

DIGITAL DOCUMENTATION (ADVANCED)

Class X , UNIT 1: DIGITAL DOCUMENTATION
(ADVANCED)

(IT #402)

Session 4: CREATE AND CUSTOMIZE TABLE OF
CONTENTS

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CHANGING YOUR TOMORROW

DIGITAL DOCUMENTATION (ADVANCED)

SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT

SESSION 2: INSERT AND USE IMAGES

SESSION 3: CREATE AND USE TEMPLATE

SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS

SESSION 5: IMPLEMENT MAIL MERGE

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Learning Outcome of this session

- Student will able to **CREATE AND CUSTOMIZE TABLE OF CONTENTS**
 - Create table of contents. Define a hierarchy of headings.
 - Customize a table of contents.
 - Apply character styles. Maintain a table of contents.

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Creating a Table of Contents

Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings are styled consistently. For example, you can use the *Heading 1* style for chapter titles and the *Heading 2* and *Heading 3* styles for chapter subheadings.

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Opening Writer's Table Of Contents Feature

Although tables of contents can be customized extensively in Writer, often the default settings are all you need. Creating a quick table of contents is simple:

1. When you create your document, use the following paragraph styles for different heading levels (such as chapter and section headings): *Heading 1*, *Heading 2*, and *Heading 3*. These are what will appear in your table of contents. You can use more levels of headings, but the default setting is to use only the first three levels in the table of contents.
2. Place the cursor where you want the table of contents to be inserted.
3. Select **Insert > Indexes and Tables > Indexes and Tables**.
4. Change nothing in the Insert Index/Table dialog. Click **OK**.

If you add or delete text (so that headings move to different pages) or you add, delete, or change headings, you need to update the table of contents. To do this:

1. Place the cursor within the table of contents.
2. Right-click and select **Update Index/Table** from the pop-up menu.

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Opening Writer's Table Of Contents Feature

Insert Index/Table

Table of Contents

Heading 1 1
 Heading 1.1 1
 Entry 1
 Heading 1.2 1

Heading 1
 This is the content from the first chapter. This is a user directory entry.

Heading 1.1
 This is the content from chapter 1.1. This is the entry for the table of contents.

Heading 1.2
 This is the content from chapter 1.2. This keyword is a main entry.

Table 1: This is table 1

Index/Table | Entries | Styles | Columns | Background

Type and title

Title: Table of Contents

Type: Table of Contents Protected against manual changes

Create index/table for: Entire document Evaluate up to level: 10

Create from

Outline

Additional Styles

Index marks

OK Cancel Help Reset Preview

Using the Index/Table tab

Use the Index/Table tab to set the table's attributes like:

Setting Basic Attributes

To set the table's basic attributes:

1. From the **Type** drop-down list in the Type and title area of the tab, select **Table of Contents** if it isn't already selected.
2. From the drop-down list in the Create index/table area, select **Entire document**.
3. In the Create from area, check the **Outline** check box.
4. In the Create from area, clear the **Index marks** check box.

Adding A Title

If you'd like the table of contents to have a title, enter it in the **Title** field. (If Writer entered a title in this field automatically, you can change it by simply typing over the value.) To delete the title, clear the **Title** field.

Using the Index/Table tab

Protecting Against Manual Changes

- To protect the table of contents from being changed accidentally, check the **Protected against manual changes** check box.
- If this box is checked, the table of contents can only be changed using the context menu or the Insert Table/Index window.
- If the box isn't checked, the table of contents can be changed directly on the document page, just like other text.

Changing The Number Of Levels

- By default, Writer evaluates 10 levels of headings when it builds the table of contents.
- To change the number of levels evaluated, enter the desired number in the **Evaluate up to level** spin box.

