UFHealth
INFORMATION TECHNOLOGY TRAINING

Office

Word: Styles and Automatic Table of Contents

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Word: Styles and Automatic Table of Contents

1.0 Hour

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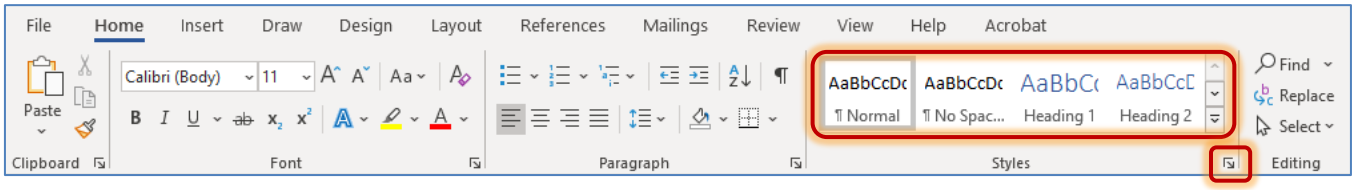
Styles

A "style" is a set of font and paragraph formats. You can see the **Styles** gallery on the **Home** tab. These will help you keep a consistent look throughout your document. The styles listed as Headings will show in the **Navigation Pane** and the of **Table of Contents**.



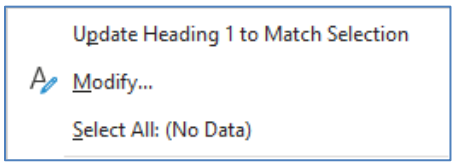
If you are going to work with many styles you may wish to open the Styles Pane by using the "more" button ( ) in the bottom right of the **Styles** group. If you want to work with a very large document you may decide to create a full style set of custom styles. Along with the Headers that will appear in your table of contents, you can create your own styles for tables, bullets, subtitles, and more.

Apply styles

To apply a style, select the text you would like to change and click on the style name in the gallery.

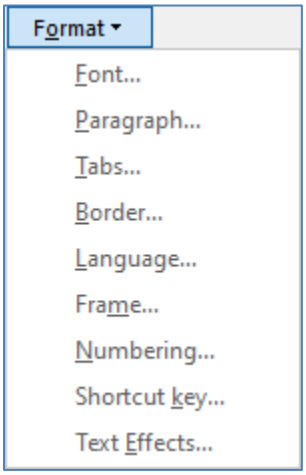
Modify Styles

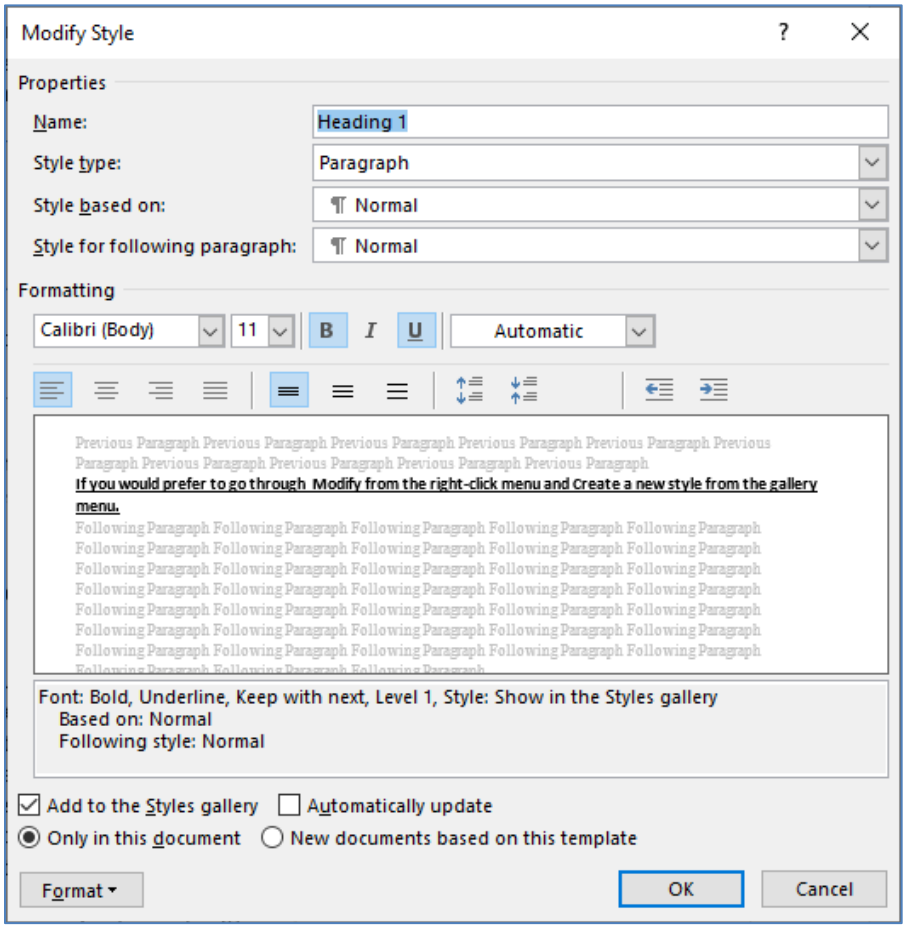
Most often I set the text and paragraph formatting in the document and then update a style to my format choices by right-clicking on the style name and choosing **Update (Style) to Match Selection**.



