How to create a custom TOC in Microsoft Word

1. If you have not already done so, set the styles for your chapter titles and headings.

1.1 And name your styles:

The Equal Employment Opportunity Commission and Title VII of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964 was enacted during the Civil Rights Movement as part of an overall effort to end economic discrimination against any individual, including transgender individuals, in public accommodations and other areas.

How to create a custom TOC in Microsoft Word

2. After you have created styles, you can create a custom Table of Contents. On the References tab of the Ribbon click Table of Contents > Custom Table of Contents.
How to create a custom TOC in Microsoft Word

3. Adjust your font, font size and spacing using the Options and Modify buttons:
How to create a custom TOC in Microsoft Word

4. Add chapter title numbers if they aren’t already included in your TOC

iv

TABLE OF CONTENTS

1. CONTEXT .............................................................................................................. iv

  The Equal Employment Opportunity ................................................................. 14
  Commission and Title VII of the Civil Rights Act of 1964 ............................. 14