



Tutorials For OpenOffice

Create And Modify A Table Of Contents

Table of Contents

What This Tutorial Does	1
Why There Are Columns And Words In Bold	2
Results Of This Tutorial	2
Basic Information	2
Apply The "Heading 1" Paragraph Style For "My Classes"	2
Modify The "Heading 1" Paragraph Style	3
Add Paragraphs After "My Classes"	3
Modify And Apply the Heading 2 Paragraph Style For "English"	3
Modify And Apply the "Heading 3" Paragraph Style For "Verbs"	4
Add Paragraphs After "Verbs"	4
Apply The Heading 3 Paragraph Style For "Nouns"	5
Add Two Paragraphs After "Nouns"	5
Apply The Heading 3 Paragraph Style For "Paragraphs"	5
Add Paragraphs After the Heading 3 Paragraph Style, "Paragraphs"	5
Add More Paragraphs After The Heading 3 Paragraph Style, "Paragraphs"	5
Apply The "Heading 2" Paragraph Style For "Math"	5
Add One Paragraph After the Heading 2 Paragraph Style, "Math"	5
Apply The Heading 3 Paragraph Style For "Addition"	5
Add A Paragraph After "Addition"	6
Apply The Heading 3 Paragraph Style For "Subtraction"	6
Add A Paragraph After The Heading 2 Paragraph Style, Subtraction	6
Create A Table Of Contents	6
Modify And Apply the Contents Heading Paragraph Style	6
Add More Entries Into The "Table Of Contents"	7
Update The Table Of Contents	7
Change An Entry Already In The Table Of Contents	8
Change a Heading	8
Editing or Deleting Entries in The Table of Contents	8
Add Hyperlinks To The Table Of Contents	9
If you have NOT inserted a Table of Contents	9
If you have already inserted the Table of Contents	10
Additional Help	10
Save File For Future Use	10

What This Tutorial Does

This tutorial has basic information about using three OpenOffice built-in Paragraph Styles called “Heading 1”, “Heading 2” and “Heading 3” to format a document and create a Table Of

Contents. Additional entries are added to the Table Of Contents.

Why There Are Columns And Words In Bold

To make the tutorial easier to read and to use the same tutorial for both advanced and beginner students, the content in parenthesis () provides extra help for first-time users and shows them what happens on their screen when they perform the actions. **Bold** is used so that certain words stand out; for example, words to be clicked or to be typed are in bold. To understand the lesson, advanced students may prefer to skim the content and perform the actions specified in **bold**.

Results Of This Tutorial



The results of following this tutorial may be downloaded from the website by clicking on the word, here, which is blue and underlined and located beside the name of this tutorial on the Writer web page. It may be helpful to keep that page available as this lesson is being done.

Basic Information

OpenOffice comes with Paragraph Styles named "Heading 1", "Heading 2", "Heading 3", etc. These numbered "Heading" Paragraph Styles are used to create a Table Of Contents.



Apply The "Heading 1" Paragraph Style For "My Classes"

1. Click **File** > **New** > **Text Document**. (The **Untitled1 - OpenOffice.org Writer** document appears.)
2. Type the words, **My Classes**.
3. Click **Format** > **Styles and Formatting**. (The "Styles and Formatting" window appears.) Click on the **Paragraph Styles**,  icon. (Place your cursor on each icon, the small pictures, to find 'Paragraph Styles'.)
4. In the **Paragraph Styles** window, double-click **Heading 1**. (A heading or sub-title above a paragraph is considered part of a paragraph. Double-clicking "Heading 1" activates the "Heading 1" Paragraph Style which is displayed in the "Apply Styles" dialog box, , on the Formatting Toolbar (the third line from the top of the screen. The words "My Classes" become bigger and bold. The Paragraph Style "Heading 1" automatically applies the font type Arial, font size 16, and Bold. These settings can also be seen on the Formatting Toolbar.)

Modify The "Heading 1" Paragraph Style

The settings of a Paragraph Style can be changed at any time.

