

Creating Table Of Contents With OpenOffice



OpenOffice.org

Video Created By

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Lesson Plan



- Inserting Table Of Contents
- Formatting Table Of Contents

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Prerequisites

- Understanding of how to use Styles and Formatting
- Text already formatted using Styles and Formatting



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Inserting Table Of Contents



- Table of contents is a standard for all professional books.
- To insert a table of content, you might want to insert a page break to make way for the table of contents.
- Please view 'How to Create A Cover Page' for instructions; it uses the same method

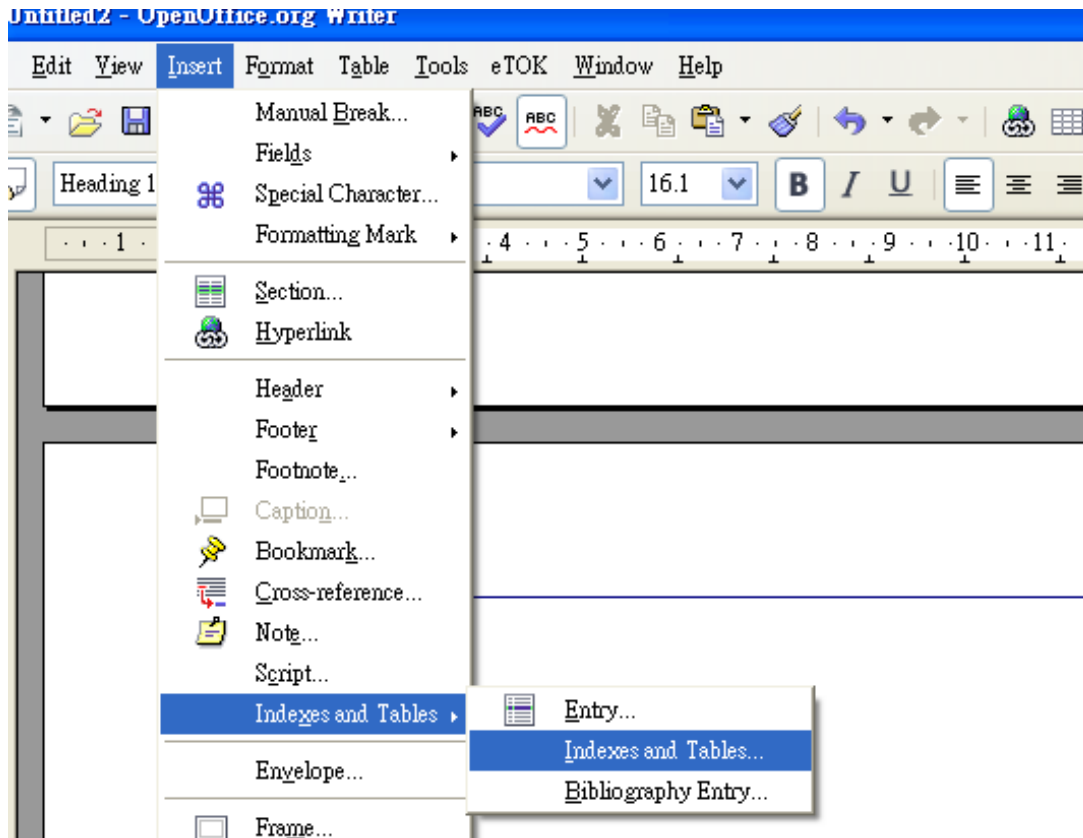
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Inserting Table Of Contents



