

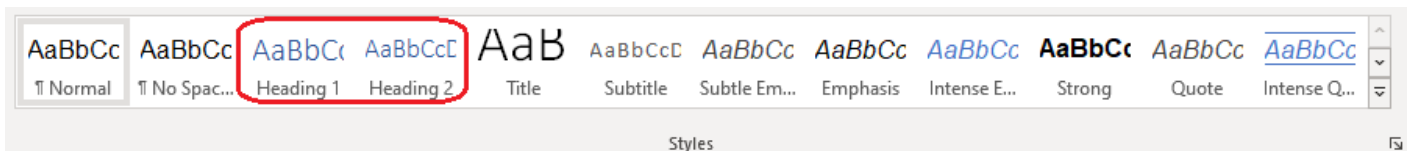
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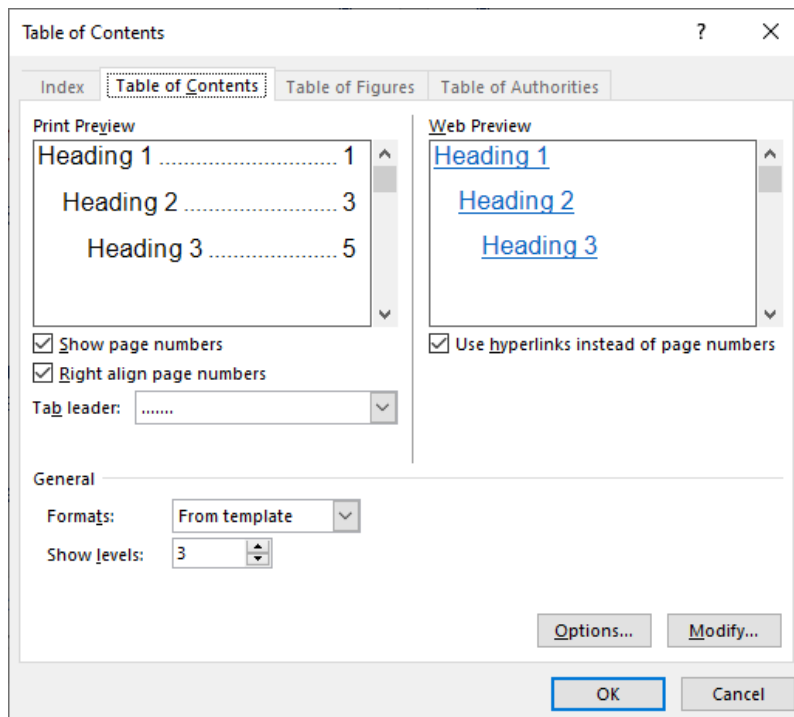
Launch Tip of the Month December 2022

A Table of Contents makes it easy for readers to find topics in your document and navigate to them quickly. But how do you create one quickly? The easiest way is use Microsoft Word's built-in heading styles.

1. When creating the titles for sections of your document, format them using the styles named Heading 1, Heading 2, Heading 3, etc.

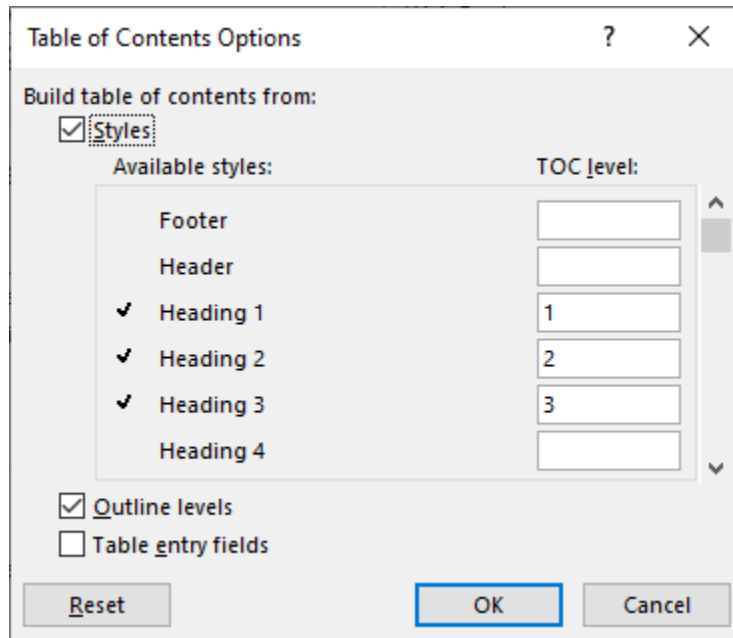


2. When it is time to create the Table of Contents, make room at the top of the document. You can use page breaks to move the beginning of the document to a second page by selecting Insert>Page Break or by using the shortcut key, Ctrl+Enter.
3. Select References>Table of Contents>Custom Table of Contents.



4. If you want to include headings beyond Heading 3, change the number in the General section next to the prompt Show levels. You can choose up to Heading 9.
5. Click OK. You now have a Table of Contents!

Note: If your organization prefers that you use custom styles instead of built-in heading styles, you can still quickly create a Table of Contents by selecting Options and entering the level number you want your heading to appear at!



Available styles:	TOC level:
Footer	
Header	
✓ Heading 1	1
✓ Heading 2	2
✓ Heading 3	3
Heading 4	

Want to learn more about Table of Contents, Indexes and Footnotes? Launch offers a three-hour instructor-led class at your site via webinar to expose you to more advanced features.

Featured Course: Microsoft Word: Working with Long Documents

3 Hours

- Cursor movement
- Highlighting text
- Splitting windows
- Working with page breaks and section breaks
- Using bookmarks
 - Creating bookmarks
 - Navigating to bookmarks
 - Locating bookmarks
- Browsing by object
- Adding borders to a paragraph
- Scroll bar screen tips
- Reducing the size of graphic content
- Using built-in styles
- Rearranging paragraphs in a document with heading styles
- Using find and replace with styles
- Working with Outline View
- Displaying style names in the border
- Working with multiple documents

- Copying text between documents
- Creating a Table of Contents
- Creating an Index
- Adding footnotes and endnotes
- Creating hyperlinks within a document

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