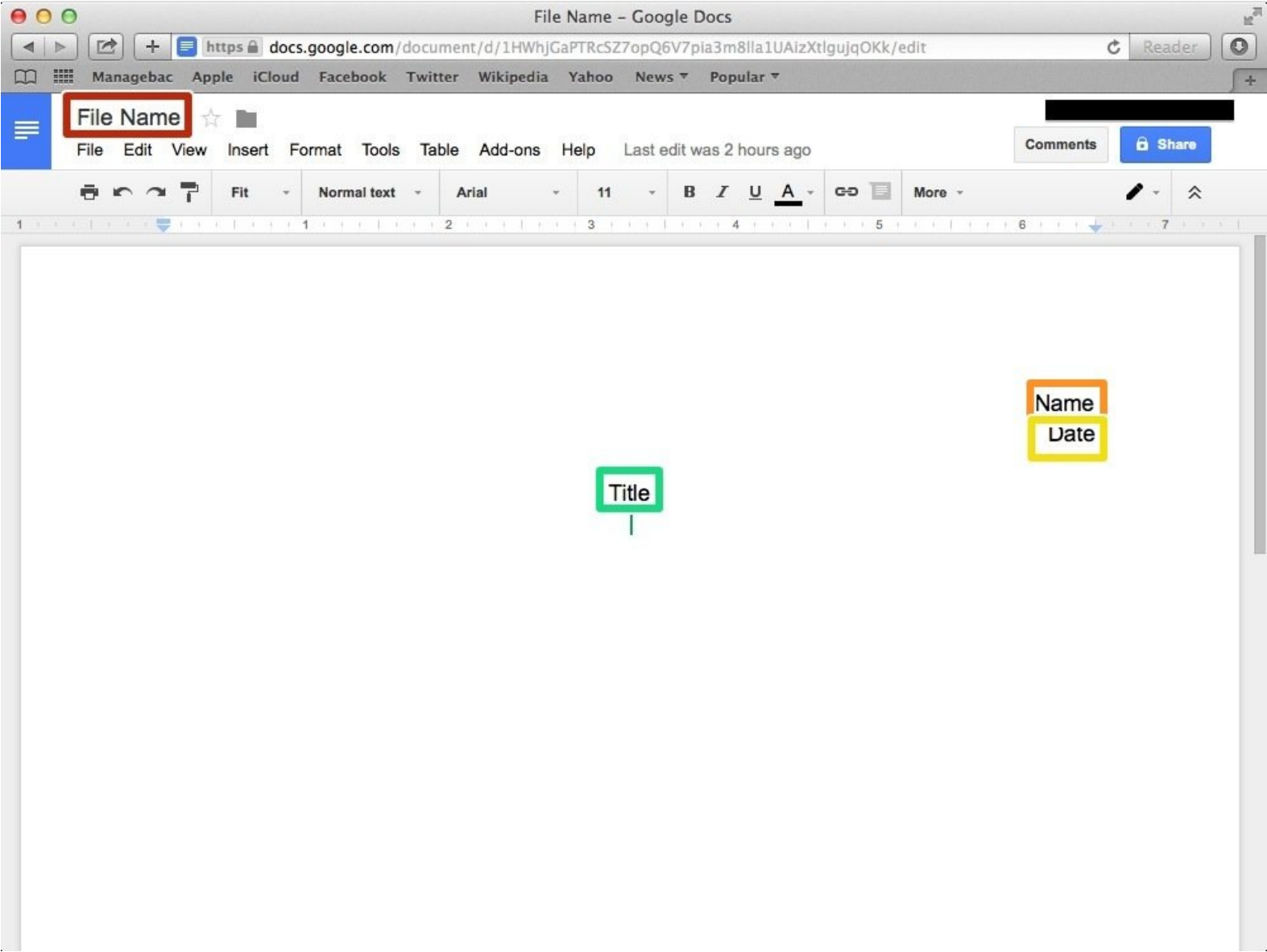


BIS Help Guides

How to Create A Table of Contents in Google Docs

Learn how to create a table of contents in Google Docs.