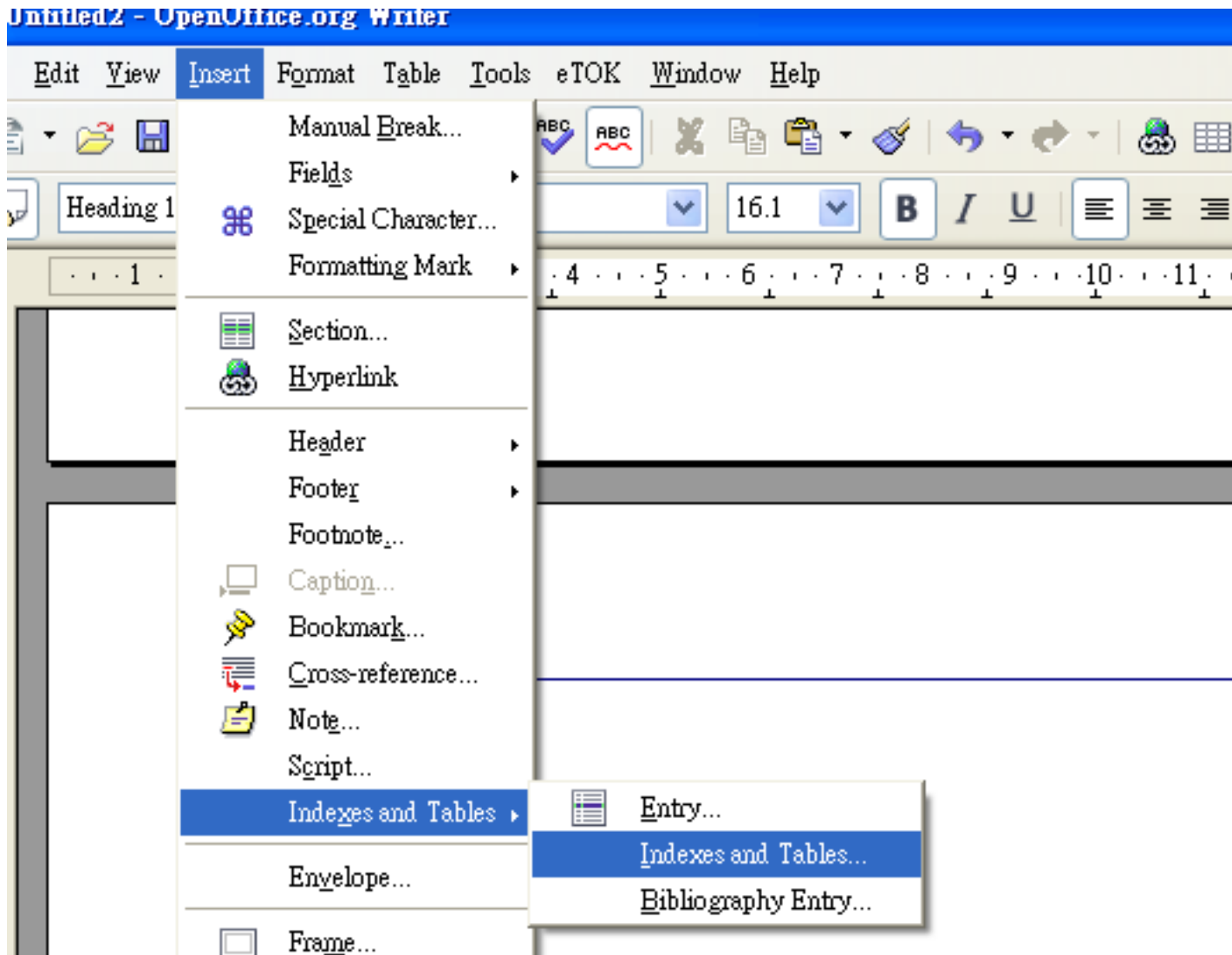
- On the page where you want your table of contents to be seen, Select 'Insert' -> 'index and tables' -> 'Indexes and Tables'