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Using the Index/Table tab

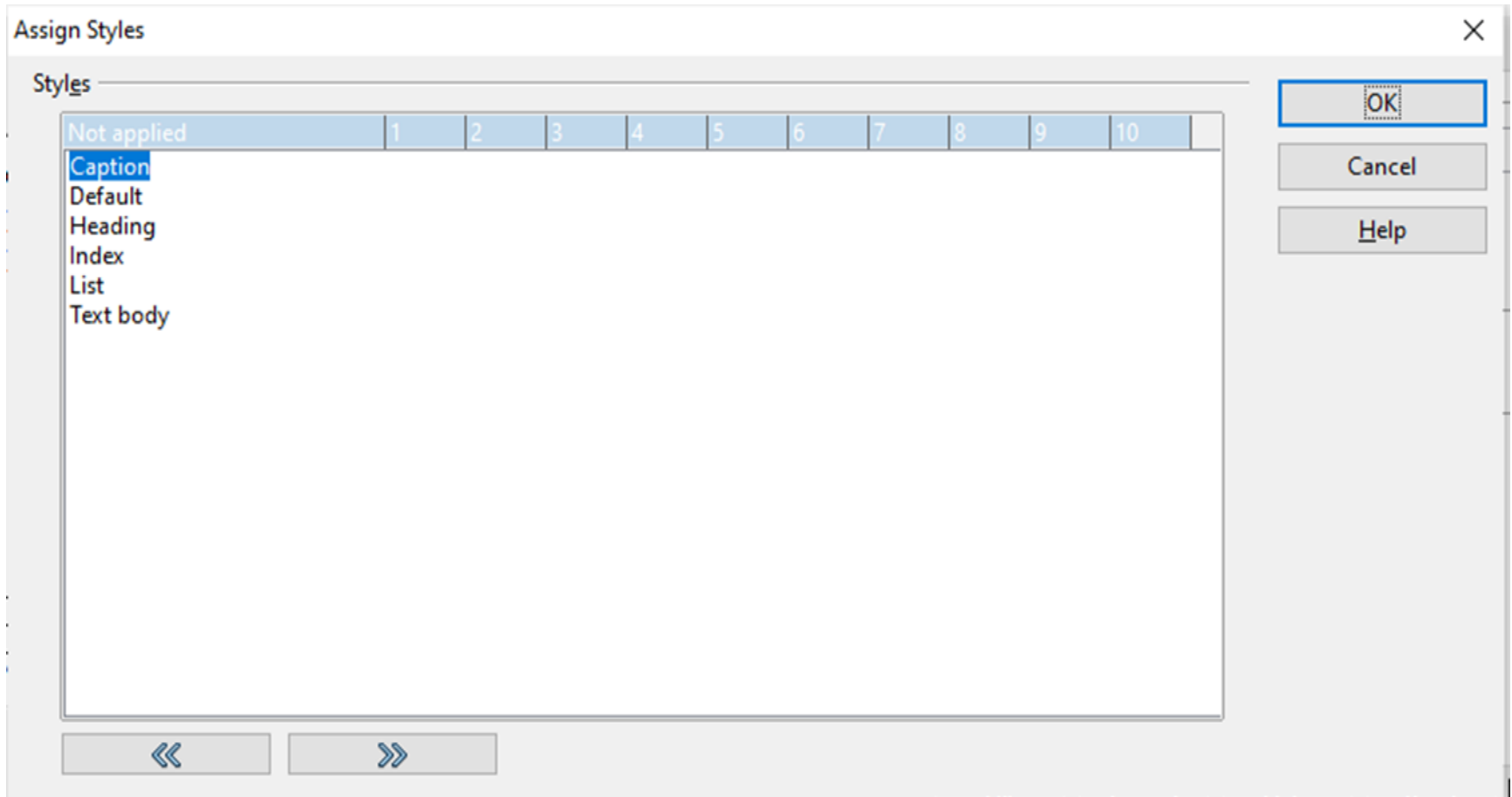
Assigning Custom Styles

Writer automatically assigns to the table of contents all paragraphs formatted with the default heading styles (Heading 1, Heading 2, and so on). To assign paragraphs formatted with custom styles, follow these steps:

1. In the Create from area, check the **Additional Styles** check box.
2. Click the (...) button to the right of the check box. The Assign Styles window opens.

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Using the Index/Table tab



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Using the Index/Table tab

3. In the **Not applied** column, click the style that you want to assign to the table of contents.
4. Use the >> button to move the selected style to the desired outline level. For example, if you want paragraphs formatted with the selected style to appear as top-level entries in the table of contents, click the >> button once to move the style into the **1** column. To move the style in the opposite direction, use the << button.
5. Click **OK** to save your changes and return to the Index/Table tab. Or, click **Cancel** to return without saving your changes.