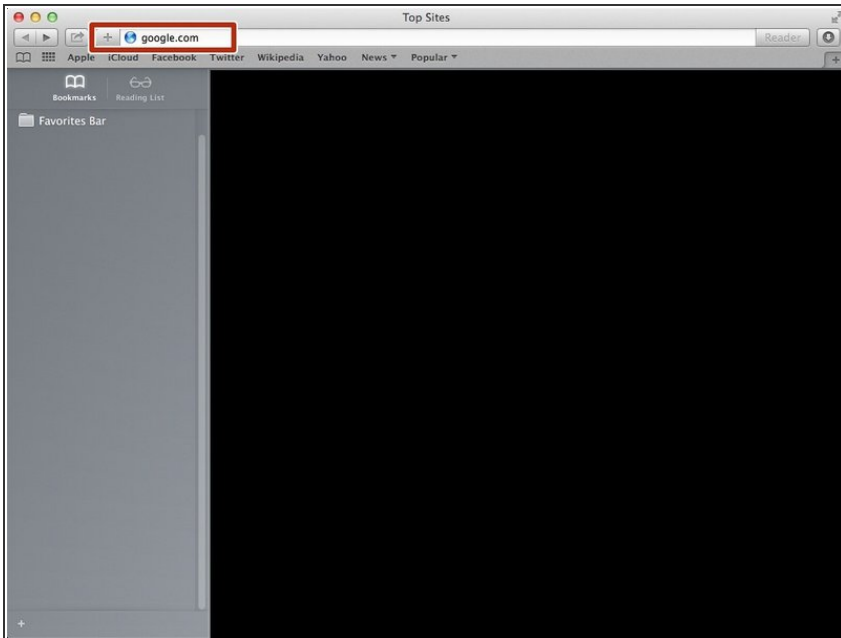
Written By: Mirai



INTRODUCTION

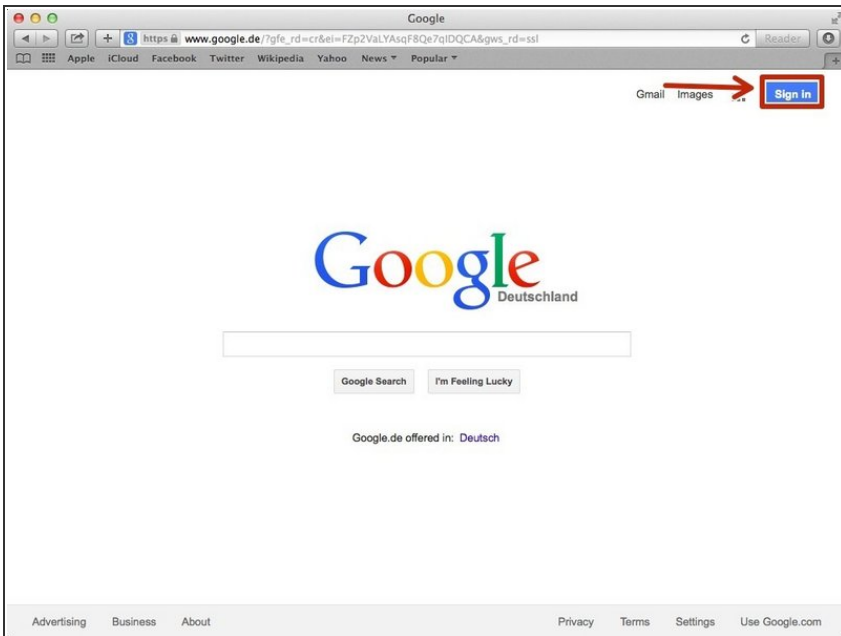
Learn how to create a table of contents in Google Docs.

