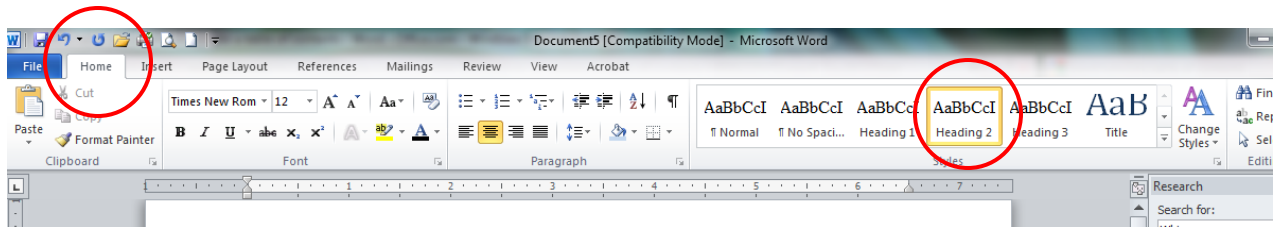


Heading Levels and Table of Contents

The template contains a table of contents. Heading styles are formatted and primary headings are in place. The built-in heading styles need to be applied to each heading added to your document.

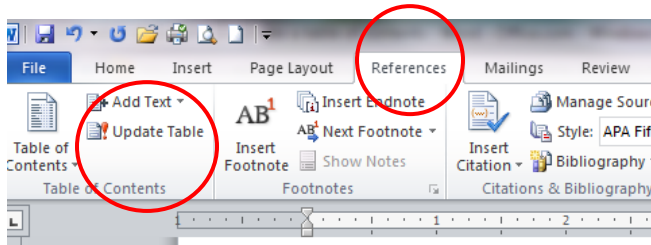
1. Select the entry to which you want to apply a heading style.
2. On the **Home** tab, in the **Styles** group, click the style that you want.



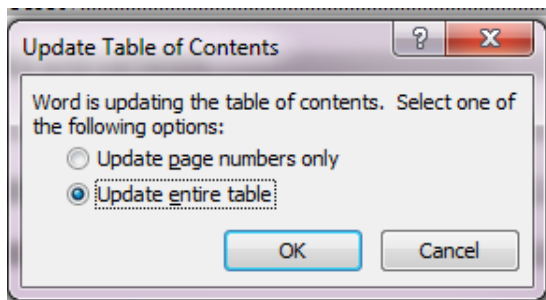
For example, if you selected text that you want to style as a secondary heading, click the style called **Heading 2** in the Quick Style gallery.

After you mark the entries for your table of contents, you are ready to update the Table of Contents.

1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.



2. Click **Update entire table**.



If you add or remove headings or other text entries in your document, you can quickly update the table of contents. Click **Update page numbers only** or **Update entire table**.