1. In the Paragraph Styles window, right-click on **Heading 1**, (Right-click means to use the **right side** mouse button, not the usual left side button. You will see the small menu




2. Click the **Modify** button, (The "Paragraph Style: Heading 1" window appears.)
3. Click the **Font** tab. If it is not already selected/highlighted, click **Arial (Font) > Bold (Typeface) > 16 pt. (Size)**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as 25%. These settings can also be seen on the "Formatting Toolbar" which is the third line from the top of the screen.)
4. Click the **Alignment** tab. In the **Options** section, select (click on) the word **Center**. (A dot appears before the word "Center" indicating that "Center" has been selected.) Click **OK**. (The words, "My Classes", move to the center of the line, appear in bold, and are 20 pt.)


Add Paragraphs After "My Classes"

1. Press the **Enter** key. The **Text body Paragraph Style** is activated. (The words "Text body" appear in the "Apply Styles" dialog box. The cursor moves down two lines. The "Text body" font type is Arial, the font size is 12 and Bold is not in use.)
2. Type the words, **I go to many classes**.
3. Press **Enter**. (The cursor moves down two lines. When the "Enter" key is pressed in the text body Style, a new paragraph is started.)
4. Type the words, **These are my classes**.



Modify And Apply the Heading 2 Paragraph Style For "English"

1. Press **Enter**.
 2. Type the word, **English**.
 3. In the Paragraph Styles window, right-click on **Heading 2**, (You will see the small menu
- 
4. Click the **Modify** button, (The "Paragraph Style: Heading 2" window appears.)
 5. Click the **Font** tab. If it is not already selected/highlighted, click **Arial (Font) > Bold (Typeface) > 14 pt. (Size)**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as

25%.)

6. Click the **Alignment** tab. In the **Options** section, click on the word, **L**eft. (A dot appears before the word, “L_eft”, indicating that “L_eft” has been selected.) Click **OK**.
7. Click the **Indent & Spacing** tab. In the **Indent** section, in the “**B**efore text” dialog box, type **.50**. ((To change the numbers in the dialog box, click repeatedly on the  until “.50” appears in the “L_eft” dialog or you can highlight the numbers and type “.50” or press Delete enough times to delete the number and type the number. When the “Heading 2” Paragraph Style is activated, the words will be indented ½ of an inch.)
8. Double-click **Heading 2**. (This activates the “Heading 2” Paragraph Style. “Heading 2” appears in the “Apply Styles” dialog box.)

Modify And Apply the "Heading 3" Paragraph Style For "Verbs"

1. Press **Enter**.
2. Type the word, **Verbs**.
3. In the Paragraph Styles window, right-click on **Heading 3**, (You will see the small menu .)
4. Click the **M**odify button, (The “Paragraph Style: Heading 3” window appears.)
5. Click the **Indent & Spacing** tab. In the **Indent** section, in the **B**efore text dialog box, type **1.0**. (To change the numbers in the dialog box, click repeatedly on the  until “1.0” appears in the “L_eft” dialog or you can highlight the numbers and type “1.0” or press Delete enough times to delete the number and type the number. When the “Heading 3” Paragraph Style is activated, the words will be indented an inch.)
6. Click the **Alignment** tab, if it is not already selected, click **L**eft. Click the **F**ont tab. If it is not already selected/highlighted, click **A**rial (Font) > **B**old (Typeface) > **14 p**t. (Size) > **OK**. (The “Size” may be specified in percent or in points. To change from percent to points, delete the number in the upper “Size” box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the “Size” number and type a number followed by the percent symbol such as 25%.)
7. Double-click **Heading 3**. (The word “Verbs” moves to the right. The line is indented 1 inch.)

Add Paragraphs After "Verbs"

1. Press the **Enter** key. (The cursor moves down two lines. The Paragraph Style “Text body” is in effect.)
2. Type the words, **Some verbs are active** then Press **Enter**. (The cursor moves down two lines.)
3. Type the words, **Some verbs are not active**.

Apply The Heading 3 Paragraph Style For "Nouns"

1. Press the **Enter** key then type the word, **Nouns**.
2. Double-click **Heading 3**. (The word "Nouns" is indented and is in bold.)

Add Two Paragraphs After "Nouns"

1. Press **Enter** then type the words, **A person is a noun**.
2. Press **Enter** then type the words, **A place is a noun**.

