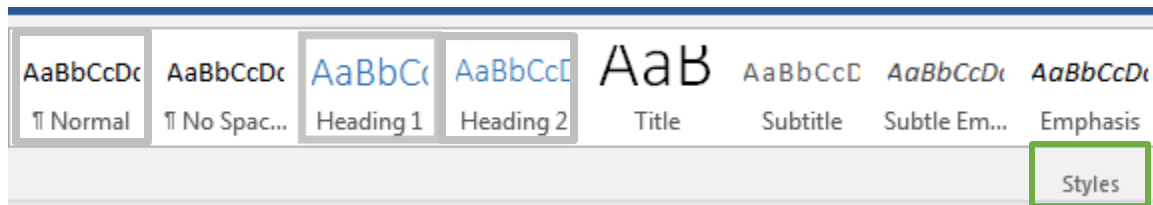


## How to Create a Table of Contents in Word

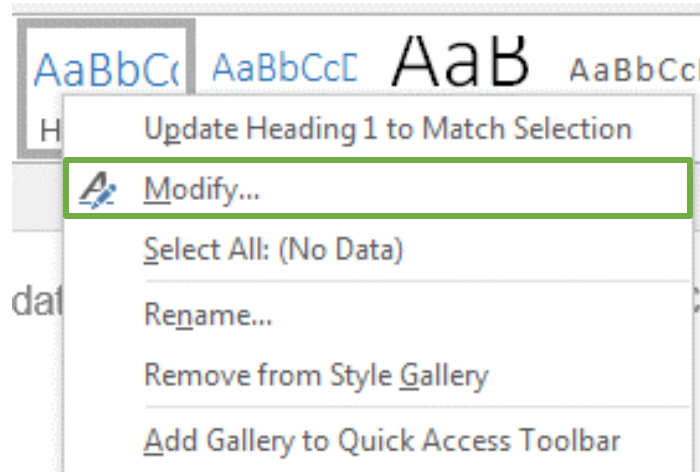
### To Create Headings:

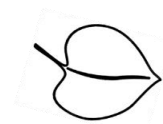
From the Home tab, click the preferred Heading 1, Heading 2 etc. from the styles group and then type the text **OR** select the desired text and then click the preferred heading.



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

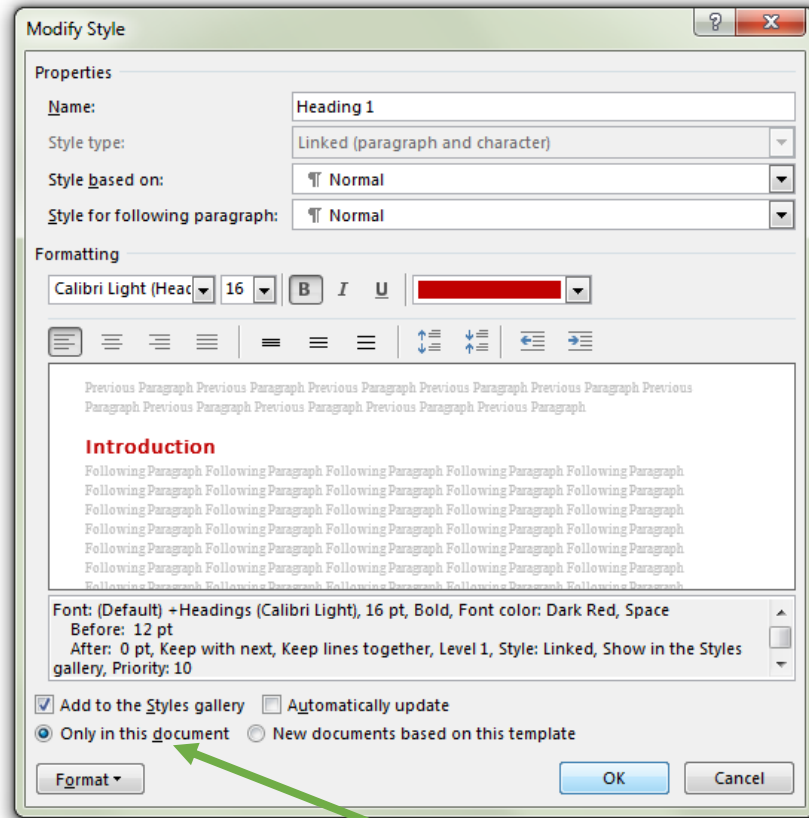
Right-click the desired style to modify (to produce a submenu) and click Modify” as shown in the figure below.