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Inserting Table Of Contents

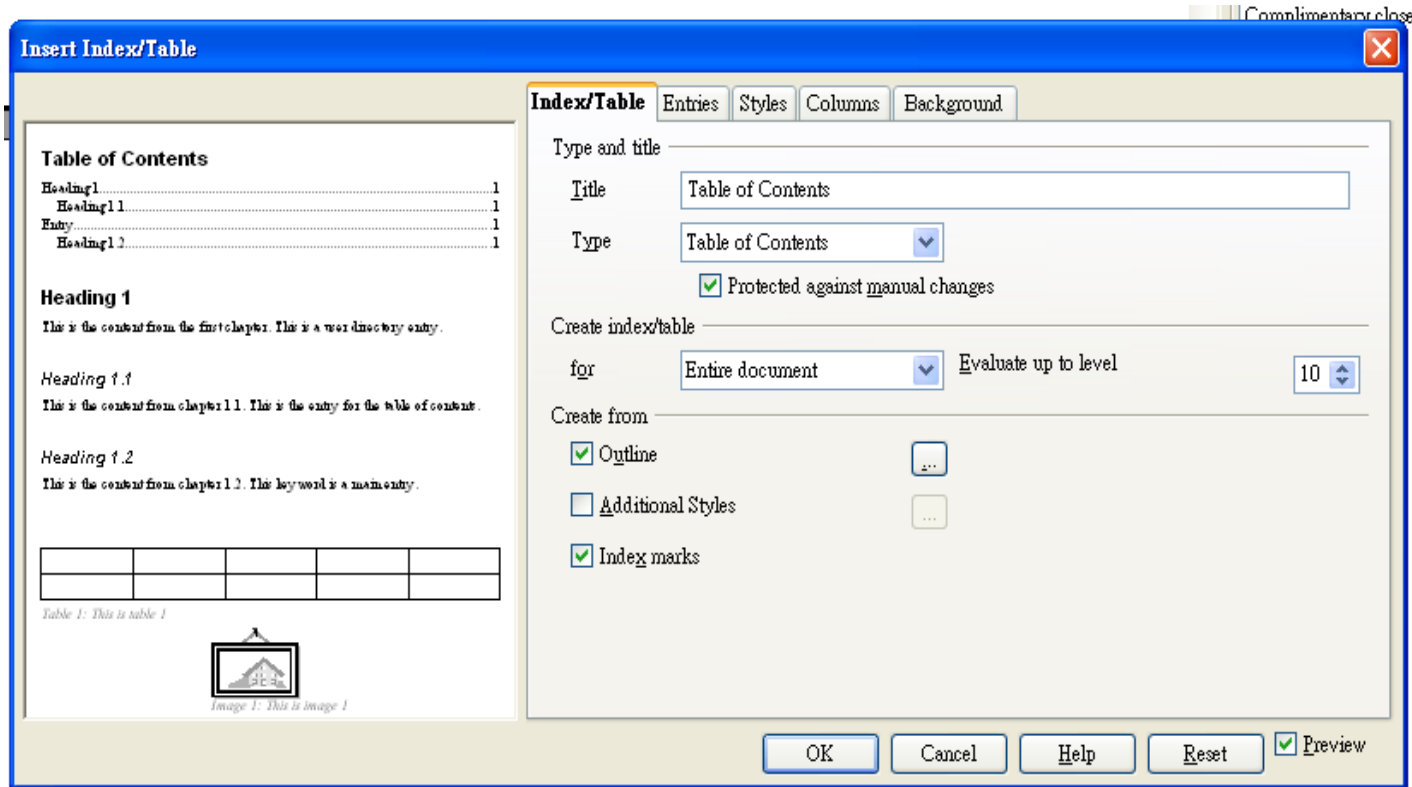


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- You would see the following window appear:



Inserting Table Of Contents



- On this table, you can type in the title for this content table, define the number of levels for the content table and so on.

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Inserting Table Of Contents



- If you have already formatted the text according to the 'Styles and Formatting', using heading1, heading2 and so on, your table of contents should appear.

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Formatting Table Of Contents



- The table of contents may not have the style you want, such as fonts.
- To change the style, right click on 'content 1', or 'content 2' and so on (depending on the number of levels) found at the styles and formatting panel

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Formatting Table Of Contents



- You can than change the font, size color etc as per changing the style, size, color of text.

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The Above Tutorial Is Brought to You by Netosis.com

The above tutorial is highly related to 'How You Can Start Your Profitable Internet Business Using Little Or No Money'. Here's what you will learn in this book:

- How To Leverage On FREE but POWERFUL Softwares to PowerUp Your Business
- The Secrets to Driving FREE and High Quality, Targeted Traffic To Your Website
- The 3 Principles That You Must Understand To Create Low Cost, High Revenue Business
- How To Create Sales Letters That Sell Better Than A Top Sales Person
- The 1 and Only Low Cost, High Revenue Business Model That You Can Get Started Using Little Or No Money
- Resource List So that You Won't Get Cheated By Unscrupulous Internet Marketers Who Try To Sell You Things That YOU Can Get it For FREE.
- And Much Much More!

How You Can Start Your Profitable Internet Business Using Little Or No Money

A Comprehensive Guide To Starting Your Profitable Internet Business Using Little Or No Money



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