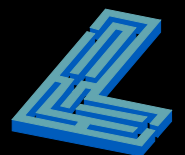


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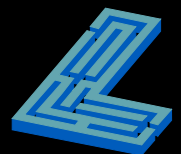
# Creating a Table of Contents

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

<b>EMPLOYMENT POLICIES</b> .....	<b>4</b>
BUSINESS HOURS .....	4
CONFIDENTIAL INFORMATION .....	4
CUSTOMER RELATIONS .....	4
HARASSMENT POLICY .....	4
<b>EMPLOYMENT CLASSIFICATIONS</b> .....	<b>5</b>
FULL-TIME .....	5
PART-TIME .....	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.*



# Creating a Table of Contents

- Pre-designed table of contents

The screenshot displays three pre-designed table of contents templates in Microsoft Word:

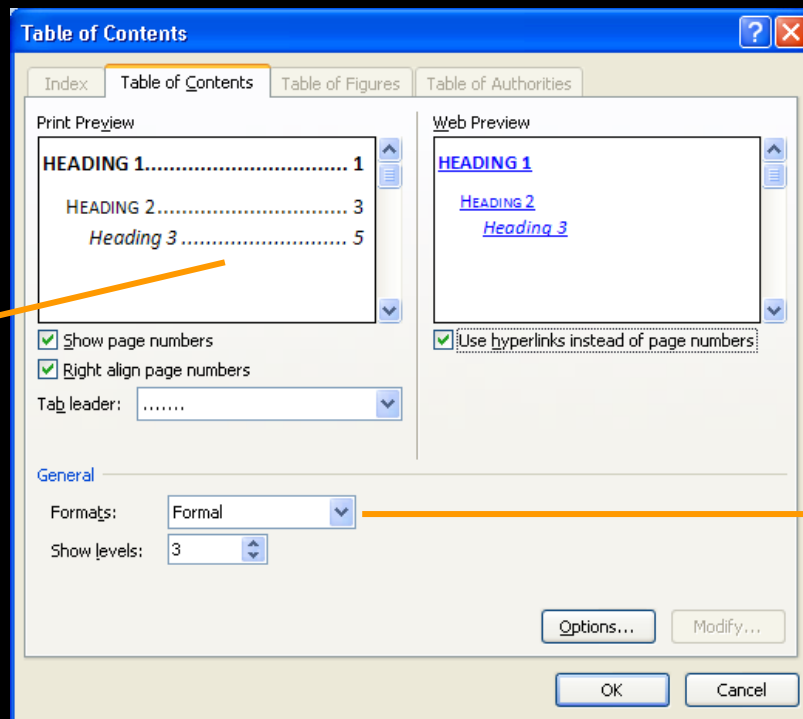
- Built-In:** A simple table of contents with the title "Contents" and three entries: "Heading 1" (page 1), "Heading 2" (page 1), and "Heading 3" (page 1).
- Automatic Table 2:** A table of contents with the title "Table of Contents" and three entries: "Heading 1" (page 1), "Heading 2" (page 1), and "Heading 3" (page 1).
- Manual Table:** A table of contents with the title "Table of Contents" and four entries: "Type chapter title (level 1)" (page 1), "Type chapter title (level 2)" (page 2), "Type chapter title (level 3)" (page 3), and "Type chapter title (level 1)" (page 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

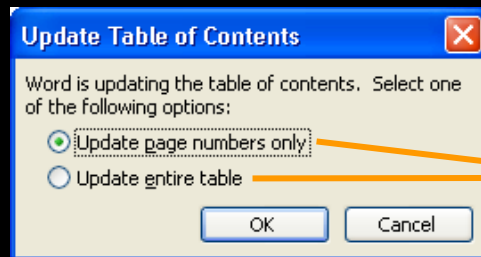


# Creating a Table of Contents

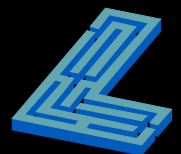
- Edit table of contents entries
- Update a table of contents

Entries formatted according to heading style

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

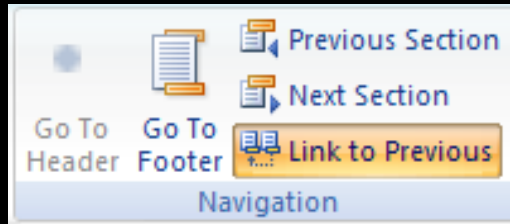


Two choices for updating a table of contents

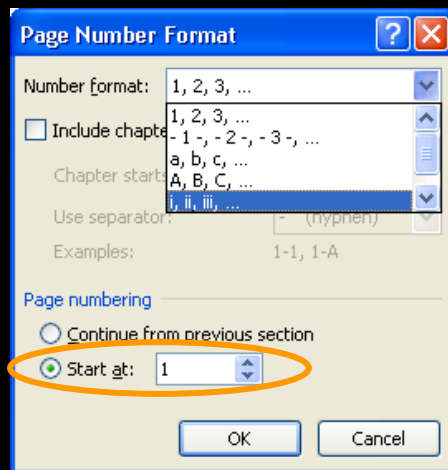


# Working with Multiple Headers and Footers

- 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

Index

Main entry: Employment Classifications

Subentry: Full-Time Employees

Options

Cross-reference: See

Current page

Page range

Bookmark: [dropdown]

Page number format

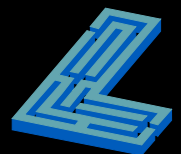
Bold

Italic

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

Mark Mark All Cancel

Select the text to be marked

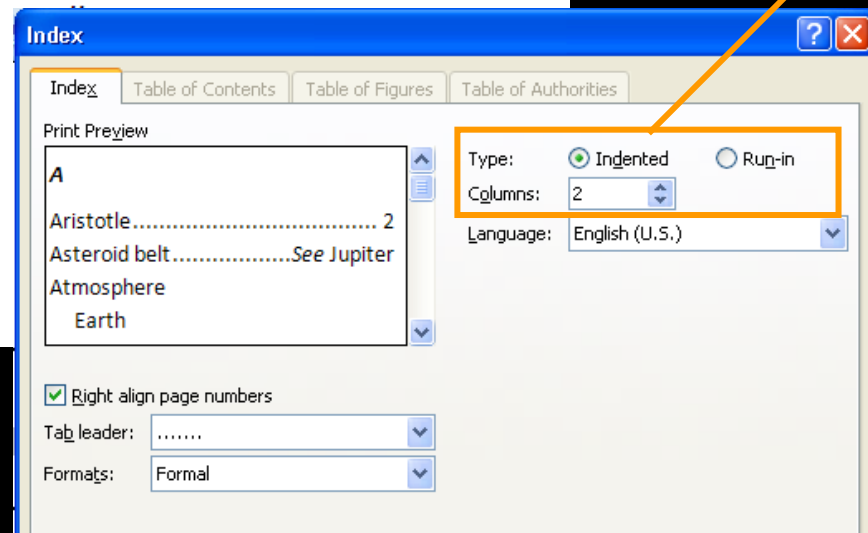


# Creating an Index

- Insert the index

Index	
<b>B</b>	
Business Hours .....	3
<b>C</b>	
Customer Relations .....	3
<b>E</b>	
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
<b>F</b>	
Full-Time Employees .....	4
<b>G</b>	
Goals .....	1

Choose indentation style and columns



Notice the entries and their indented subentries

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.

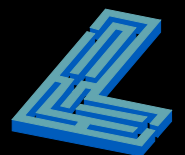


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