**Table of Contents Page**

**Overview:**Students will create a Table of Contents that will contain links to the different pages in the report.

**Items to Learn:**

**Steps to completing the Assignment:**

1. Open Microsoft Word
2. At the top of the first page page, type your name
3. Press the [Enter] key two times.
4. Write a biography of yourself that is about a paragraph in length.  In that paragraph, tell us as much as you can about yourself, but limit yourself to approximately 5 or 6 sentences.
5. At the end of your paragraph, press the [Enter] key one time.
6. Go out to the internet and find a picture of something that represents you.
7. Copy and paste this picture into your paragraph, resize the picture so that it is no larger than 3 inches tall or wide at the largest.
8. Set the wrapping of the picture to "Tight" so that the text wraps around the image and move the image to the left side of your paragraph.
9. Now, move your cursor to the very last line on this page by pressing the [Ctrl] key and the [End] key at the same time.  You should see your cursor blinking at the bottom of this page.
10. Insert a Page Break
11. One this new page, Type in the name of your Mother
12. Press [Enter] two times and write a brief biographical paragraph about your mother.
13. Get an image that represents her and use the same settings for that image that you used before for your paragraph and image.
14. Press the [Ctrl] and the [Home] keys at the same time to move your cursor to the very top of your document.
15. With your cursor at the very top of the document, insert a page break and you should end up with a blank page ABOVE that page with your info on it.

**Creating the table of Contents**

1. To create a table of contents we will use the Table of Contents feature of Microsoft Word.  [**Check out this video**](http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Table%20of%20Contents/lesson72007/videos/tableofcontents/tableofcontents.htm) before moving on.
2. Press the [Ctrl] and the [Home] keys again to make sure that the cursor is at the very top of the that first blank page.
3. Select the References Tab > Table of Contents > Automatic Table 2 option
4. It will pop-up a message box that will tell us that we need to do something to the headings on each page.  Read this message box carefully.
5. We need to Select the heading of each one of our paragraphs and give it a heading style.  To do this, follow the next steps.
6. Go to the page with your biography on it (yes, the one with your name).
7. Select your name
8. Select the Home tab and select the "Heading 2" heading option in the Styles section.
9. You should notice that your name is larger and there is a border line between your name and the paragraph.
10. Now, move back up to your Table of Contents and click on the message that states "No table of contents entries found"


11. This will display the option for the table of contents, one of which is an option to Update Table...
12. Click on Update Table...
13. This will update your Table of Contents to include your name because your name is now recognized as one of the sections in your whole document.
14. Move down to your Mother's section (page 3) and select her name.
15. Give her name a heading style.
16. Move back to the Table of Contents and update your table to include that in it.
17. Press [Ctrl] and the [End] key on your keyboard to move you all the way to the last line in your document.
18. Insert a Page Break
19. Type in the name of your father
20. Press [Enter] two times
21. Write a brief biographical paragraph about your father
22. When you are finished with this paragraph, press the [Enter] key twice and then insert a page break.
23. Input the name of the person sitting next to you on your left (Yes, ask them their name).
24. Two lines below that, type in a biographical paragraph that describes them (you might actually have to talk to them to find this information out).
25. Go back and insert a small picture that represents your father and the person sitting to your left into the appropriate paragraphs.  Make sure to set the wrapping to tight and align these pictures on the left side of your paragraphs.
26. Give each paragraph heading a Heading Style and then go back to your table of contents and update it.

**Testing your links**

1. You probably did not know this, but your Table of Contents will automatically take you to each section of the document automatically so that you do not have to scroll down to it.
2. To do this, simply move your pointer over the heading name in the table of Contents, press and hold the [Ctrl] key and click the mouse button.
3. You should notice that you have now jumped to that section of the document.

**Creating links back to your table of contents**

1. One nice thing to do is to always create a link back to your table of contents.  In order to make this happen, we will need to do two things: (1) create a bookmark and (2) create a hyperlink to that bookmark.

Before moving on, [**check out this video**](http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Table%20of%20Contents/lesson72007/videos/bookmarks/bookmarks.htm)
2. To create a bookmark, we first have to place our cursor where we want to jump.
3. In this case, we want to be able to jump back to our table of contents.
4. So, we need to input a bookmark at the top of the Table of Contents page.
5. Move your cursor to the very top of the Table of Contents page.
6. Go to Insert tab > Bookmark > name the bookmark "table" > click Add
7. Move your cursor to the end of the paragraph about you.
8. One line below your paragraph, type in the Words "Back to Table of Contents".
9. Select those words.
10. Go to Insert tab > Hyperlinks > Click on "place in this document" > click on Table located in the bookmarks section > OK
11. Test out this link to make sure that it jumps to the table of contents page.
12. Using your table of contents, click on the link that will take you back to your section in the document (yes, the section with your name and biography).
13. Once there, select the "Back to table of Contents link and copy it.
14. Scroll down to the next section in your document, the one about your mother, and paste this link below that paragraph.
15. Paste this link below each of the last two paragraphs
16. You now should be able to link back and forth from your table of contents and each paragraph just using your links.