

4. CREATE AND CUSTOMIZE TABLE OF CONTENTS

1. How to open Writer's table of contents feature?

Ans: 1) Place your cursor at the point in your document when you want to insert the table of contents.

2) From the main menu, choose Insert > Indexes and Tables > Indexes and Tables... The Insert Index/Table window opens.

3) Click the Index/Table tab.

The Insert/Index Table window has five tabs. Four of them are used when creating a table of contents: • Use the Index/Table tab to set the table's attributes. • Use the Entries and Styles tabs to format the table entries. • Use the Background tab to add color or a graphic to the table background.

4) Click on OK.

2. How to edit a table of contents?

Ans: 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.

3. How to updating a table of contents?

Ans: 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.

4. How to deleting a table of contents?

Ans: 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.

5. Write the steps to Insert a Table in the document.

Ans. The steps to Insert a table in the document are:

- i) Position the cursor where the table must appear.
- ii) Choose Table> Insert> Table option. The dialog box appears.
- iii) Enter the number of rows and columns for the table in the number of columns and the number of row boxes.
- iv) Click on the Insert button.

6. Write steps to split cells in a table.

Ans. The steps to split cells in a table are:

- i) Place the cursor on the cell to be splitted.
- ii) Click on Table> Split Cells.
- iii) Enter number of columns and the number of rows to split into.
- iv) Press Enter or click on the OK button.