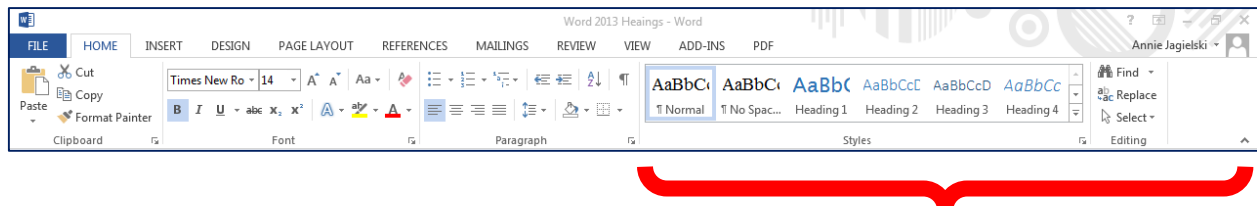


Word 2013: The Importance of Using Headings

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Introduction

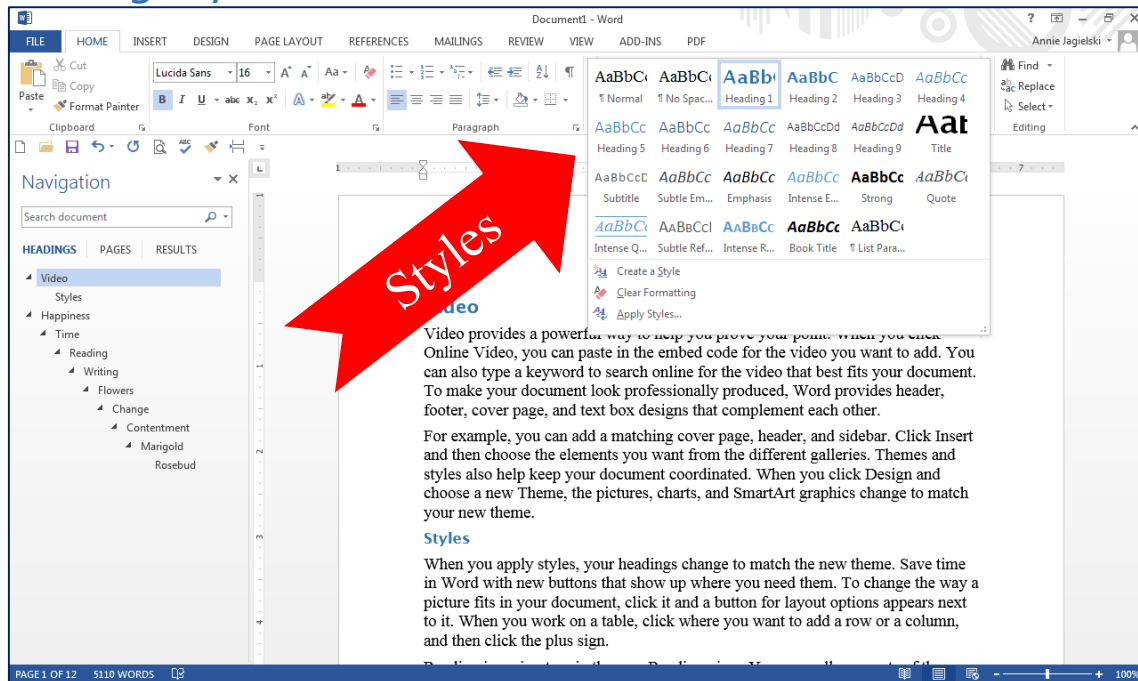


Headings are important because they allow you to use the Navigation Pane to scroll through a document. Headings also permit you to generate a document's table of contents. In order to use these features, you need to use headings that appear in the **Styles** group on the **Home** tab.



Using Themes and the templates that appear on the Design tab modifies the Styles that appear on the Home tab/Styles group.

