

Microsoft Word 2007: Comprehensive



Lesson 11: Organizing Long Documents

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Creating a Table of Contents

- **Table of contents structure**
 - Word gathers headings formatted with Words heading styles to form the table of contents

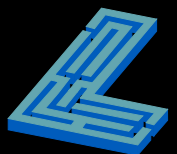
EMPLOYMENT POLICIES	4
BUSINESS HOURS	4
CONFIDENTIAL INFORMATION	4
CUSTOMER RELATIONS	4
HARASSMENT POLICY	4
EMPLOYMENT CLASSIFICATIONS	5
FULL-TIME	5
PART-TIME	5
TEMPORARY EMPLOYEES	5

Current Document
Ctrl+Click to follow link

Navigate in a document using
the table of contents links



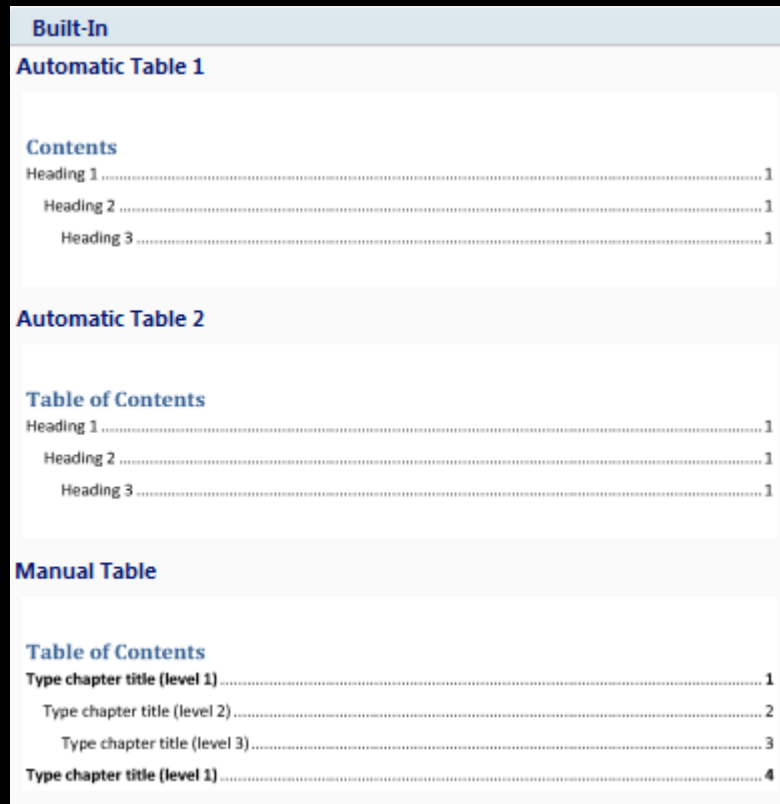
TIP *The Add Text command allows you to add text not formatted with a heading style to the table of contents.*



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Creating a Table of Contents

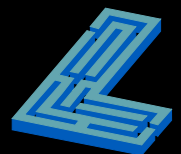
- Pre-designed table of contents



The screenshot displays the 'Built-In' section of the Table of Contents gallery in Microsoft Word. It features three pre-designed templates:

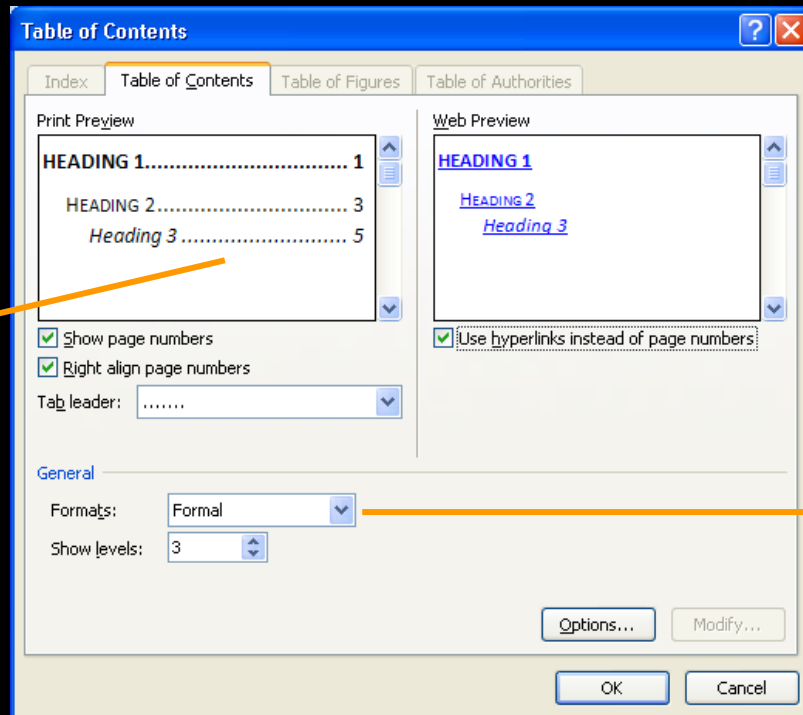
- Automatic Table 1:** A simple table of contents with three levels of headings (Heading 1, Heading 2, Heading 3) and their corresponding page numbers (1, 1, 1).
- Automatic Table 2:** A table of contents with three levels of headings (Heading 1, Heading 2, Heading 3) and their corresponding page numbers (1, 1, 1).
- Manual Table:** A table of contents with four levels of headings (Type chapter title (level 1), Type chapter title (level 2), Type chapter title (level 3), Type chapter title (level 1)) and their corresponding page numbers (1, 2, 3, 4).