Step 1 — How To Access Google.com



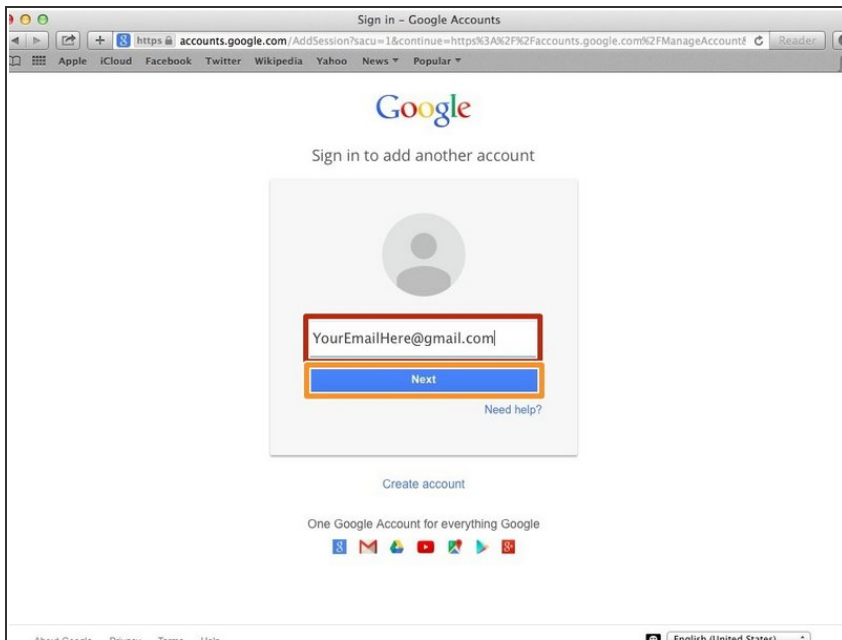
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



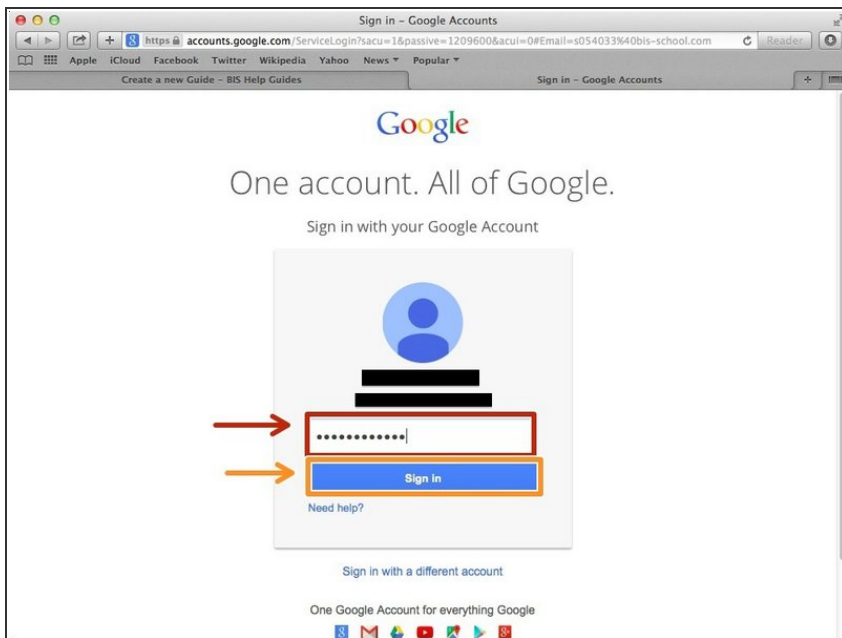
- Click on the "Sign In" button to sign in to your google account

Step 3 — Entering In Your Email



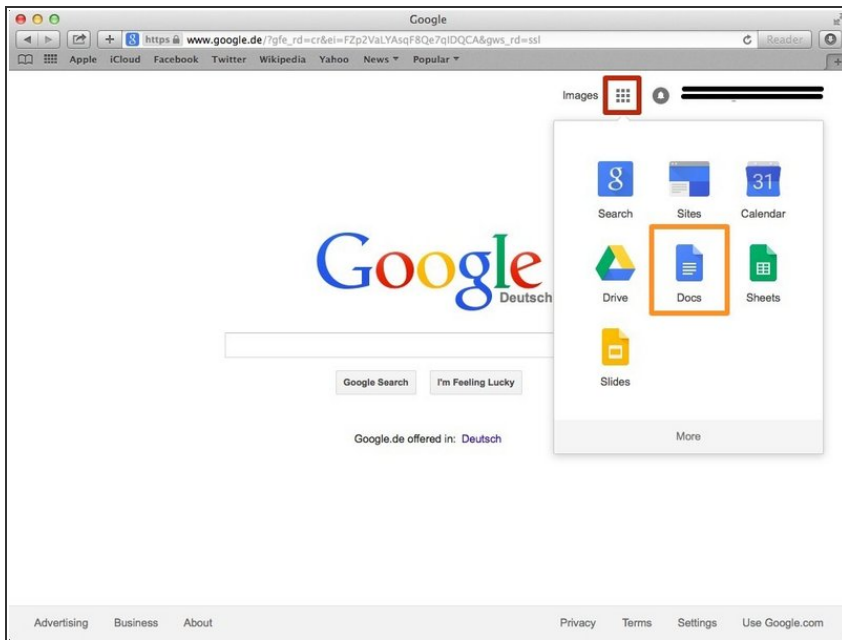
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