If you choose the **Modify…** option you can change multiple settings at once. This helps with styles like TOC (table of contents) where it may be difficult to update in the document.

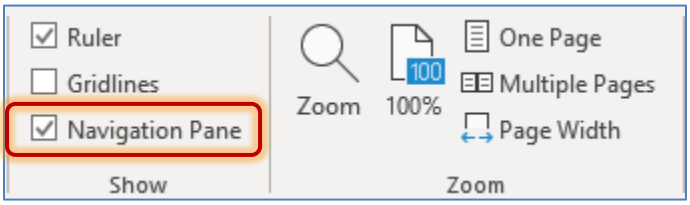
Note the **Format** button in the bottom left corner. You can set numerous options for each style.

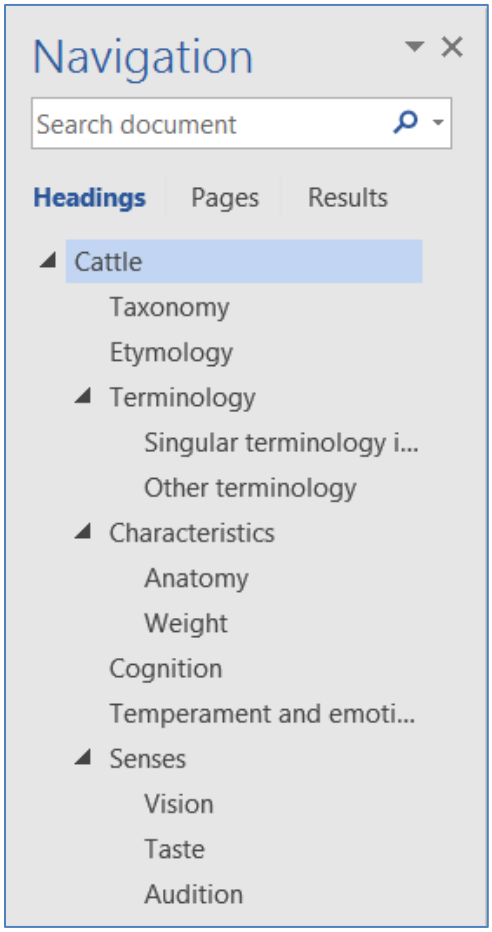




Navigation Pane

The **Navigation Pane** can be turned on from the **View** tab.





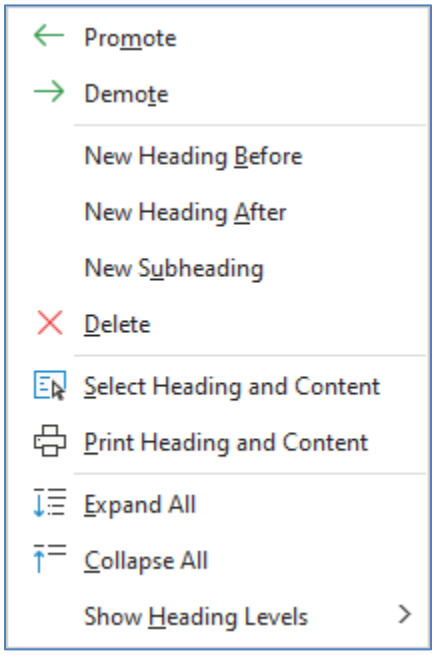
There are three pages of the Navigation Pane.

1. Headings –lists the heading styles
2. Pages – shows the pages of the document
3. Results- Shows the results of a search (Find)

Navigation Pane Headings

- Click on a heading in the navigation pane to jump to that location.
- See where you may have missed a heading, or accidentally created a blank heading.
    - To create or remove a heading, use the styles. Use Normal to clear all formats.
- Click the arrows in front of the headings to collapse or expand the lower headings.
- Drag and drop to rearrange parts of the document.

