

Instructions for Setting Tabs in MS Word Thesis/Dissertation Table of Contents

Set Page Margins

1. Go to the “File” menu and select “Page Setup”
2. Set the top margin at 1.25 inches
3. Set the left and right margins at 1.25 inches
4. Click “ok”

Add Title

1. Type “TABLE OF CONTENTS”
2. Select the text and center it
3. Make sure the cursor is located after the “S” and hit enter 3 times

Add Page Header

1. Type “Page”
2. Select the text and right align it
3. Make sure the cursor is located after the “e” and hit enter 2 times
4. On the blank line, select the left alignment (you won’t see anything happen, but this will prepare the text for the content of the table of contents)

Set Ellipses Leader/Tabs

1. Go to the “Format” menu and select “Tabs”
2. Set the ellipses leader tab by inserting the following information:
 - a. Tab Stop Position: 5.85 inches
 - b. Alignment: Right
 - c. Leader: 2. (ellipses)
 - d. Click on Set
3. Click on “OK”

Entering Content

Once your tabs are set, you can begin to fill in the content for your Table of Contents

1. Type “TITLE PAGE”
 - a. Hit “tab” and the ellipses will appear
 - b. Type the page number
 - c. Hit enter twice
2. Continue this method for each entry

Formatting Second Page

If your table of contents extends onto two pages, follow the steps below for the second, third, etc page.

1. Type “Table of Contents (Continued)” flush left against the top margin
2. Hit enter twice
3. Right Align and type “Page”
4. Hit enter twice
5. Left align and continue typing the table of contents entries