# How to use Word formatting to create titles and a contents page

1. Type your main title e.g. “Why Arsenal irritate me” or “App inventor”
2. Highlight your title
3. In word, in the “Home” menu, Click the “Heading 1” button



1. For a subtitle, write one e.g. “Pre Arsene Wenger” or “Task 1”
2. Highlight your sub title
3. In word, in the “Home” menu, Click the “Heading 2” button



1. Repeat for further titles/subtitles etc

## How to use word to create contents page

**Note: the following steps will place a table of contents wherever your flashing curser/prompt is**

1. Use the steps above to create your titles/sub titles, if you do not use the steps above your contents page will not work
2. Click on the references menu at the top



1. Then click on “Table contents”



1. Choose and click on an “Automatic Table”

Example:

Contents

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