

Thesis/Dissertation Table of Contents Configuration in Microsoft Word

Recommendation:

6. Change the Show levels number from 3 to 6 and click OK.



7. When it asks if you replace this table of contents, click Yes. Now your table of contents will display all six possible levels of headings.
8. As you label new headings, edit existing headings, and edit your paper so it changes the page numbers of your headings, you need to update your table of contents. Put your cursor in the table of contents and click on Update Table at the top of the page.



9. Select Update entire table and click OK.