Adding Styles to a Document

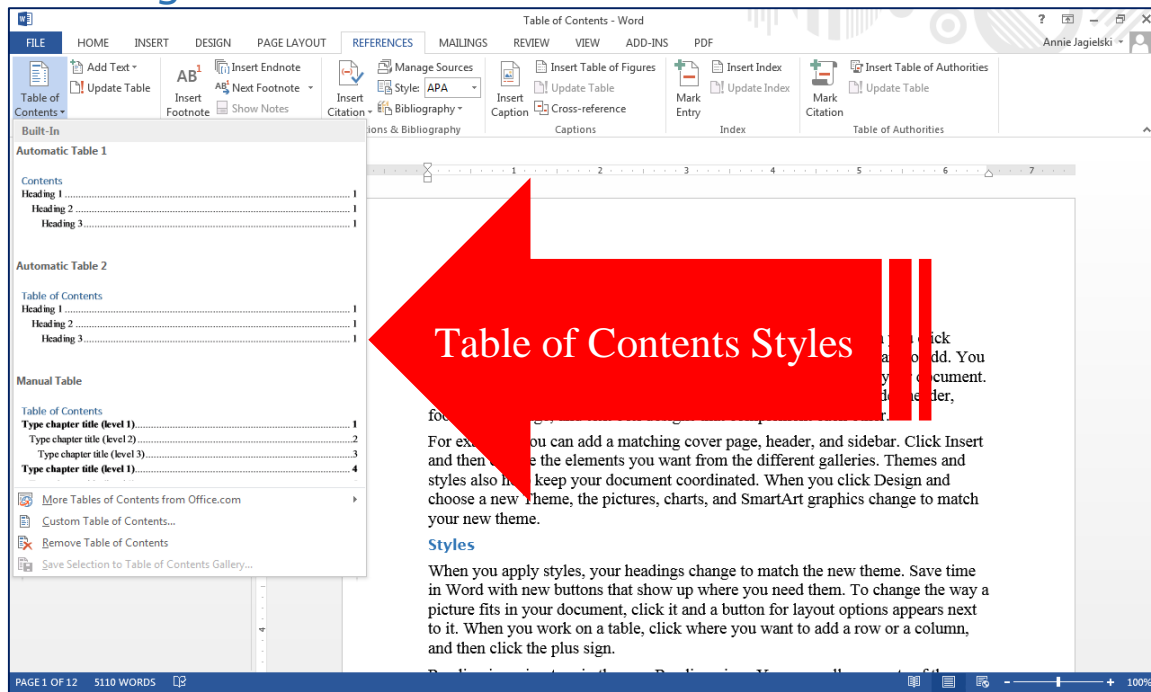


1. Position the cursor where you want the heading to appear.
2. Click the heading in the Styles list, for example Heading 1.
3. Continue to add headings to the document. Headings will appear in the Navigation Pane on the left. If you click a heading, it will take you to the page where the heading appears.

