Creating a Manual Table of Contents (No Styles Present)

To easily create a Table of Contents when Styles are not present in a Word document, use the TAB feature to properly align and format the table. IMPORTANT: DO NOT type periods or use the space bar between the Titles and Page numbers as a way of formatting.

**Step 1:**

Insert a blank page in the document where you want the Table of Contents (TOC) to display. Insert the heading “TABLE OF CONTENTS” in all capital letters, centered one inch from the top of the page. **Two blank lines follow the heading.**

**Step 2:**

Go to the **Home** tab, **Paragraph** group, and click on the **down arrow** in the lower right corner.

From the **Paragraph** dialogue box, click on the **Tabs** button:
From the Tabs dialog box, create one Tab Stop position at **6.5”**

Alignment option is **Right**

Choose Leader option #2, a dotted leader.

Click on the **Set** button and then the **OK** button.

**Step 3:**
Begin typing each title that will be listed in the Table of Contents. Press the `<TAB>` key and then type the page number. Press `<Enter>` to begin the next line (double-spaced). List all parts of the document (except the title page) and the page number on which each part begins. The titles of all parts must be **worded exactly** as they appear in your document. Page numbers will be aligned flush with the right margin and preceded by a “dotted leader.”

**REMEMBER:** DO NOT type periods between the Titles and the Page numbers. Use the Right aligned Tab with a dotted leader option.

**NOTE:** If you change the names of the Titles or change the pagination, you must MANUALLY update the Table of Content before submitting your document for review.