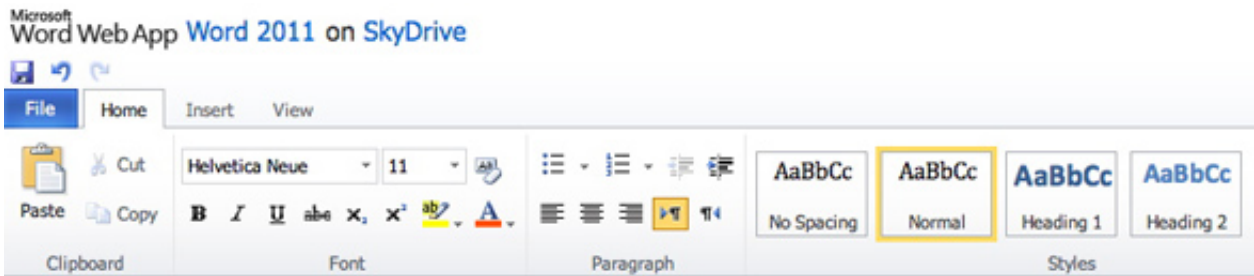




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[Microsoft Word Support For Word 2011 For Mac](#)



For the first time in many years a new release of Microsoft Word marks a significant and substantive update to | fact, the new, Intel-only Word 2011 contains so many valuable new features and improvements—more than 30 i the bottom line is this: Microsoft Word for Mac is no longer the red-haired stepchild of the Microsoft Office line. documents and for collaborating with others. More importantly, Word 2011 now makes it possible to insert a M same set of features, without compromise, found in Word for Windows.

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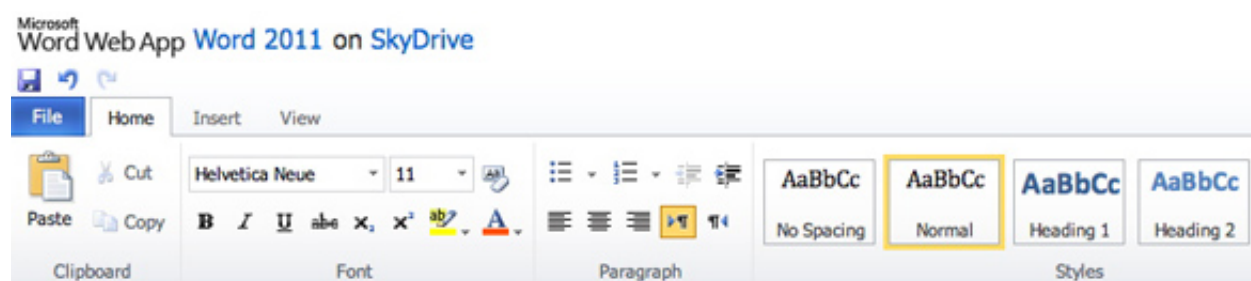
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Creating a Table of Contents, or TOC, for a document in Microsoft Word 2011 for Mac is not difficult, but it can be tricky to make it look just like you want it.. Insert and Format a Table of Contents To insert a table of contents into your document, follow these steps: • Select the position in the document where you want the table of contents by clicking in the point of the document where the table of contents should be inserted.. It's likely you will want to put the TOC on a separate page You can do this using a page break.

This lesson takes you through the process of creating a dynamic table of contents that can be easily updated to reflect the content in your document.

Here's an example of a document that we will format using Word's built-in styles: Here's the same document after it has been formatted using styles - Heading 1, Heading 2, Heading 3, and Normal (which we'll use for any 'normal' text that isn't a heading): Now that we have a document that contains content formatted using Word's styles, we can create our Table of Contents.. This will update the page numbers and add any new headings that should be included in the table of contents.



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- Whether the text should be presented in Sentence Case (the first word is capitalized, the rest are not) or Uppercase (where all words are in capitals)..
- The following example shows our document using the fourth option shown above.. Styles are particularly useful when creating a long, well structured document In this lesson we'll cover how to use Styles but not how to create, edit or manage them..
- Update your table of contents as the content of your document changes Create your document using heading styles Heading or Document Styles are used in Word to format a document in a consistent way that is easy to change.. Key differences you will notice between the options above include:
- Whether level 2 (Heading 2) and level 3 (Heading 3) styles should be indented or left aligned.

Note that the table of contents itself using document styles This means that you choose one of the options above and then customize the document styles to change how your table of contents is presented.. Overview There are several steps involved in creating a table of contents from Microsoft Word 2011 for Mac OS: • Create a document using document styles to identify your headings.. Update your table of contents to reflect changes in your document • Once you use a page break to separate the TOC onto a separate page to the content it relates to, you need to update the table of contents to reflect the changes to the page numbering that have taken place.. As you'll see, the title, Table of Contents has been inserted automatically Each of the heading lines from the document example above have been used to create the table of contents.. • There is an Update button on the Document Elements toolbar: • You can also right-click (Option-click on a Mac) to view the context menu, from which you can choose the Update Field option (note the page break in the example as well): • Whichever option you choose, the following dialog box will appear: • In most cases you can choose Update entire table.. This lesson takes you through the process of

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creating a dynamic table of contents that can be easily updated to reflect the content in your document.. • Here's how our document looks now, having inserted a page break and then updated the table of contents:.

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