

To mark a topic in your document as a heading and to insert a table of contents:

1. Click and drag to select (highlight) a line of text.
  2. Select a heading style from the **Styles** group in the **Home** tab. You may want to format your main topics using the **Heading 1** style.
  3. Place the insertion point where you would like the table of contents to appear.
  4. From the **References** tab, click the **Table of Contents** button.
  5. Select one of the available options.
- The two **Automatic Table** options automatically add to your table any headings you've marked using Heading Styles. The **Manual Table** option allows you to manually create a table of contents independent of the document content.