Apply The Heading 3 Paragraph Style For "Paragraphs"

1. Press the **Enter** key then type the word, **Paragraphs**.
2. Double-click **Heading 3**. (The word, "Paragraphs", is indented and is in bold.)

Add Paragraphs After the Heading 3 Paragraph Style, "Paragraphs"

1. Press **Enter**.
2. Type the words, **This is a paragraph**, then press **Enter**.
3. Type the words, **This is also a paragraph**.

Add More Paragraphs After The Heading 3 Paragraph Style, "Paragraphs"

1. Press **Enter** then type the words, **This is a first paragraph**.
2. Press **Enter** then type the words, **This is the second paragraph**.

Apply The "Heading 2" Paragraph Style For "Math"

1. Press **Enter** then type the word, **Math**.
2. Double-click **Heading 2**. (The word, "Math", is indented and is in bold.)

Add One Paragraph After the Heading 2 Paragraph Style, "Math"

1. Press the **Enter** key.
2. Type the words, **Math has many parts**.

Apply The Heading 3 Paragraph Style For "Addition"

1. Press **Enter** then type the word, **Addition**.
2. Double-click **Heading 3**. ("Addition" is indented and is in bold.)

Add A Paragraph After "Addition"

1. Press the **Enter** key.
2. Type the words, **One plus one equals two**.

Apply The Heading 3 Paragraph Style For "Subtraction"

1. Press **Enter** then type the word, **Subtraction**.
2. Double-click **Heading 3**.

Add A Paragraph After The Heading 2 Paragraph Style, Subtraction




1. Press the **Enter** key.
2. Type the words, **Four minus two equals two**.

Create A Table Of Contents

A Table of Contents is done after you complete your document. The headings and sub-headings in your document become the entries in the Table of Contents.

1. Click after the last word in the title of the document, just after the words, **My Classes**. (The flashing cursor appears after the letter "s".)
2. Click **Insert > Indexes & Tables > Indexes & Tables**. (The "Insert Index/Table" window appears.)
3. Select the **Index/Table** tab, if it is not already selected. In the **Type** dialog box, select **Table Of Contents**, if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**. (The "Table of Contents" appears under the title of your document.)

Modify And Apply the Contents Heading Paragraph Style

1. Click **Index Styles** in the dialog box at the bottom of the **Paragraph Styles** window. Scroll down to **Contents Heading**. (If the "Styles and Formatting" window is closed, click **Format > Styles and Formatting**". To scroll down, put the pointer of the mouse on the  and keep clicking on the  until the words, "Contents Heading", appear at the top of the list.)
2. In the Paragraph Styles window, right-click on **Contents Heading**, (You will see the small menu .)
3. Click the **Modify** button, (The "Paragraph Style: Contents Heading" window appears.)
4. Click the **Alignment** tab. (The "Alignment" window appears.) In the "Options" section, click on the word, **Center**. (A dot appears before the word, "Center" indicating that "Center" has been selected.) Click the **Font** tab (The "Font" window appears.) and

then click "**Arial**", "**Bold**" and **14pt. > OK**. (The "Size" may be specified in percent or in points. To change from percent to points, delete the number in the upper "Size" box and type a number followed by the letters, pt., such as 25pt. To change from points to percent, delete the "Size" number and type a number followed by the percent symbol such as 25%.)

5. Double-click **Contents Heading**. (This activates the "Contents Heading" Paragraph Style. "Contents Heading" appears in the "Apply Styles" dialog box. The words, "Table Of Contents", move to the center of the line.)
6. Close the **Styles and Formatting** window. (Click on the **X** in the box in the upper right corner of the window.)

Add More Entries Into The "Table Of Contents"

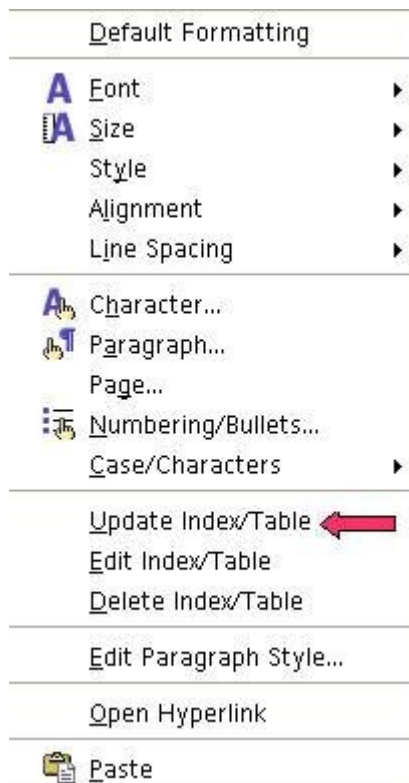
Any part of the document may be added to the "Table Of Contents".