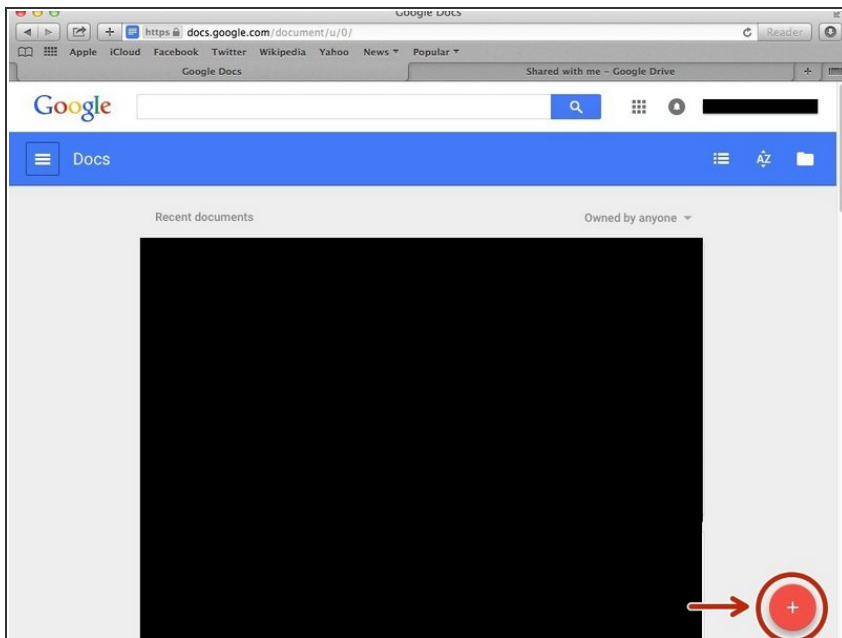
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



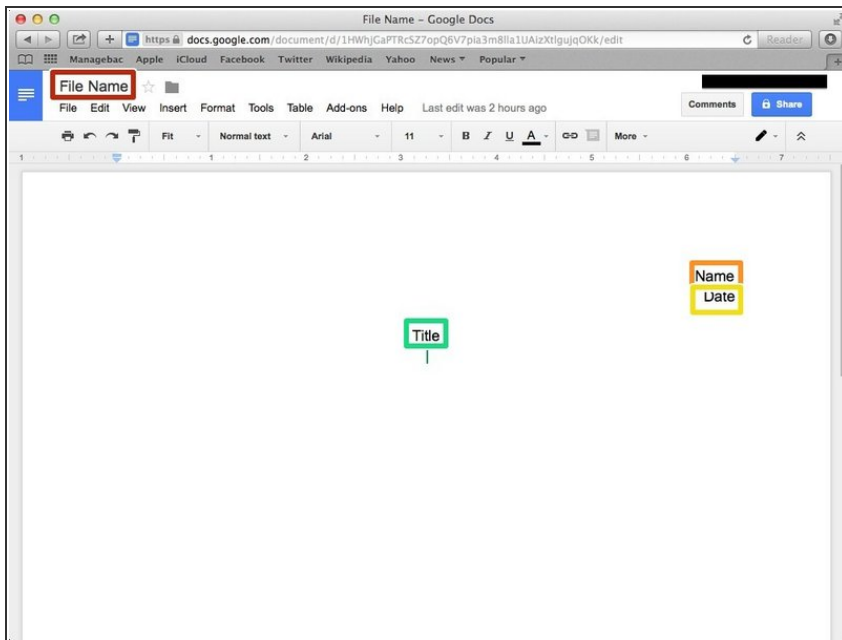
- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



