



## Table of Contents Using Microsoft Word 2013

Handout courtesy of Angela Gulick

For a short video on creating a Table of Contents, go here:

[https://www.youtube.com/watch?v=PPz\\_nzrUGwc](https://www.youtube.com/watch?v=PPz_nzrUGwc)

These instructions work best if you first type all of your major and minor headings out first. Then, highlight **just** those headings. Once you have done this, follow these steps:

1. Click on the **little black arrow** to the right of the Paragraph tab.
2. Select **Tabs** on the bottom of the window that appears.
3. Follow these directions to set the left and right tabs:

### To set the left tab:

Step 1: Under Tab stop position, type **.5**

Step 2: Under Alignment, select  **Left**.

Step 3: Under Leader, **leave blank**.

Step 4: Select **Set**.

### To set the right tab:

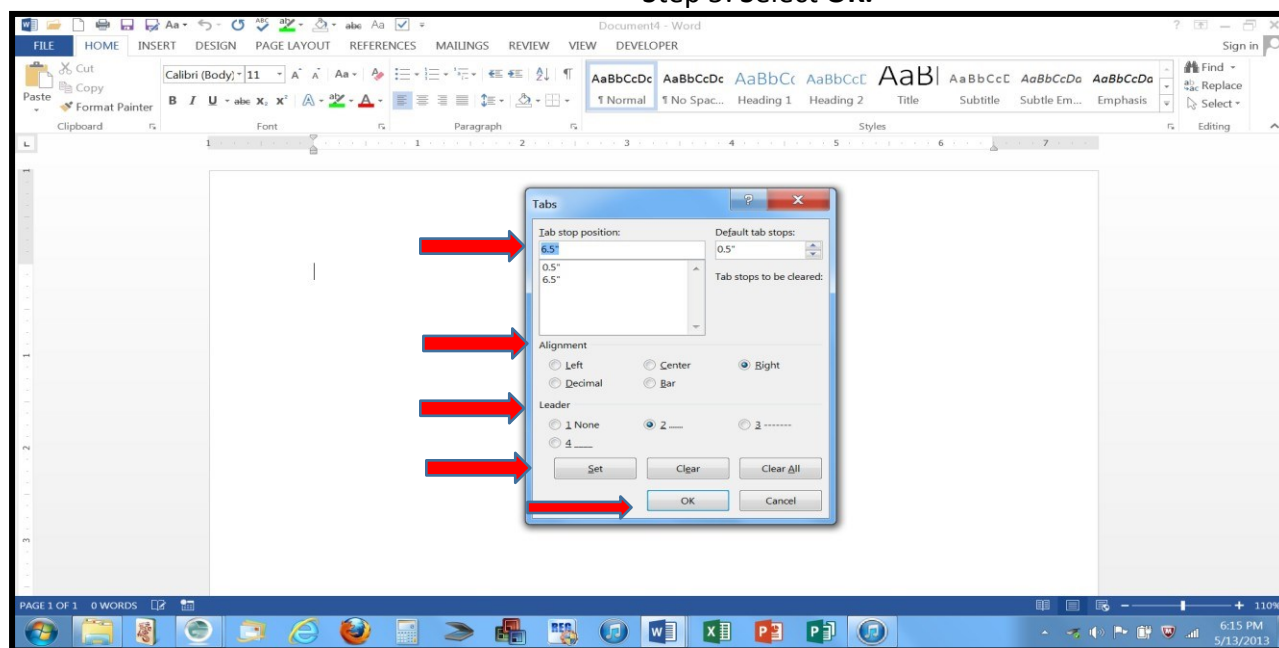
Step 1: Under Tab stop position, type **6.5**

Step 2: Under Alignment, select  **Right**.

Step 3: Under Leader, select  **2.....**

Step 4: Select **Set**.

Step 5: Select **OK**.



4. Put your cursor immediately following your heading and hit **Tab**. You should see something like this. Simply type in your page number at the end of the leaders (dots).

<b>Major Heading</b> .....	1
<i>Minor Heading</i> .....	2