1. Highlight (select) the words, **second paragraph**. (Put the cursor just before the letter "s" then press and hold down the Shift key then press the right-facing arrow key until both words are selected [have a black background].)
2. Click **Insert > Indexes and Tables > Entry**. (The "Insert Index Entry" window appears. In the "Entry" box are the words "second paragraph".)
3. In the "Index" box, select **Table of Contents**, if it is not already there,
4. In the "Level" box select **4**.
5. Click the **Insert** button.
6. Drag the "Insert Index Entry" window out of the way. (Put the cursor anywhere on the top blue line of the window. Press and hold down the left button of the mouse then move the mouse in the same direction as the window is to be moved. Release the mouse button when the window is in the desired location.)
7. Select the words, **first paragraph** then click anywhere in the **Entry** box. (The words "first paragraph" appear in the "Entry" box.)
8. In the "Level" box, select **4**.
9. Click **Insert > Close**.

Update The Table Of Contents

Any time a change is made that is included in the Table Of Contents, the Table Of Contents must be updated. Update the Table Of Contents as follows:

1. **Right-click** anywhere within the **Table Of Contents**. (A menu appears.)



2. Click **Update Index/table**. (The words “second paragraph” and “first paragraph” appear in the Table Of Contents.)

Change An Entry Already In The Table Of Contents

Change a Heading

1. Make the changes in the heading.
2. **Right-click** anywhere within the **Table Of Contents**. Click **Update index/table**. (The entry in the "Table of Contents" changes.)

Editing or Deleting Entries in The Table of Contents

Index entries are inserted as fields into your document. To view fields in your document, choose **View** and ensure that **Field Shadings** is selected.

1. Place your cursor immediately in front of the index entry in your document, **second paragraph**. (The "Edit Index Entry" window appears.)
2. **Right-click** on the entry. Choose **Index Entry**, in the **Entry** box, type **third paragraph**. ("second paragraph" is in the "Entry" box. "second paragraph" becomes "third paragraph" in the "Entry" box.) Click **OK > Close**. (The "Edit Index Entry" window closes.)
3. **Right-click** in the **Table of Contents**. Click **Update Index/Table**. (The entry is now "third paragraph" in the Table of Contents. To change "second paragraph" to third

paragraph in your document, highlight "second paragraph" and type "third paragraph".)

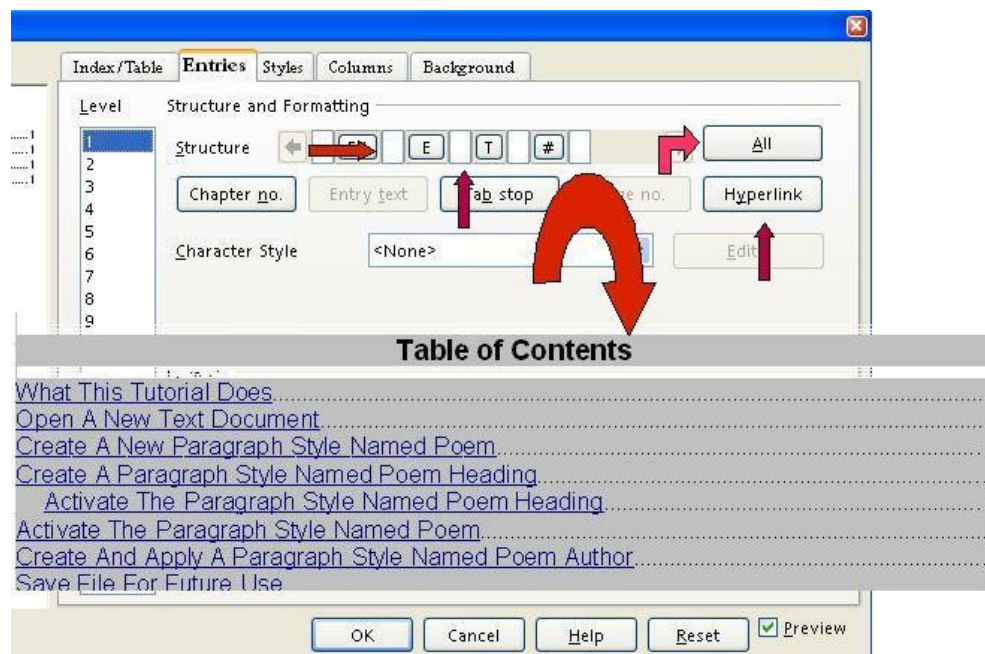
- Place the cursor immediately in front of the index entry in your document, **third paragraph**. **Right-click**. Click **Index Entry**. ("third paragraph" appears in the "Entry" box.) Click **Delete**.
- The next **Index Entry**, "**first paragraph**" appears in the **Entry** box. Click **Delete**. (The "Edit Index Entry" window closes.)
- Right-click** in the **Table of Contents**. Click **Update Index/Table**. ("First paragraph and third paragraph" are no longer in the Table of Contents".)

