

# ORGANIZING WITH TABLES OF CONTENTS

1. CREATE A DOCUMENT AND DIVIDE IT INTO SECTIONS.
2. HIGHLIGHT HEADERS FOR EACH SECTION AND CHANGE THEM FROM "NORMAL TEXT" TO "HEADING 1".
3. GO TO INSERT > TABLE OF CONTENTS.
4. FORMAT THE TABLE OF CONTENTS SO IT LOOKS RIGHT.

WITH THIS TABLE OF CONTENTS, STUDENTS (OR TEACHERS!) CAN BE ASSIGNED A NUMBER AND GO DOWN TO THEIR SECTIONS OF THE DOCUMENT QUICKLY AND EASILY.

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