Right-click menu



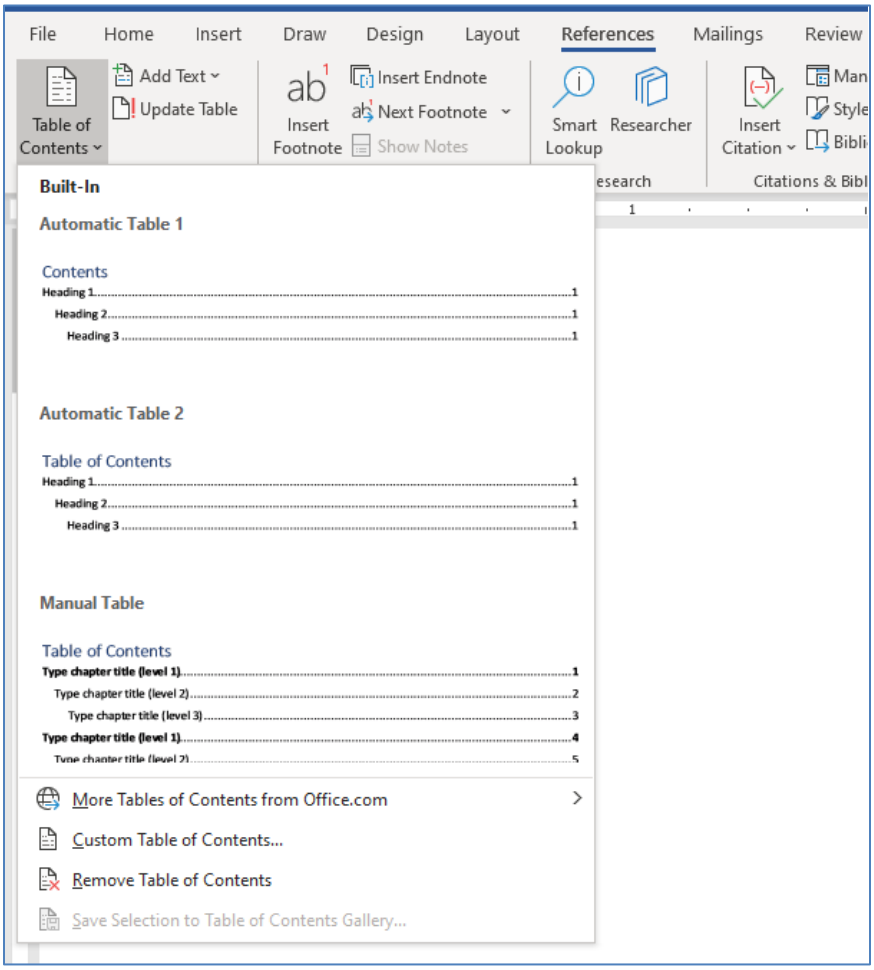
- You can right-click on a heading to change its level. Choose **Promote** to bring the heading up a level (Heading 2 to Heading 1), and **Demote** to bring the heading down a level (Heading 1 to Heading 2).
- **New Heading Before** and **After** will insert a heading at the same level as the one you chose.
- **New Subheading** will insert a heading one level below the chosen heading.
- **Delete** will delete the heading AND its content, that's everything listed under that heading!
- The most common reason to **Select the Heading and Content** to copy and paste to another document. If you are moving within this document, drag and drop the heading.
- **Show Heading Levels** will determine how many levels are displayed in this pane. You can **Collapse All** to temporarily hide the subheadings, but the show heading levels allows you to display more than the standard three headings.

Table of Contents

You can custom build your own table of contents, but if you use the Heading Styles, Microsoft Word can create one for you. The first group of the References tab has a list of built in Table of Contents. As you change your document, you will need to update the table.

Import things to remember

- The list is created based on the top three headings.
- If an item is missing from the list, you need to change that item to the appropriate style.
- If you have an extra item or line in the list, you need to change that paragraph, in the document, to be a different style. Use "normal" or the eraser in the Font group.
- If the table goes "weird", delete it and let Word generate a new one.
- You can build a custom table from the table of contents list. If you do, you may need to reformat the TOC styles
- Remember to update the Table of Contents.



Update the Table of Contents

From the References tab you can click on the Update Table button, or you right-click inside the table and choose Update Table. You may even have an update table button on at the top of the table when you click on it.

- **Update page numbers only** will modify the page numbers of the headings it already has listed, it will ignore any changes to the heading text, and new additions.
- **Update entire table** will update the changes to the headings and the page numbers.

Modify TOC appearance

It's tempting to just change the font and spacing in the table of contents, but when you update it most formatting changes will be lost. Open the style pane using the "more" button in the styles group of the home tab. Scroll through the list to find TOC1. Modify that option to make your changes stick.