

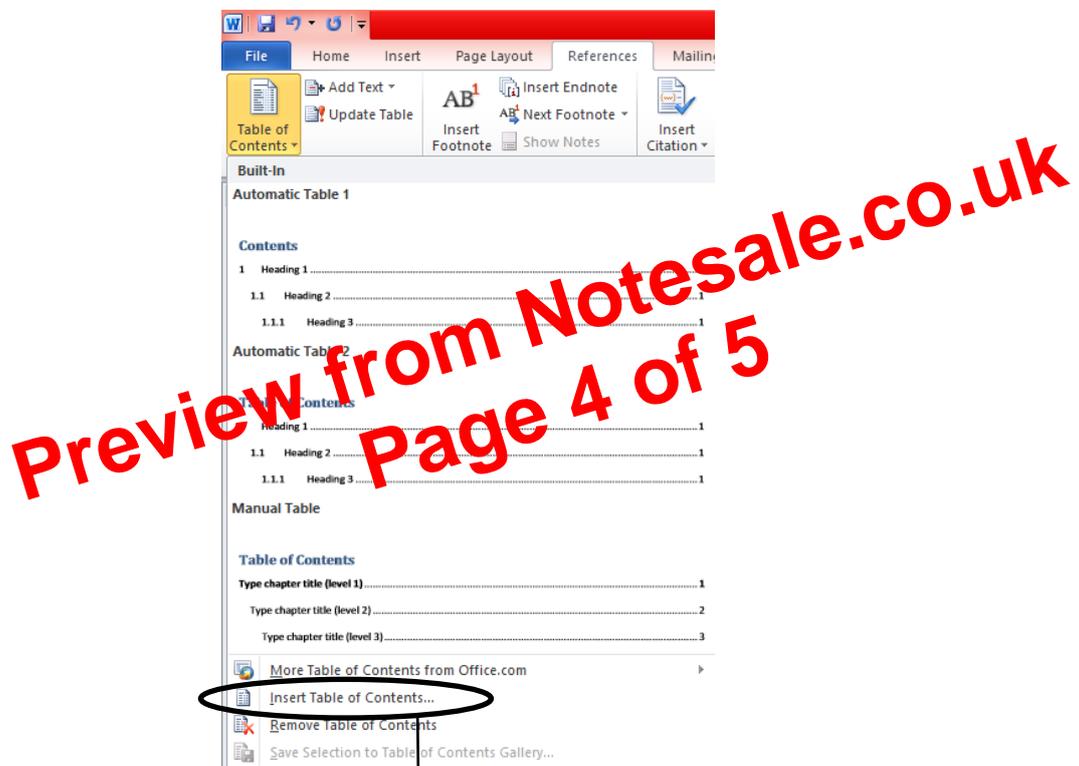
4 Table of Content (TOC)

How to make automated table of content? Students usually face problem here to make single click TOC and due to lack of real knowledge they have to go through long and frustrating manual TOC preparation.

So, here, as you have already automated your document by OUTLINING and MULT-LEVEL LIST NUMBERING,

1. so now you add a plain page on the start of your document (by clicking enter while keeping cursor with the first word of the first line of your doc, you get a spare page.)
2. Then go to "REFERENCES TAB" in the menu bar.

You will see the following window and click on the "insert table of content" as shown by the circle here



Un-check this
hyperlink.