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Using The Entries Tab

Use the **Entries** tab, pictured in Illustration 3 on page 4, to format the entries in the table of contents. For each outline level, you can add and delete elements, such as chapter numbers, and you can also apply character styles to individual elements.

Insert Index/Table

Table of Contents

Heading 1.....1
 Heading 1.1.....1
 Entry.....1
 Heading 1.2.....1

Heading 1
 This is the content from the first chapter. This is a user directory entry.

Heading 1.1
 This is the content from chapter 1.1. This is the entry for the table of contents.

Heading 1.2
 This is the content from chapter 1.2. This keyword is a main entry.

Table 1: This is table 1

Index/Table **Entries** Styles Columns Background

Level

1 **Structure and Formatting**

2 Structure ← E# E T # → All

3 Chapter no. Entry text Tab stop Page no. Hyperlink

4

5 Character Style <None> Edit...

6

7

8

9

10

Format

Tab position relative to Paragraph Style indent

OK Cancel Help Reset Preview

Using The Entries Tab

The Structure line displays the elements for entries in that level. Each button on the Structure line represents one element:

1. The E# button represents the chapter number.
2. The E button represents the entry text.
3. The T button represents a tab stop.
4. The # button represents the page number.
5. The LS button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.)
6. The LE button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.)

Each white field on the Structure line represents a blank space.

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Using The Entries Tab

Deleting Elements

To delete an element from the Structure line, click the button that represents that element and then press the Delete key on your keyboard. For example, to delete a tab stop, click the **T** button and then press the Delete key.

Adding Elements

To add an element to the Structure line, follow these steps:

1. Place your cursor in the white field to the left of where you want to insert the element.
2. Click one of the five buttons that are just below the Structure line. (For example, to add a tab stop, click the **Tab stop** button.) A button representing the new element appears on the Structure line.

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Using The Entries Tab

Note that if you insert a hyperlink, you must indicate both the beginning and end of the link. For example, to change the default Structure line so that the chapter number and the entry text form a hyperlink, follow these steps:

1. On the Structure line, place your cursor in the white field to the left of the **E#** button. (Recall that the **E#** button represents the chapter number.)
2. Click the Hyperlink button. An LS button, representing the start of the hyperlink, appears on the Structure line.
3. On the Structure line, place your cursor in the white field to the right of the **E** button. (Recall that the **E** button represents the entry text.)
4. Click the Hyperlink button again. An LE button, representing the end of the hyperlink, appears on the Structure line.

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Applying Character Styles

To apply a character style to an element on the Structure line:

1. On the Structure line, click the button that represents the element to which you want to apply a style.
2. From the **Character Style** drop-down list, select the desired style. Writer applies the selected style to the selected element.

To view or edit the attributes of a character style, select the style from the **Character Style** drop-down list and then click the **Edit** button.

Applying Changes To All Outline Levels

To apply the displayed structure and formatting to all outline levels, click the **All** button.

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Applying Character Styles

Using The Styles Tab

Use the **Styles** tab, pictured in Illustration 4 on page 6, to apply paragraph styles to the table of contents. You can apply a different paragraph style to each outline level of the table.

Insert Index/Table

Index/Table Entries **Styles** Columns Background

Assignment

Levels

- Title [Contents Heading]
- Level 1 [Contents 1]
- Level 2 [Contents 2]
- Level 3 [Contents 3]
- Level 4 [Contents 4]
- Level 5 [Contents 5]
- Level 6 [Contents 6]
- Level 7 [Contents 7]
- Level 8 [Contents 8]
- Level 9 [Contents 9]
- Level 10 [Contents 10]

Paragraph Styles

- Caption
- Contents 1
- Contents 10
- Contents 2
- Contents 3
- Contents 4
- Contents 5
- Contents 6
- Contents 7
- Contents 8
- Contents 9
- Contents Heading
- Default
- Heading
- Index

Default Edit

OK Cancel Help Reset Preview

Applying Character Styles

To apply a paragraph style to an outline level, follow these steps:

1. In the **Levels** list box, select the desired outline level by clicking it.
2. In the **Paragraph Styles** list box, click the paragraph style that you want to apply.
3. Click the < button to apply the selected paragraph style to the selected outline level.

