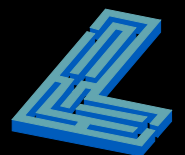# Microsoft Word 2007: Level 3 of 3

Lesson 1: Organizing Long Documents

Return to the Word 2007 web page
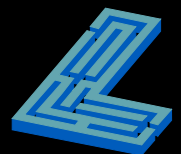
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Creating a Table of Contents

- **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-TIM [Current Document / Ctrl+Click to follow link]	5
PART-TIM	5
TEMPORARY EMPLOYEES	5

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**

Word's table of contents gallery
provides several formatting options

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Creating a Table of Contents

- **The Table of Contents dialog box gives you more control over formatting**
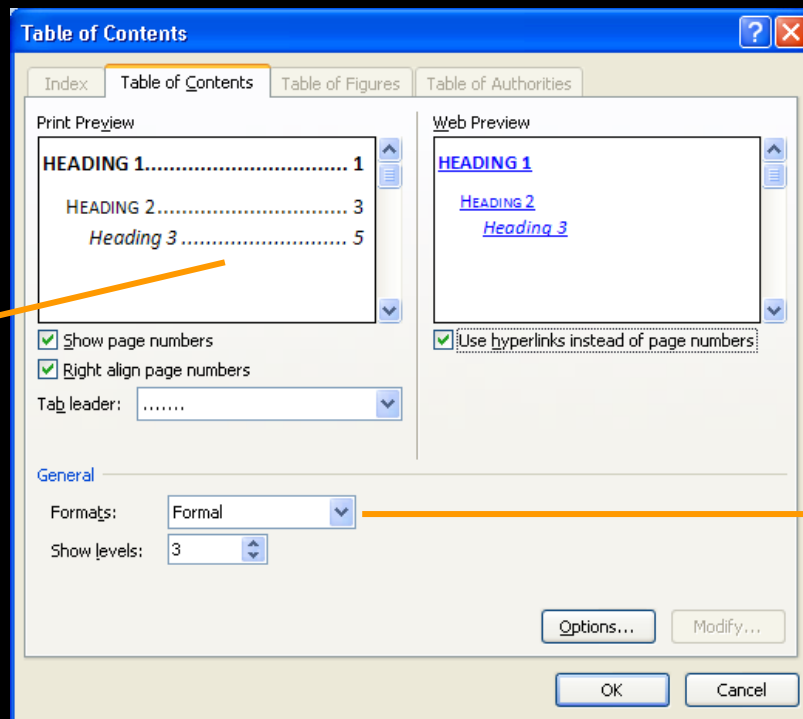
Preview styles to be applied to the table of contents
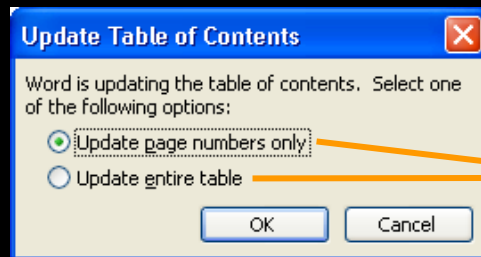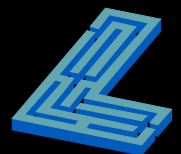
Choose from pre-defined formats

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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:

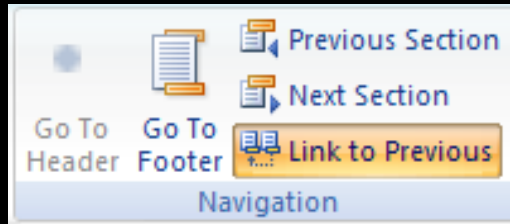- Update page numbers only
- Update entire table

OK   Cancel

Two choices for updating a table of contents
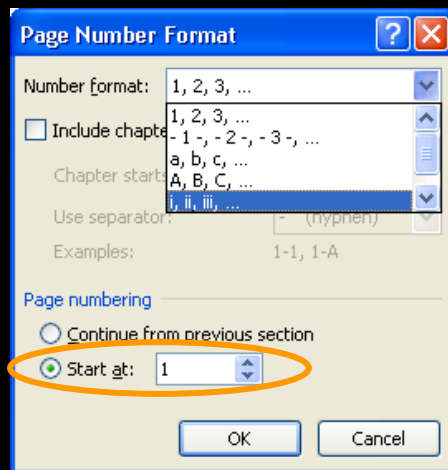
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Working with Multiple Headers and Footers

- **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**

Select the text to be marked

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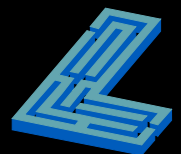
Creating an Index

- **Insert the index**

Choose indention style and columns

Notice the entries and their indented subentries

Use the Index dialog box to format the index

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Using Cross-References

Choose reference type (headings, footnotes, tables)

Choose type of information included in the reference

Choose the particular reference

Microsoft Word 2007: Level 3 of 3

Lesson 1: Organizing Long Documents

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