



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

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:

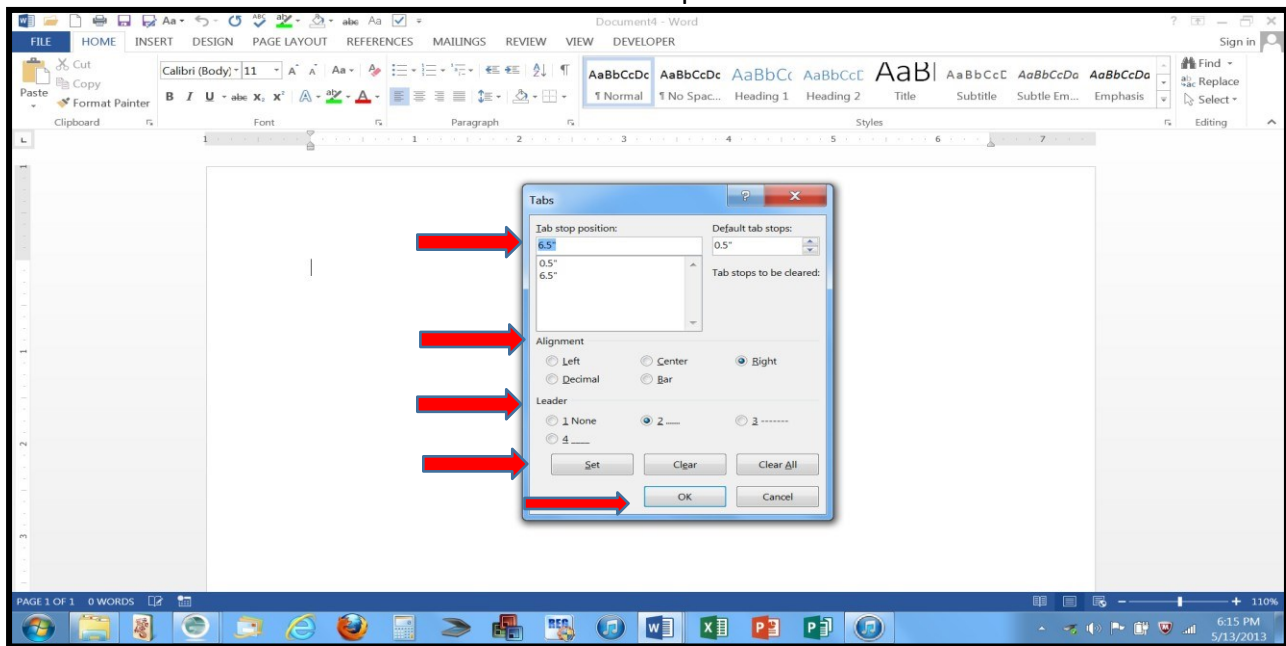
1. Click on the **little black arrow** to the right of the Paragraph tab.
2. Select **Tabs** on the bottom of the window that appears.
3. Follow these directions to set the left and right tabs:

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).

| | |
|----------------------------|---|
| Major Heading | 1 |
| <i>Minor Heading</i> | 2 |