To remove paragraph styling from an outline level:

1. In the **Levels** list box, select the desired outline level by clicking it.
2. Click the **Default** button.

To view or edit the attributes of a paragraph style, click the style in the **Paragraph Styles** list box and then click the **Edit** button.

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Using The Background Tab

Adding Color

To add color to the background of the table of contents, simply click the desired color in the color grid.

Insert Index/Table

Index/Table Entries Styles Columns **Background**

As **Colour**

Background colour

No Fill

OK Cancel Help Reset Preview

Table of Contents
Heading 1
Heading 1.1
Entry
Heading 1.2

Heading 1
This is the content from the first chapter. This is a user directory entry.

Heading 1.1
This is the content from chapter 1.1. This is the entry for the table of contents.

Heading 1.2
This is the content from chapter 1.2. This keyword is a main entry.

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Table 1: This is table 1

Using The Background Tab

Adding A Graphic

To add a graphic to the background of the table of contents, follow these steps:

1. From the **As** drop-down list, select **Graphic**. The **Background** tab displays the graphics options.

The screenshot shows the 'Insert Index/Table' dialog box with the 'Background' tab selected. On the left, a preview of a table of contents is shown, including sections for 'Table of Contents', 'Heading 1', 'Heading 1.1', and 'Heading 1.2', followed by a table and a caption. The main dialog area has tabs for 'Index/Table', 'Entries', 'Styles', 'Columns', and 'Background'. The 'As' dropdown menu is set to 'Graphic'. Below it, there is a 'File' field with a 'Browse...' button and a 'Link' checkbox. The 'Unlinked graphic' section is empty. The 'Type' section has three radio buttons: 'Position', 'Area', and 'Tile', with 'Tile' selected. To the right of the 'Type' section is a large empty rectangular area. At the bottom right, there is a 'Preview' checkbox which is checked. At the very bottom of the dialog are buttons for 'OK', 'Cancel', 'Help', 'Reset', and a checked 'Preview' checkbox.

Using The Background Tab

2. Click the **Browse** button. The Find Graphics window opens.
3. Find the graphic file that you want to use and then click the **Open** button. The Find Graphics window closes and the selected graphic appears in the graphic preview box on the right-hand side of the **Background** tab. (If you don't see the graphic, check the **Preview** check box underneath the graphic preview box.)
4. In the Type area of the **Background** tab, choose how you want the background graphic to appear:
 - To position the graphic in a specific location in the background, select **Position** and then click the desired location in the position grid.
 - To stretch the graphic so that it fills the entire background area, select **Area**.
 - To repeat the graphic across the entire background area, select **Tile**.

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Using The Background Tab

Deleting Colour Or Graphics

To delete color or graphics from the table background, follow these steps:

1. From the **As** drop-down list, select **Color**.
2. Click **No Fill** on the color grid.

Saving The Table Of Contents

To save the table of contents so that the table appears in your document, click **OK**. The Insert Index/Table window closes and the table of contents appears in your document.

Maintaining A Table Of Contents Editing A Table Of Contents

To edit an existing table of contents:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Edit Index/Table**. The Insert Index/Table window opens and you can edit and save the table using the four tabs described in the previous chapter.

Updating A Table Of Contents

To update a document's table of contents when changes are made to the document:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Update Index/Table**. Writer updates the table of contents to reflect the changes in the document.

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Maintaining A Table Of Contents Editing A Table Of Contents

Deleting A Table Of Contents

To delete the table of contents from a document:

1. Click anywhere in the table of contents and then right click. The context menu appears.
2. From the context menu, choose **Delete Index/Table**. Writer deletes the table of contents.

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Home Assignment

PRACTICAL ACTIVITY

1. Create a table of contents for topics of any subject of your choice.

QUESTIONS

1. Create table of contents for your project.
2. Create a document in Word on a topic of your choice of minimum 10 pages.

Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4).

The document should include

- a) A bulleted or numbered list
 - b) A table containing relevant details
 - c) A picture of lion using clip art gallery
 - d) An example of word art
 - e) A header with student name & date
 - f) A footer with pagination
- Create a table of contents for this document.

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THANKING YOU

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