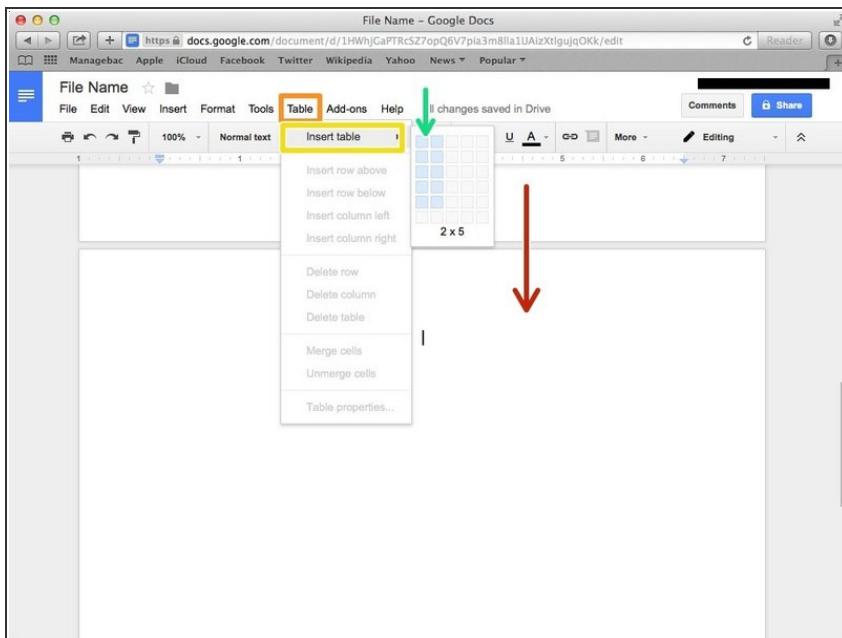
- Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Making a Cover Page



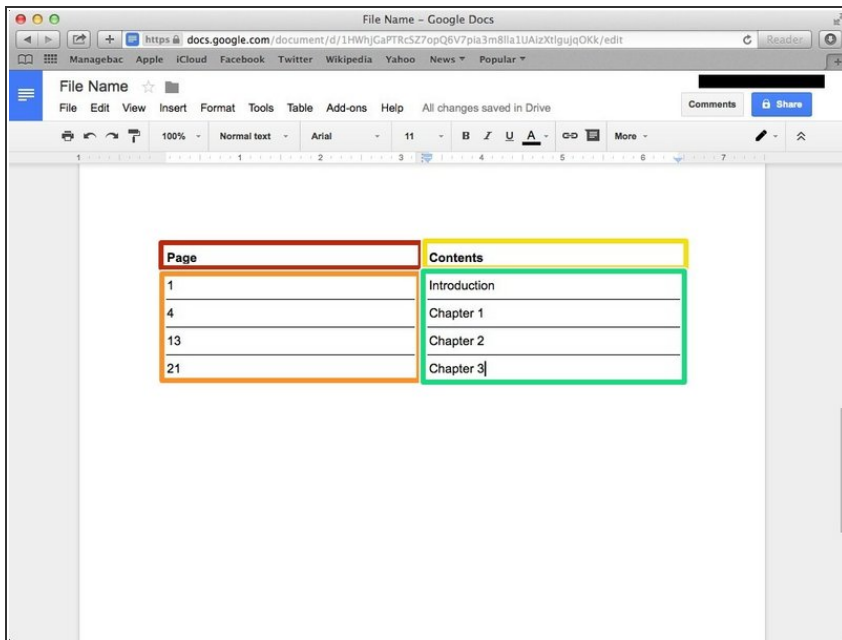
- Click and edit the file name.
 - Type your name
 - Type the date.
 - Type the title.
- ❗ Check <[Adding Cover Page in Google Docs](#)> if you don't know how to make a cover page.

Step 8 — Adding a Table



- Press command (cmd/⌘) and Enter key (↵) to go to next page (Page break)
- Click "Table"
- Click "Insert table"
- Click the column you want to have

Step 9 — Adding Contents



Page	Contents
1	Introduction
4	Chapter 1
13	Chapter 2
21	Chapter 3

- Type "Page", it's may be clear if you use "Bold" (press ⌘+B). You can unselect it by press the keys again.
- You type the page number of beginning of each chapter/topic
- Type Content/summary or other thing you want to introduce at the part.
- You write name of chapter/ summary/ other contents in each part.