How to…

Insert a contents page in a Word document

1) To add a contents page to your document, go to the page you want the contents to sit on and click into it

2) select the ‘references tab’ and then select the ‘table of contents’, this will present you with a few options

3) To create an automatic table of content you will need to select one of the two automatic options.
4) Once you have done this a table of content will appear.

5) The contents page is generated by the use of Headings within your word document