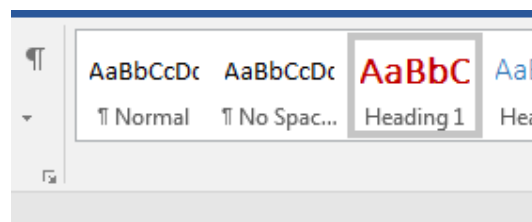
### To Modify a Style (Part 2):

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

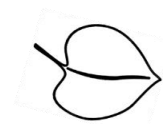


### To Modify a Style (Part 3):

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

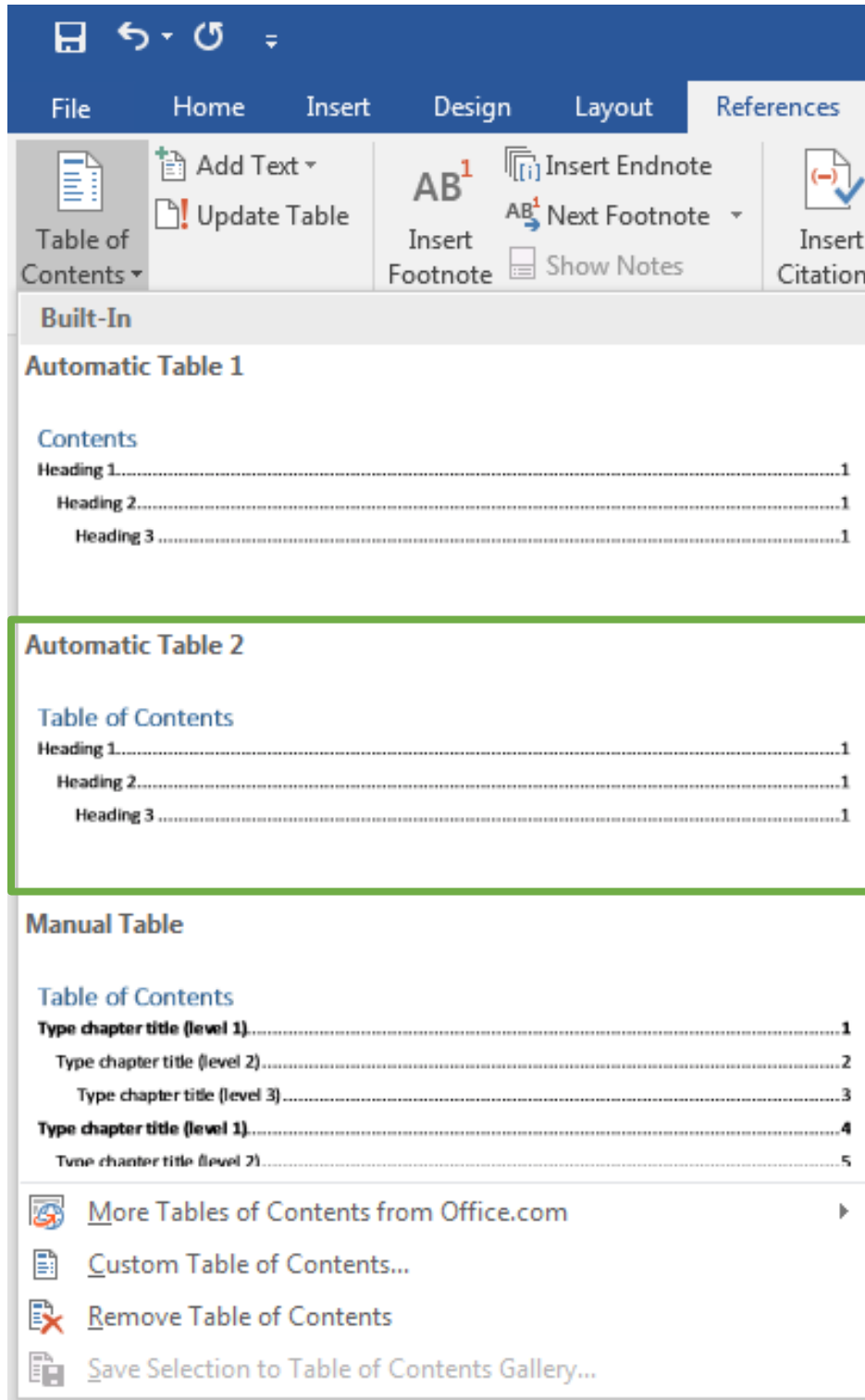


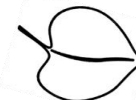
Introduction |



**To Insert a Table of Contents:**

From the Reference 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.

Espresso Yourself ii

**Update Table...**

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To select: Click on any Table of Context text

Notice: Heading 1, 2, and 3 are present within the Marketing Strategies