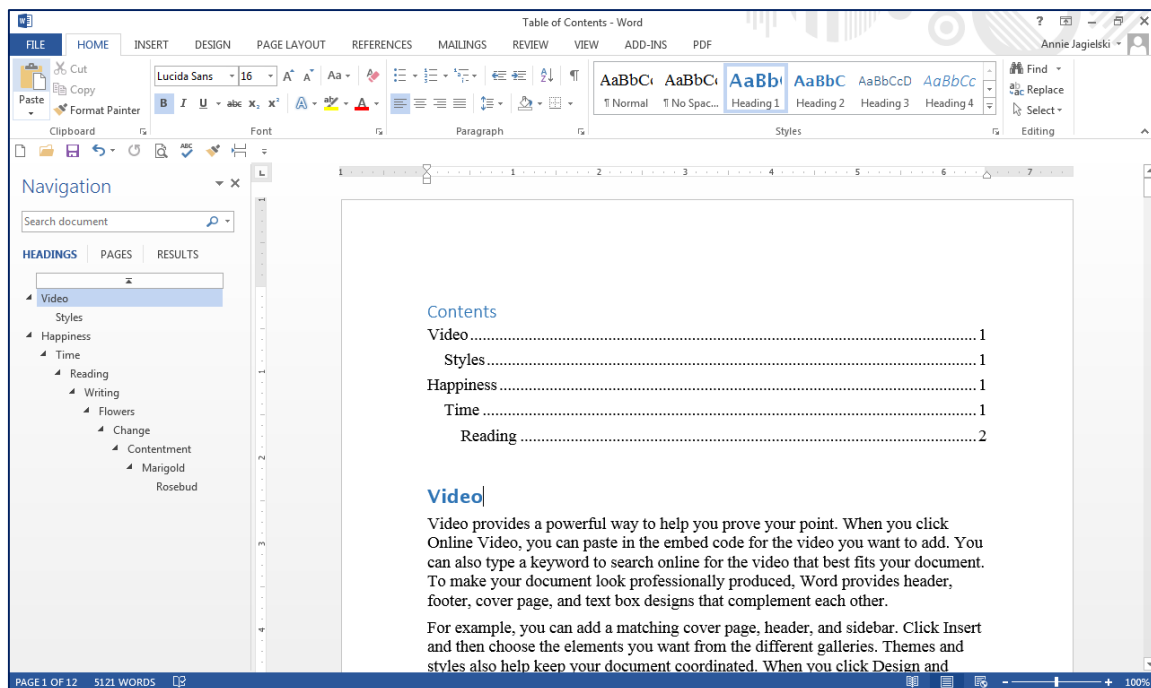


*If you don't see the Navigation Pane, click the **View** tab/**Show** group, and click the box next to Navigation Pane.*

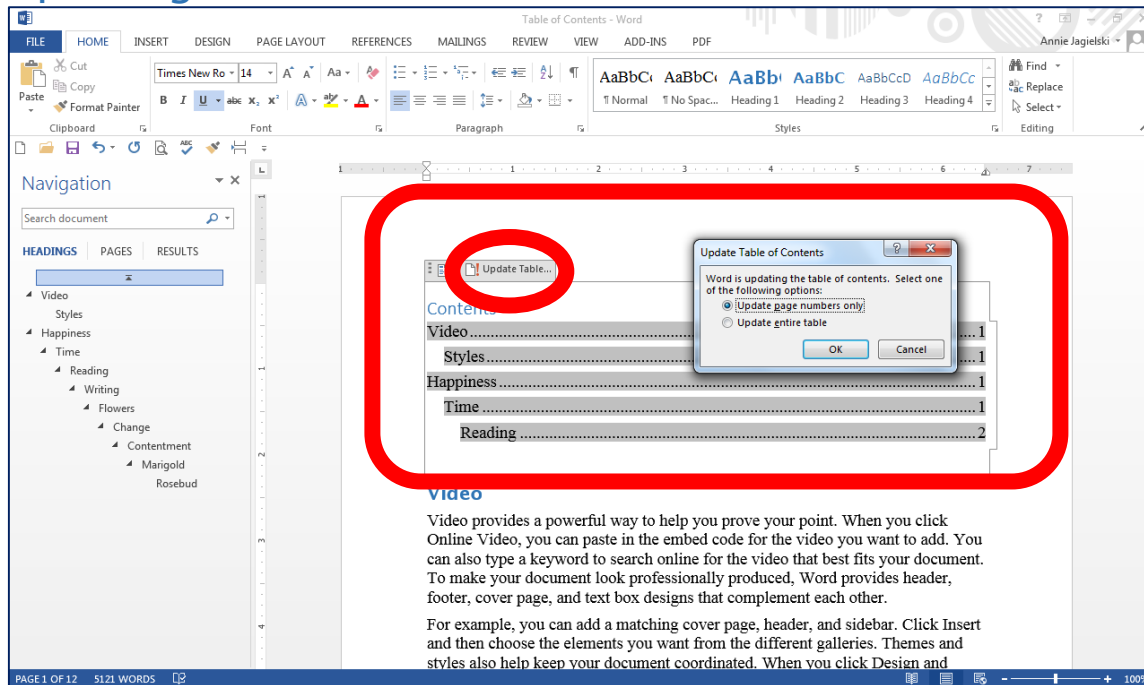
Creating a Table of Contents



1. Go to the beginning of the document. An easy way to do this is to hold down the **Ctrl** key and tap the **End** key.
2. Click the **References** tab/**Table of Contents** group.
3. From the drop down menu, select the Table of Contents template you wish to use.



Updating a Table of Contents



1. Click the table of contents.

2. Click 

3. Click either **Update page number only** or **Update entire table**.

4. Click 



*It is a good idea to pick **Update entire table** so you don't miss any headings.*