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.
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.