Table of Contents

Creating a Table of Contents:

Table of Contents (TOC) are used to organize and map out a large document. Typically, TOC are found in reports, proposals, white paper, and business plans, but TOC are also used in academic works such as thesis and dissertations.

Purpose:

Table of Content (TOC) provides the reader with a list of headings of the document in the order and page number where specific content will be found.

Formatting of the TOC:

- Placed with the front matter of the document
- Provides your audience with the organization and scope of the document and how the information is presented
  - a) List major headings and subheadings of your document with the page number
  - b) All chapters and sections titles in the document should match the TOC.
  - c) Provide listings for major and subordinate headings that are separated by typeface and indentions.
- Numbered Roman numeral for the actual TOC page
- List of Figures is used when a report contains more than five figures.
  - a) List by title and page number.
  - b) Figures are numbered consecutively with Roman numerals.
- List of Tables is used if there are more than five tables in your report.
  - a) Tables are numbered consecutively in Arabic numbers.

TOC can be created within your word document.

1. At the top of the Microsoft Word document, click on the References Tab
2. When the tab opens, click on Table of Contents drop down arrow
3. Choose from the styles provided and the TOC will be ready to insert your information