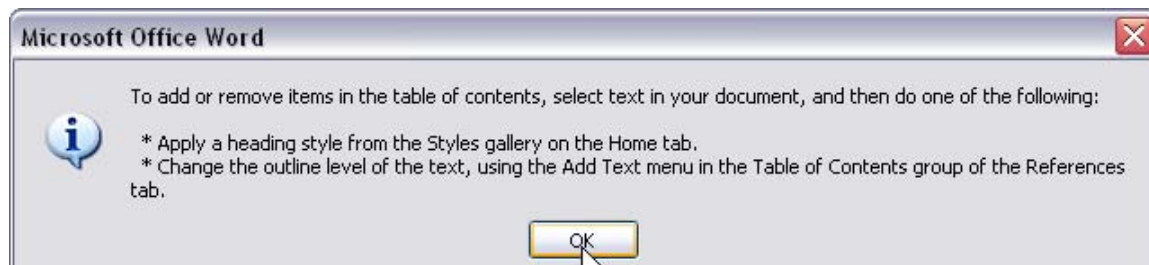
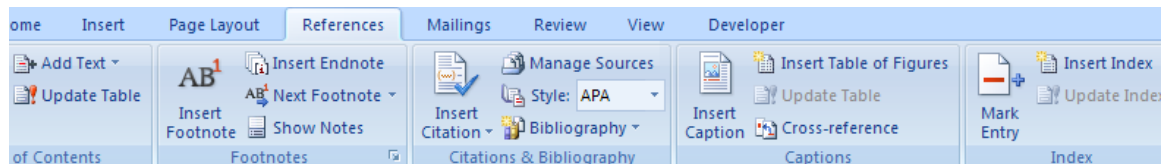
In the **New Document** under **New**, click **New from existing**.

Click the document you want to create a new document from.

If you want to open a document that was saved in a different folder, locate and open the folder. Click Create New from existing. This document is created in the folder that contains the original document.

Create a Table of Content

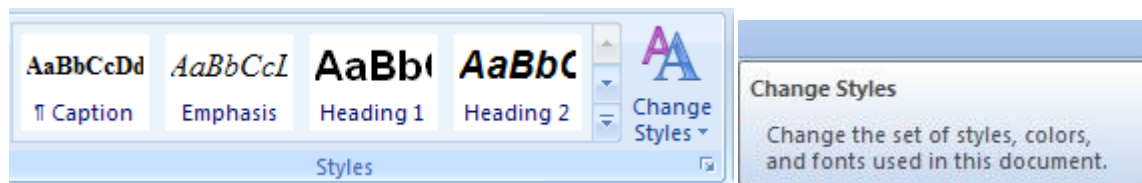
Select the Reference Tab




Creating a table of contents with Word is easy. No longer must you search through your printed document to locate the page number where a particular heading appears, nor must you change each page number on the table of contents page if you edit your document after you've created the TOC. With Word's TOC feature, Word generates the table of contents for you in an instant, and if afterwards you edit your document, you simply ask Word to generate the TOC again.

Within the document, select the text outline level by using the Add Text option. This will generate the heading for the TOC. If you need to change a heading or if you add more information to update the TOC use the Update Table option.

Applying Styles to create a Table of Content



Before you ask Word to generate the table of contents, go through your document and mark each heading as a Selected "style". A style is a set of characters and paragraph level formatting that you save with a specific name, such as "Caption", "Heading", etc. As Word generates the table of contents, it looks through your document finding the styles you applied and uses them to create the TOC.

To apply a different style, select, or highlight, the heading to which you want to apply the "Heading" style and choose the appropriate style from style indicator box, such as Heading 1. You may use the Heading 2 style for a sub-heading, Heading 3 for a sub-sub-heading, etc. If you click on the little drop-down arrow to the right of the Styles Ribbon you will find a graphical display of the various styles from which you may choose. 

Word 2007 provides a method to see how the selected style will look. Hover over any of the styles and see your document change.



Modifying Pre-Defined Styles

If you wish to modify the appearance of the style, you may do so by clicking on The Styles Ribbon.

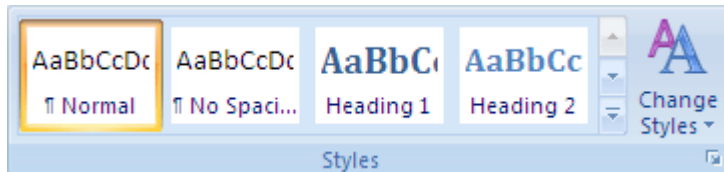
Select text that is styled with the style attributes that you want to change. For example, to change the attributes of the Heading 1 style, select text that has the Heading 1 style applied.