Add Hyperlinks To The Table Of Contents

When a word(s) in the Table of Contents is clicked, the cursor will go to where that information is found. For example. "Add Hyperlinks to the Table of Contents" will be in the Table of Contents of this tutorial. When in the Table of Contents and the words "Add Hyperlinks to the Table of Contents" are clicked, the cursor will go to this section on this page.

If you have NOT inserted a Table of Contents

- Click after the last word in the title of the document. (The Insert Index/Table window appears.) Select the **Index/ Table tab**, if it is not already selected. In the "**Type**" dialog box, select **Table Of Contents**, if it is not already selected. Uncheck **Protected against manual changes**. Click **OK**.
- To make the hyperlinks, click the **Entries tab** of the window, click to the left of the **E** and click **Hyperlink**, and click after the **E** and click **Hyperlink** again. Click **All**. Click **OK**. (The "Table of Contents appears. All the headings are in "blue and underlined" and are now "hyperlinks". When you click on them, you will be taken to that section.)



If you have already inserted the Table of Contents

1. Place the cursor anywhere in the Table of Contents and right-click. (A menu will appear,) Click **Edit Index/table**. (The Insert Index/Table window appears.)
2. To make the hyperlinks, click the **Entries tab** of the window, click to the left of the **E** and click **Hyperlink**, and click after the **E** and click **Hyperlink** again. Click **All**. Click **OK**.
3. After doing Step 2 , you will need to right-click in the Table of Contents and click **Update Index/Table**. Be careful not to click any of the hyperlinked text in the Table of Contents. Clicking on a blank space between the text and the page numbers is usually best. (The "Table of Contents appears. All the headings are in "blue and underlined" and are now "hyperlinks". When you click on them, you will be taken to that section.)

Additional Help

There is additional information on the Table of Contents within OpenOffice in the OpenOffice.org Help. To access that information, do the following:

1. On the Menu Bar, click **H**elp. (A menu appears.)
2. Click **C**ontents. (The "OpenOffice.org Help" window appears.)
3. In the dialog box towards the top of the screen, select **Help about OpenOffice.org Writer**, if it is not already selected.
4. Click on the **I**ndex tab.
5. In the box, under the words, "Search term", type the word, **creating**. Click **table of contents**. Click on the **D**isplay button (There will be several items listing under "creating". The Display button is located at the bottom right hand corner. Information about a Table Of Contents appears on the right side of the screen.)
6. Close the OpenOffice.org Help window. (Click on the **X** in the upper right corner of the "Help" window.)

Save File For Future Use

1. Click **F**ile > **S**ave **A**s.
2. In "File name:" box, type **TOC_Lesson_1** . (The name of the file will be "TOC_Lesson_1" . "TOC_Lesson_1.odt" appears at the top of the screen.)
3. Click **F**ile > **C**lose. (The document is no longer on the screen.)

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

For other free tutorials go to: www.tutorialsforopenoffice.org

Edited by Sue Barron