

Create a Table of Contents

A book, textbook, report, or manuscript often includes sections such as a table of contents, index, and appendix in the document.

A table of contents appears at the beginning of a book, manuscript, or report and contains headings and subheadings with page numbers.

Directions:

1. Create a new document and key the Table of Contents.
2. Use tabs to insert the page numbers (right tab with leaders).
3. Proofread.
4. Type your name, date, and class in the header section.
5. Save as **Handout D403-06 to your unit 4 folder**. Email a copy of the document to your teacher as an attachment.

Table of Contents

Chapter 1	1
Leading	2
Spacing Paragraphs.....	3
Kerning.....	9
Hyphenation	12
Chapter 2	15
Page Design	16
Graphics.....	19
White Space.....	21

Word Processing

Use word processing software with alternative input devices.