Using heading styles to create a Table of Contents, Bibliography and Citations.

**Table of Contents**

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**Resources:**

- [http://www.techrepublic.com/blog/10things/10-steps-to-setting-up-page-numbering-in-word-sections/1827](http://www.techrepublic.com/blog/10things/10-steps-to-setting-up-page-numbering-in-word-sections/1827)
Table of Contents (TOC)
Word will automatically search a document looking for elements such as; headings styles. Listing parts in the order they appear, for larger documents by inserting a TOC. The TOC will display title, number, and page numbers used to find information quickly.

Using Heading Styles

- From the **Home** tab, within the **Styles** group, click on a style.
- An Example; for a main heading, select the text and click on **Heading 1**.

Mark Text Entries
Marking text entries individually will included text that is not formatted using Heading Styles into a TOC.

- Select text you want to include in the TOC.
- From the **References** tab, within the **Table of Contents** group and click on **Add Text** command.

- From the drop down list, select the level you want the selected text to display in the TOC.

Create a Table of Contents- built-in heading styles

- Click at the beginning of the document to insert the TOC
- From the **References** tab, within the **Table of Contents** group, click on the **Table of Content** command and select a style for the TOC.
Create a Table of Contents- Custom Styles

- Click at the beginning of the document to insert the TOC.
- From the References tab, within the Table of Contents group, click on the Table of Contents command and select Insert Custom Table of Contents. From the Table of Contents dialog box, click on Options.

- From the Table of Contents Options dialog box, within the Available styles section, select the style you applied to the headings in the document.

- Under the TOC Level, enter a number (1-9) to indicate the level you want represented in the TOC and click on OK.

Format Table of Contents

To format an existing TOC in your document by changing the options, you need to insert a new TOC from the Table of Contents dialog box.

- Select the existing TOC.
- From the References tab, within the Table of Contents group, click on the Table of Contents command, and select Insert Table of Contents.
- Within the Table of Contents dialog box:
  - From the Show levels section, change how many levels are listed in the TOC.
  - From the Formats section, click on a different format to change the look of the TOC.
• Click on **Modify**, from the **Style** dialog box select the level you want to change and click on **Modify**. Change the font, size and amount of indentation from the **Modify Style** dialog box and click on **OK**.

**Update Table of Contents**

Quickly update a TOC if headings have been added or removed from the References tab.

• From the **References** tab, within the **Table of Contents** group, click on the **Update Table** command.

• Select **Update page numbers only** or **Update entire table**.

• Or with the TOC selected, at the top left of the TOC click on the **Update Table** command.

**Delete Table of Contents**

• From the **References** tab, within the **Table of Contents** group, click on the **Table of Contents** command and select **Remove Table of Contents**.
Removing Entries from a Table of Contents

- With text selected, from the References tab, within the Table of Contents group, click on the Add Text command, and select Do Not Show in Table.

Bibliography and Citations

A bibliography is a list of sources used in the preparation of a document. Acknowledgement or citing these sources should be used if you do not use any direct quotes from them. It shows that you did research and didn’t make up key facts and/or supporting quotes.

Add a Citation

The addition of a new citation within a document will also create a source that will appear in the bibliography.

- Select a Style from the drop down arrow from the References tab, within the Citations & Bibliography group. Common types are APA or MLA.

- From the References tab, within the Citations & Bibliography group, click on Insert Citation.

- Select from the two choices:
  - Click on Add New Source to add the source information.
  - Click on Add New Placeholder, allowing you to create a citation and fill out the source information later. Within the Source Manager a question mark will appear as a reminder.

- Within the Create Source dialog box begin filling the source information by clicking on the arrow next to Type of Source. When all of the information has been filled in click on OK.
  - To add additional information, place a check in the box next to Show All Bibliography Fields.
Editing a Citation

- With the citation selected, click on the down arrow and select **Edit Citation**. You can add a page number to the citation from the **Add Pages** section of the **Edit Citation** dialog box or hide/omit parts of a citation from the **Suppress** section.

Manage Sources – Find a Source

- From the **References** tab, within the **Citations & Bibliography** group, click on the **Manage Sources** command.
  - A **Master List** will contain all sources you have cited in previous documents or the current document.
- From the **Source Manager** dialog box, enter the title or author of the source you want to find within the **Search** box.
  - Edit, Delete, Copy, and New are functions available from the Source Manager dialog box.
  - Remove items from the Current List by clicking on the **Delete** button.
  - To add missing information to a source, click on the **Edit** button. * Question Mark indicates more information is needed for the source.*
Create a Bibliography
After one or more sources have been added in a document a bibliography can be created.

- Click where you want the bibliography to begin.
- From the References tab, within the Citations & Bibliography group, click on the Bibliography command. Select the bibliography format from the drop down list.

Update a Bibliography
- With the bibliography selected, at the top left of the bibliography, click on the Update Citations and Bibliography command.

How to Use Outline View
- Start with a New blank document
- From the View Tab, within the Document Views group, click on Outline.

Format and Type using Styles:

Example of Outline View-List
Setting up Page Numbering
Adding sections to a document makes it easier to add page numbering. Sections allow you to treat each page as a single unit.

Creating Sections
Plan/determine how you are going to divide the document into sections, insert section breaks instead of page breaks can make page Numbering easier.

Example: A document with five elements: Title page, Table of Contents, Appendix, Index, and Chapter 1.

1. From the Insert menu, select Break and from the Section Break Types, choose Next Page and click on OK.
2. Check for extra pages-if you inserted a page break before you insert the section break, an extra page will be added. Just delete the blank page.
3. From the Home tab, click on the Show/Hide icon to display formatting marks.
4. From the Insert menu, within the Header & Footer group, click on Footer and select Blank.
5. From the Insert menu, within the Header & Footer group, click on Page Number and from the drop-down menu select the position of the page number. By default the page number is continuous from section to section.
6. To break the connection between the first and second sections—From the Design tab, within the Navigation group, click on Link to Previous.
7. From the Design tab, within the Header & Footer group, click on Page number and select Format Page Number. From the Page Number Format dialog box, from Start at and select the number to start the numbering of the document.