

Last updated October 2019

[Return to *Formatting Your Dissertation in Word* Homepage](#)

Adding a Table of Contents

For current guidance from the University of Minnesota Graduate School, see [Graduate School Dissertation and Thesis Guidelines](#) (PDF).

About table of contents



It's required!

- According to the [Graduate School Dissertation and Thesis Guidelines](#), you need to have one



Save time

- Table of contents can be quickly refreshed to match changing headers



Uses fields

- Table of contents are inserted as fields, which means they automatically pull content from the rest of your document.

Your turn: Add a table of contents

In this tutorial you will add a table of contents to a document.

You are welcome to use your own document, or download and use ours:

- [Sample front matter with Formatted chapters 1 and 2](#)

Note: Table of contents pull from automatic chapter numbering and multi-level lists. See our tutorial [Automatic chapter numbers](#).

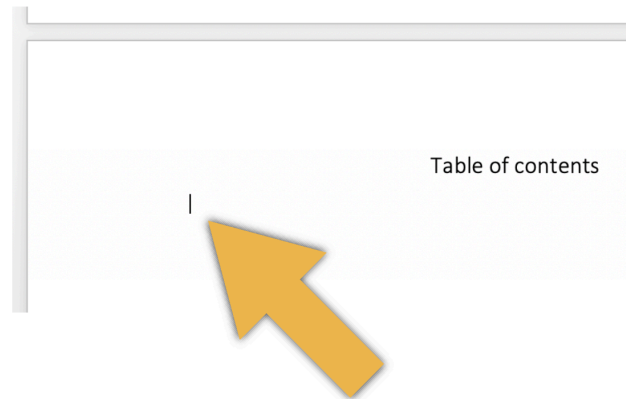
Table of contents

Table of Contents

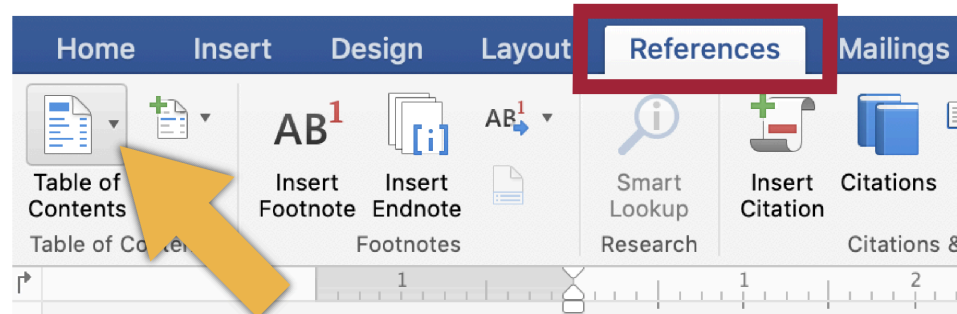
Title page.....	1
Copyright page	2
Acknowledgements	i
Dedication	ii
Abstract.....	iii
Table of contents.....	iv
List of tables	v
List of figures	vi
Other items	vii
Chapter 1 Computer Coaching at the Faculty Exploratory.....	1
Introduction	1
History.....	2
Current Model	4
Workshops.....	4

Step 1: Place cursor where you want to insert a table of contents

[Our document](#) has a placeholder for a table of contents.



Step 2: In the **References** tab, select the **Table of Contents** menu item

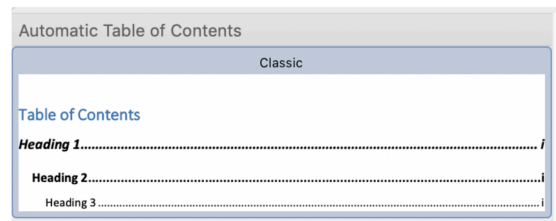


Step 3: Select a **table style** from the pull-down menu (this is the final step)

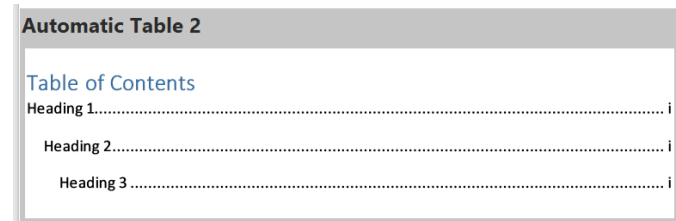
Mac users: choose "Classic"

Windows users: choose "Automatic Table 2"

Mac:



Windows:

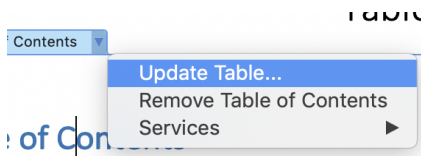


Done!

You inserted a table of contents.

Note: our document had sample front-matter placeholder pages. Since a few of these are optional and we may not need them, we can remove those pages later.

When a document changes, table of contents will need to be updated. Select the table of contents and choose “Update Table.”



When prompted, choose to update the entire table.

Select one of the following options:

- ☐ Update page numbers only
- ☒ Update entire table

Table of contents

Table of Contents

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Other items	vii
<i>Chapter 1 Computer Coaching at the Faculty Exploratory.....</i>	<i>1</i>
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Learn more

- [Insert a table of contents](#) from Microsoft
- [Format or customize a table of contents](#) from Microsoft
- [Update a table of contents](#) from Microsoft

[← Previous tutorial: Adding Front Matter](#)

[Next tutorial: Adding a List of Figures →](#)