How to add, delete and update Table of Contents

1. Select the heading to which you want to apply a heading style in the document.
2. Next on the Home tab, in the Styles group, click the style that you want.

E.g. Selected **Weather forecasting** as Title

E.g. Selected **History** as **Heading 1**
3. If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the Apply Styles task pane. Under Style Name, click the style that you want.

4. Click at the beginning of the document to insert the Table of Contents.

5. On the References tab, in the Table of Contents group, click Table of Contents, and then choose from the customized table of contents style.
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6. To Remove Table of contents previously selected. Click on the References tab, in the Table of Contents group, click **Remove Table of Contents**.

7. If you want to specify more options. Click Insert Table of Contents to open the Table of Contents dialog box.
8. In General drop down list E.g. Format Fancy / Show Levels – 9. Click Options for the TOC Level.

9. Click Ok after adding your selections. E.g. Heading 4 or 5

10. You can now see the Table of contents with the changes as applied.
11. To Update the Table if you have added more Headings or subtitles by following step 1 & 2 in the document.

12. Click the References tab, in the Table of Contents group, click Update Table.

13. In the next window that appears, click **Update page numbers only** or **Update entire table** by your preference.