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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1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / 11 / 12 / 13 / 14 / 15 / 16 / 17 / 18 / 19 / 20 / 21 / 22 / 23 / 24 / 25 / 26 / 27 / 28 / 29 / 30 / 31 / 32 / 33 / 34 / 35 / 36 / 37 / 38 / 39 / 40

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