

Thesis & Dissertation Table of Contents

To create a table of contents, follow these steps:

1. Click->Table->Insert->Table.

Insert No of columns: 1

Insert No or rows: 2

Select "Auto fit to window" option.

2. Now right click on the table->Table Properties->Borders and Shading->Borders(none)

3. In the first row enter "Table of Contents" heading in Times New Roman using all caps and bold.

TABLE OF CONTENTS

4. In the second row, split the row in two columns. Select just the 2nd row. Click on Table->Split Cells. Insert the following in the dialog box that appears.

No of columns: 2

No of rows: 1

Resize the split cell as shown and insert the headings, Chapter and Page in bold.

TABLE OF CONTENTS	
Chapter	Page

5. To add additional rows to the Table of Contents highlight the row and click Table->Insert->Rows below, as shown.

TABLE OF CONTENTS	
Chapter	Page

6. Highlight rows after the chapter/page row and split the cells by clicking Table->Split Cells. Resize the width of the column as shown below.

TABLE OF CONTENTS	
Chapter	Page
1	INTRODUCTION
2	PURPOSE
3	SCOPE
4	OBJECTIVE

7. To insert a sub-section in any chapter, repeat the steps in number 6 for the number of sub-sections in that chapter, by inserting new rows below the chapter and then splitting them again.

TABLE OF CONTENTS		
Chapter		Page
1	INTRODUCTION	
	1.1 First sub-section	
	1.2 Second sub-section	
	1.3 Third sub-section	
2	PURPOSE	
3	SCOPE	
4	OBJECTIVE	

8. Repeat steps 6 and 7 to create a sub-sub-section.

TABLE OF CONTENTS		
Chapter		Page
1	INTRODUCTION	
	1.1 First sub-section	
	1.1.1 First sub-sub-section	
	1.1.2 Second sub-sub-section	
	1.1.3 Third sub-sub-section	
	1.2 Second sub-section	
	1.3 Third sub-section	
2	PURPOSE	
3	SCOPE	
4	OBJECTIVE	

9. Finally, use double spacing in the table of contents. It should look as shown on the next page.

Note: In case you want to merge two cells, select both the cells, right click and click on "Merge cells" option.

10. The continued table of contents should appear as shown on page viii

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