Note: To view the attributes of a particular style, click the Styles Dialog Box Launcher, and then rest your pointer over a style in the list.



Format the selected text with the new attributes that you want. For example, you might decide that you want to change the point size for the Heading 1 style from 16 points to 14 points.

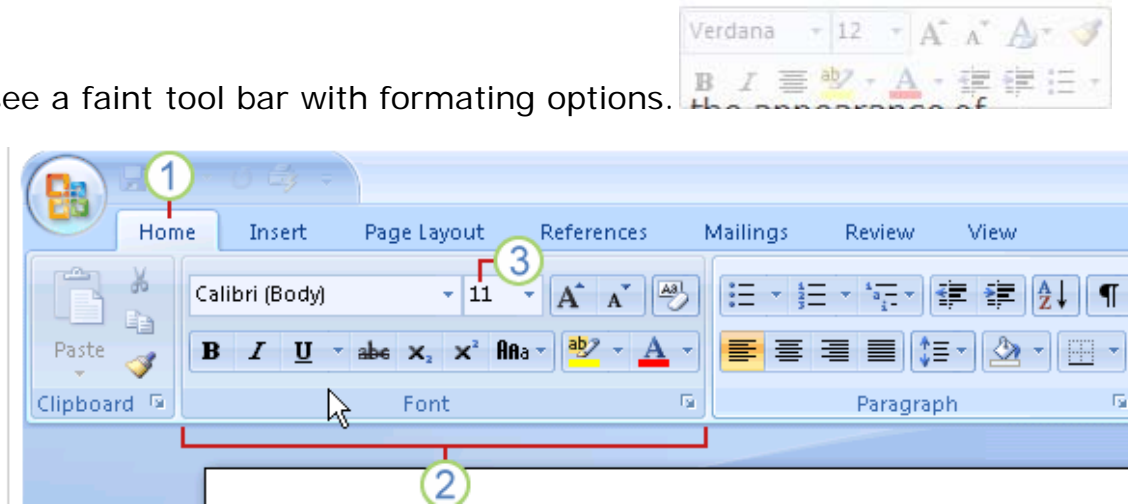
On the Home tab, in the Styles group, right-click the style that you want to change.



Click Update to Match Selection. Note: All text with the style that you changed will automatically change to match the new style that you defined.

Note: If you block (highlight) any area on the document you will begin to

see a faint tool bar with formatting options.



The Ribbon in Word

Each program has a different Ribbon, but the elements on it are the same: tabs, groups, and commands.

There are three main parts to the Ribbon:


Tabs sit across the top of the Ribbon. Each one represents an activity area.

Groups are sets of related commands displayed together on tabs. Groups pull together all the commands you're likely to need for a type of task.

Commands are arranged in groups. A command can be a button, a menu, or a box where you enter information.

The Ribbon will adapt depending on what you're working on, to show you the commands you're likely to need for that task. For example, if you're working with a chart in Excel, the Ribbon will show the commands you need for working with charts. Otherwise, those commands aren't visible.

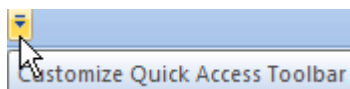
Two more features that make the Ribbon programs easy to use are the

Microsoft Office Button and the Quick Access Toolbar.  You can modify the Quick Access Toolbar to meet your own preferences.

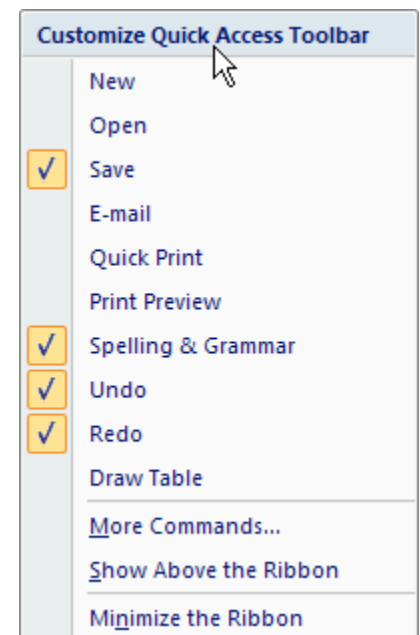
The new Ribbon programs include two additional features that will help you get your work done quickly and easily.

The Microsoft Office Button has replaced the File menu, and it's where you'll find the same basic commands as before to open, save, and print your documents — as well as for setting program options, editing file properties, and more.