Word's table of contents gallery provides several formatting options



Creating a Table of Contents

- The Table of Contents dialog box gives you more control over formatting



Preview styles to be applied to the table of contents

Choose from pre-defined formats



Creating a Table of Contents

- Edit table of contents entries
- Update a table of contents

Entries
formatted
according to
heading
style

Table of Contents	
TRAINRIGHT, INC.	1
EMPLOYEE POLICY MANUAL	1
TABLE OF CONTENTS	2
WELCOME TO TRAINRIGHT!	3
YOU'RE PART OF OUR TEAM	3

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

☒ Update page numbers only

☐ Update entire table

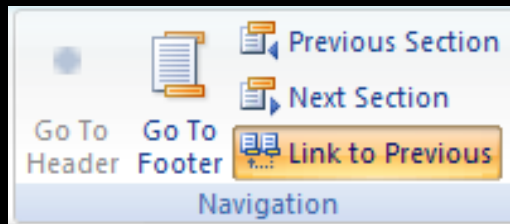
OK Cancel

Two choices for updating a table of contents

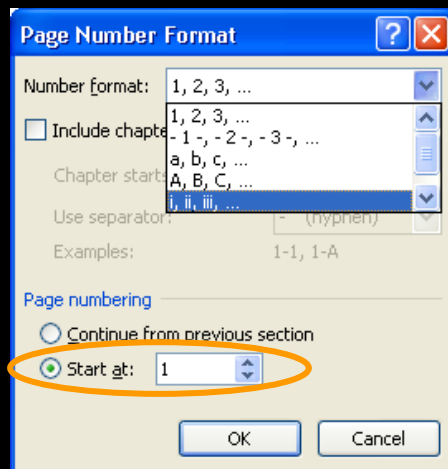


Working with Multiple Headers and Footers

- Break the link between sections to insert different headers and footers



- Restart page numbering within each section



Creating an Index

- Mark entries and subentries before creating an index

Employment Classifications

Mark Index Entry ? X

Index

Main entry:

Subentry:

Options

☐ Cross-reference:

☒ Current page

☐ Page range

Bookmark:

Page number format

☐ Bold

☐ Italic

This dialog box stays open so that you can mark multiple index entries.

Select the text to be marked



Creating an Index

■ Insert the index

Index	
B	
Business Hours	3
C	
Customer Relations	3
E	
Employment Classifications	4
Full-Time Employees	4
Part-Time Employees	4
Temporary Employees	4
Employment Policies	3
Business Hours	3
Customer Relations	3
Equal Opportunity	1
F	
Full-Time Employees	4
G	
Goals	1

Choose indentation style and columns

Notice the entries and their indented subentries

The Index dialog box is shown with the 'Index' tab selected. The 'Print Preview' section displays a sample index with entries like 'Aristotle' and 'Asteroid belt'. The 'Type' section has 'Indented' selected. The 'Columns' section has '2' selected. The 'Language' section has 'English (U.S.)' selected. The 'Right align page numbers' checkbox is checked. The 'Tab leader' and 'Formats' sections have default settings.

Index	Table of Contents	Table of Figures	Table of Authorities
Print Preview			
A			
Aristotle..... 2			
Asteroid belt.....See Jupiter			
Atmosphere			
Earth			

Type: ☒ Indented ☐ Run-in

Columns: 2

Language: English (U.S.)

☒ Right align page numbers

Tab leader:

Formats: Formal

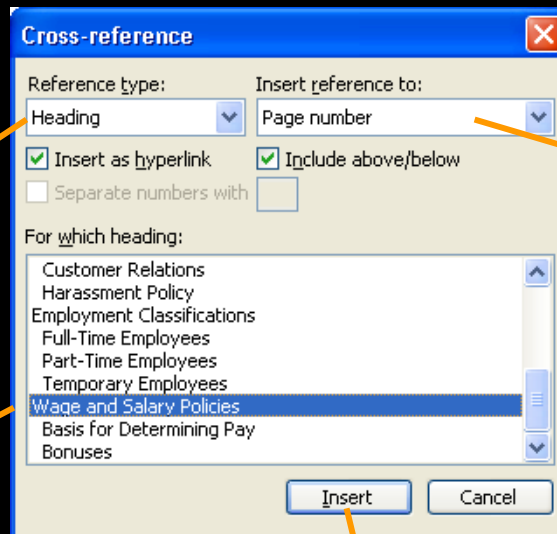
Use the Index dialog box to format the index



Using Cross-References

Choose reference type (headings, footnotes, tables)

Choose the particular reference



Cross-reference

Reference type: **Heading**

Insert reference to: **Page number**

☒ Insert as hyperlink

☒ Include above/below

☐ Separate numbers with

For which heading:

- Customer Relations
- Harassment Policy
- Employment Classifications
- Full-Time Employees
- Part-Time Employees
- Temporary Employees
- Wage and Salary Policies**
- Basis for Determining Pay
- Bonuses

Insert **Cancel**

Choose type of information included in the reference

Welcome to TrainRight!

We are pleased to welcome you to TrainRight. Congratulations on joining our company. We want your employment to be rewarding and mutually beneficial. You have joined an organization with a reputation for quality computer training and outstanding customer service. We understand that our success depends on our employees. For this reason, we believe in giving our employees proper training, above average compensation (see Wage and Salary Policies on page 5), and challenging job responsibilities. It is our sincere hope that you will enjoy your employment and thrive in this dynamic company.



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