Exercise

Table of Contents

Create a table of contents for the document below:

Topic 1: What is a TOC?

TOC tools are found on the References ribbon, then on the far-left side under the button "Table of Contents". TOC's are used for large manuals, lengthy reports, or anytime a page reference is necessary.

Topic 2: What are the rules of a TOC?

Rules

Rule 1: Generally, a TOC is on its own page. Occasionally it may be included on a cover page of a report document.

Rule 2: A TOC links to Heading Styles, which are usually applied from the Home Ribbon onto the document headings. So, it is important to have the headings formatted before applying a TOC.

Topic 3: What are the ribbon functions used when applying a TOC?

Home Ribbon: to apply Heading Styles throughout the document.

View Ribbon: to activate the Navigation Pane.

Insert Ribbon: to apply Page Numbers.

References Ribbon: to apply the TOC.

Topic 4: What are the steps to then apply the TOC?

1. Select each heading and apply a Heading Style, of both Heading 1 & 2 throughout the doc.
2. Insert, Page Numbers, Bottom of Page.
3. Insert a Page Break (Ctrl Enter) to create a blank page where the TOC will reside. Type a title for the TOC.
4. References Ribbon, Table of Contents, Automatic Table 1.
5. Update the TOC… please view the next video lesson "Update the Table of Contents".

Topics below are just randomly generated text for use in this lesson.

When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point.

Sub Topic

When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Topic

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

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