The Quick Access Toolbar sits above the Ribbon and contains the commands that you want to keep near at hand. By default, the Quick Access Toolbar contains the Save, Undo, and Repeat, (or Redo) commands, but you can customize it with whatever commands you want. Click on the little drop-down icon



and you will see options you can include or remove. You may also customize the way the Quick Access Toolbar functions.



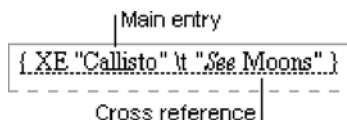
OPTIONAL:

Creating an Index

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

You can create an index entry for an individual word, phrase, or symbol. You can create an index entry for a topic that spans a range of pages or you can show that this entry refers to another entry, such as "Transportation. See Bicycles".

When you select text and mark it as an index entry, Word adds a special XE (Index Entry) field that includes the marked main entry and any cross-reference information that you choose to include.



After you mark all the index entries, you choose an index design and build the finished index. Word collect the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.

Marking the index entries

You can elect to mark words or phrases or you can mark entries for text that spans a range of pages.

Marking words or phrases

To use existing text as an index entry, select the text. To enter your own text as an index entry, click where you want to insert the index entry.

On the References tab, in the Index group, click Mark Entry.



To create the main index entry that uses your own text, type or edit the text in the Main entry box.

If you want, you can customize the entry by creating a subentry, a third-level entry, or a cross-reference to another entry:

To create a subentry, type the text in the Subentry box.

To include a third-level entry, type the subentry text followed by a colon, and then type the text of the third-level entry.

To create a cross-reference to another entry, click Cross-reference under Options, and then type the text for the other entry in the box.

To format the page numbers that will appear in the index, select the Bold Check box or the Italic check box below Page number format.

To format the text for the index, select the text in the Main entry or Subentry box, right-click and then click Font. Select the formatting options that you want to use.

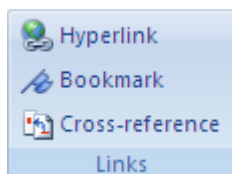
To mark the index entry, click Mark. To mark all occurrences of this text in the document, click Mark All.

To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat step 3 through step 6.

Marking words or phrases for text that spans a range of pages

Select the range of text that you want the index entry to refer to.

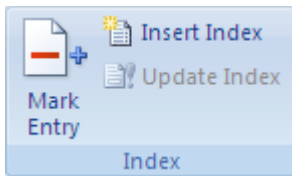
On the Insert tab, in the Links group, click Bookmark.



In the Bookmark name box, type a name, and then click Add.

In the document, click at the end of the text that you marked with a bookmark.

On the References tab, in the Index group, click Mark Entry.



In the Main entry box, type the index entry for the marked text.

To format the page numbers that will appear in the index, select the Bold check box or the Italic check box below Page number format.

To format the text for the index, select the text in the Main entry or Subentry box, right-click, and then select Font.

Under Option, click Page range.

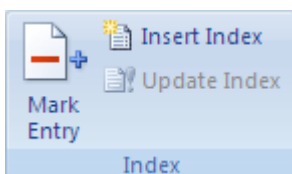
In the Bookmark box, type or select the bookmark name that you type in step 3, and then click Mark.

Creating the index

After you mark the entries, you are ready to select an index design and insert the index into your document.

Click where you want to add the index.

On the References tab, in the Index group, click Insert Index.



Do one of the following:

Click a design in the Formats box to use one of the available index designs.

Design a custom index layout;

In the Formats box, click Form template, and then click Modify.

In the Style dialog box, click the index style that you want to change, and then click Modify.

Under Formatting, select the options that you want.

To add the style changes to your template, click All documents based on the template.

Click OK twice.

Select any other index options you want.

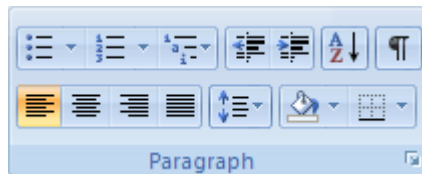
To update the index, click the index, and then press F9 or click Update Index in the Index group on the Reference tab.



Should you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.

Edit or format an index entry

If you do not see the XE fields, click Show/Hide  in the Paragraph group on



the Home tab.

Find the XE field for the entry that you want to change, for example {XE "Callisto" "See Moons"}

To edit or format an index entry, change the text inside the quotation marks.

To update the index, click the index, and then press F9.

To quickly find the next XE field in a document, press CTRL+F, click Special and then click Field.