

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 15)
[Table of Contents and Indexes]

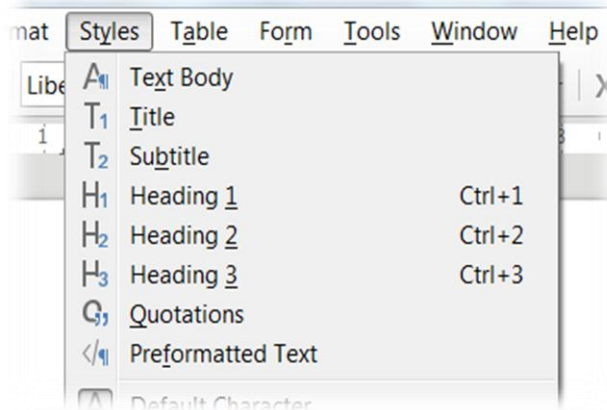
Date: 28-04-20

Creating a Table of Contents:

Writer can generate a table of contents from the headings in the document. Before start, make sure that the headings are styled consistently. For example, we can use the *Heading 1* style for chapter titles and the *Heading 2* and *Heading 3* styles for chapter subheadings.

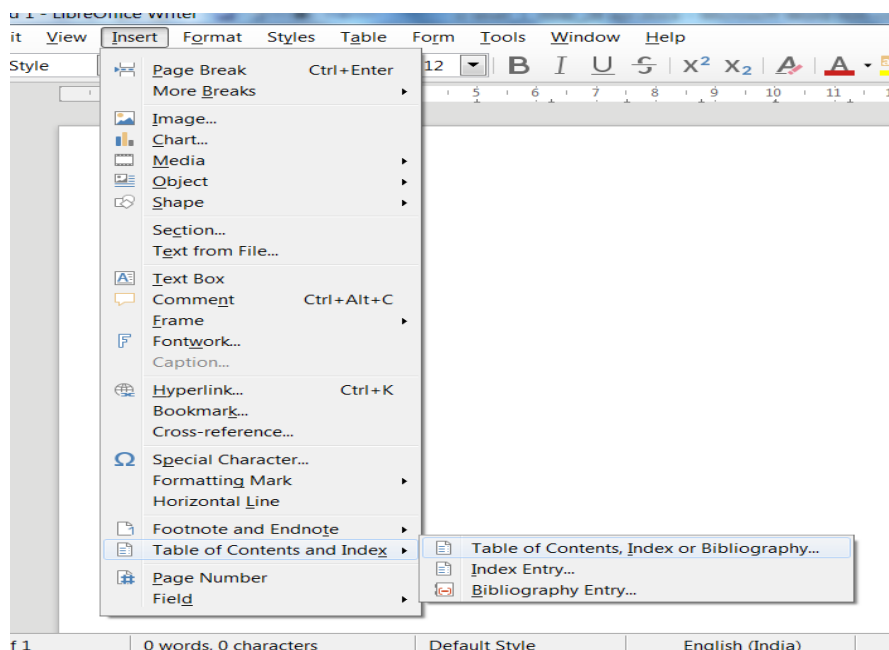
Creating a quick table of contents is simple:

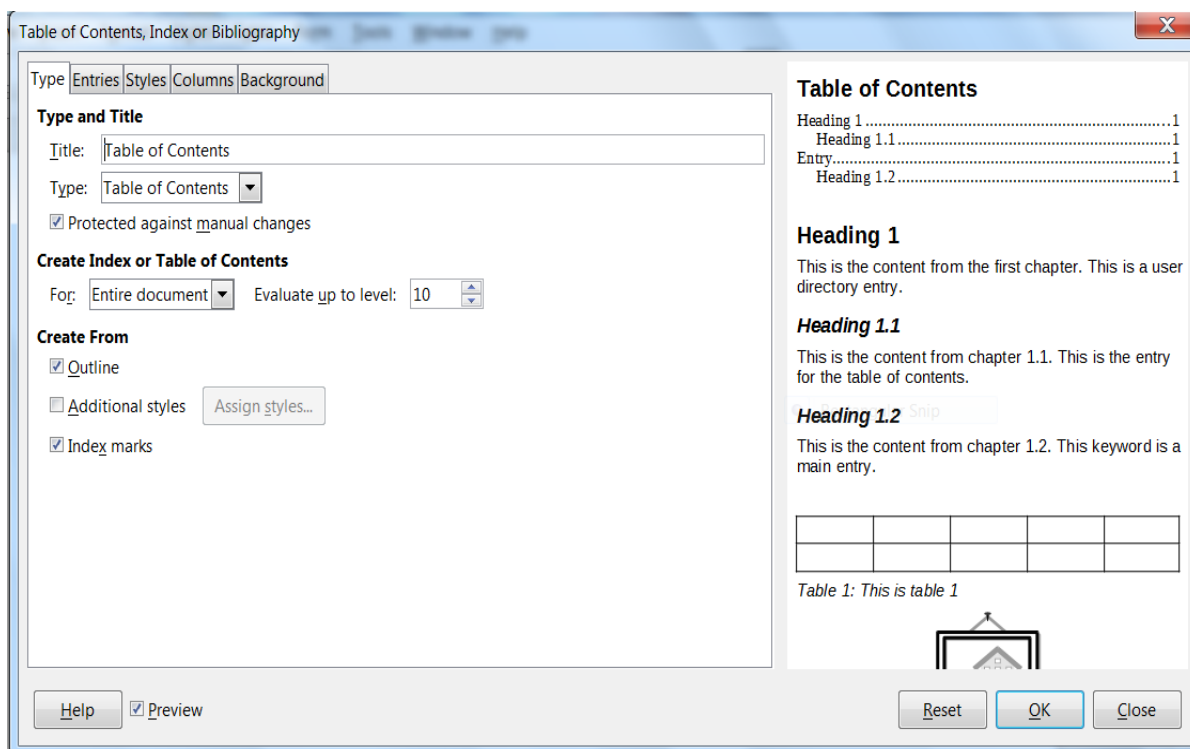
1) When we create our document, use the following paragraph styles for hierarchical heading levels (such as chapter and section headings): *Heading 1*, *Heading 2*, *Heading 3*, and so on. These headings are what will appear in our table of contents.



2) Place the cursor where we want the table of contents to appear.

3) Choose **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**.





4) Change nothing in the Insert Index/Table dialog (unless we want to change the number of levels shown). Click **OK**.

If we add or delete text (so that headings move to different pages) or we add, delete, or change headings, we need to update the table of contents.

To do this:

- 1) Place the cursor within the table of contents.
- 2) Right-click and choose **Update index** from the context menu.

We can customize an existing table of contents at any time. Right-click anywhere in it and choose **Edit Index** from the context menu.

Indexes and bibliographies work in a similar way to tables of contents.

Assignments:

- Create a document in LibreOffice Writer by your own and create its table of content at the first page of your document. Write steps involve in this process.