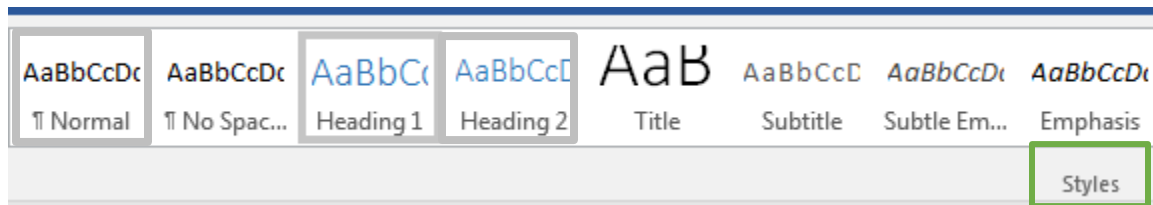


## How to Create a Table of Contents in Word

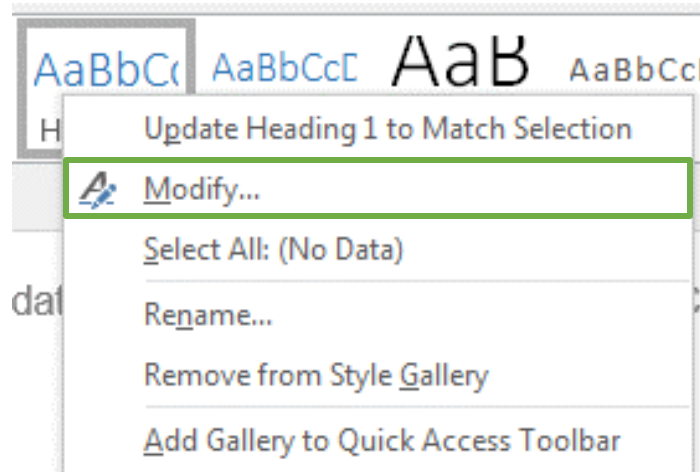
### To Create Headings:

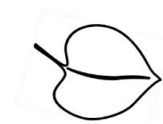
From the **Home** tab, click the preferred **Heading 1**, **Heading 2** etc. from the styles group and then type the text **OR** select the desired text and then click the preferred heading.



### To Modify a Style (Part 1):

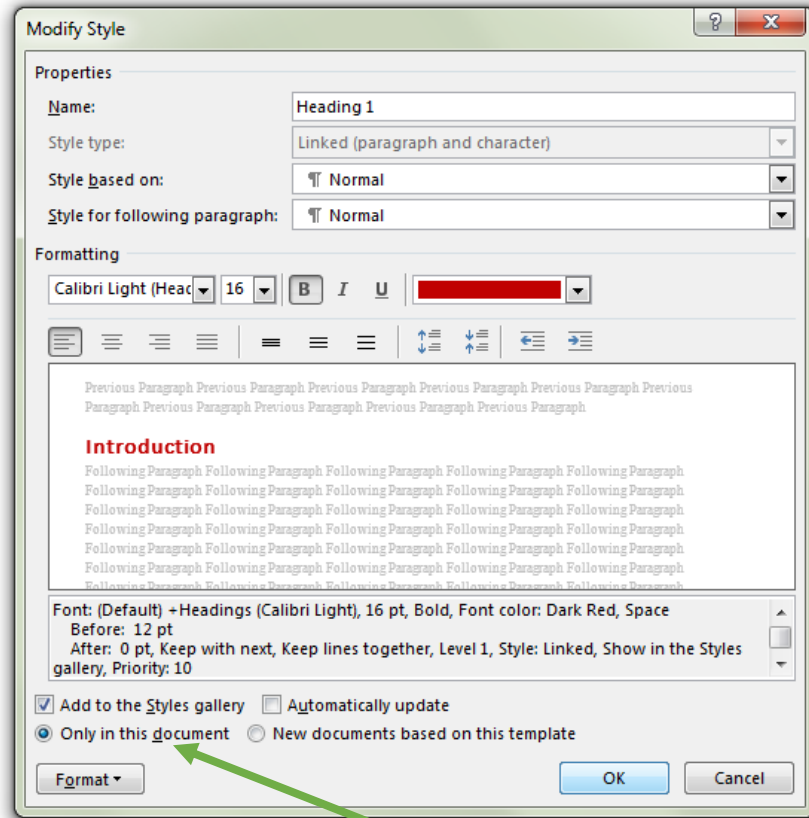
Right-click the desired style to modify (to produce a submenu) and click **Modify** as shown in the figure below.





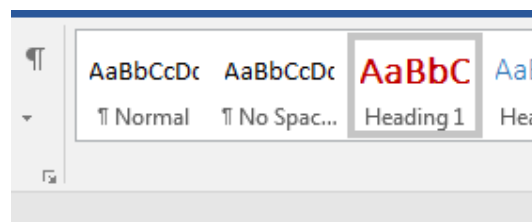
### To Modify a Style (Part 2):

Various elements can be modified from the **Modify Style** dialog box. Once the modification is complete, press the **OK** button.

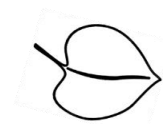


### To Modify a Style (Part 3):

Once the **Style** has been modified it will continue to remain the same for the duration of the document.

