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 Heading1 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.