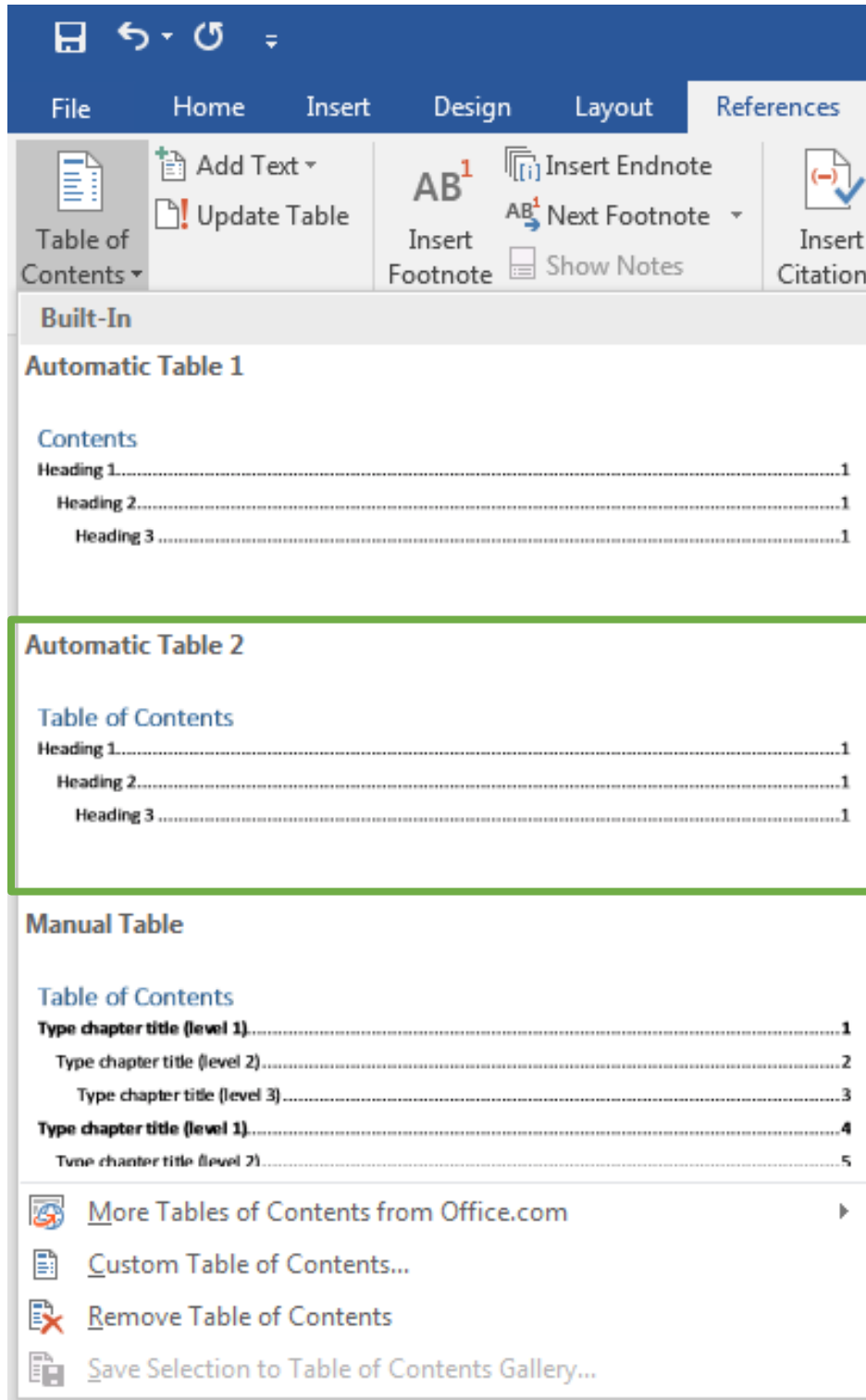


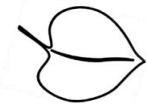
**Introduction** |



**To Insert a Table of Contents:**

From the **References** tab, click the **Table of Contents** dropdown arrow, and choose **Automatic Table 2** as shown in the figure below.





The Table of Contents can be inserted before, after, or during the creating headings process. However, individuals **MUST** be sure the Table of Contents has been updated when the paper has been completed.

**To update the Table of Contents:** Click inside the Table of Contents and click update as shown in the figure below.

The screenshot shows the Microsoft Word interface. At the top, the 'Styles' ribbon is visible with various heading styles. Below the ribbon, the document title 'Espresso Yourself' and page number 'ii' are shown. The 'Update Table of Contents' button is highlighted with a green box. The Table of Contents is displayed below, listing various sections and their page numbers. Three green boxes with numbers 1, 2, and 3 are placed over the 'Marketing Strategies' section. A larger green box with text is placed over the 'SWOT Analysis' section.

Section	Page Number
Executive Summary	4
Environmental Analysis	4
Ownership/Basic Description	4
Target Markets	5
Need for Service	5
SWOT Analysis	6
Strengths	6
Weaknesses	6
Opportunities	7
Threats	7
Marketing Objectives	7
Goals	7
Measureable Objectives	7
Time Frame	8
Marketing Strategies	8
Promotional Activities	8
<i>Atmosphere</i>	8
<i>Live Music and Karaoke</i>	9
<i>Entertainment Opportunities</i>	9
<i>Outreach</i>	10
Entertainment Implementation	10
Needed Resources	10
Initial Entertainment Startup Expense	11
Monthly Budget	11
Conclusion	12
Goals	12
Synthesis	12
Recommendations	12