

Table of content (TOC)

1. What is Table of Contents/index/TOC? Write on the basis of Digital Documentation.

Answers:

Writer's table of contents feature lets you build an automated table of contents from the headings in your document.

The *table of contents* is an organized collection of book's or document's chapters, sections and, sub-sections, clearly labelled by page number, given in the front of book.

2. Write the use of following with context to TOC.

E#

E

T

#

LS

LE

Answers

- The E# button represents the chapter number.
- The E button represents the entry text.
- The T button represents a tab stop.
- The # button represents the page number.
- The LS button represents the start of a hyperlink. (This button doesn't appear on the default Structure line.)
- The LE button represents the end of a hyperlink. (This button doesn't appear on the default Structure line.)

3. Write four characteristics of a good table of contents.

Ans:

- a) It should be easy to read and simple to use.
- b) It should be organised and formatted properly.
- c) It must be accurate and easily accessible.
- d) It should be given after the title and copyright page.

4. **While creating Table of Contents (TOC) what you must have ensure?**

Answer:

- a) Table of contents can be inserted in Writer from the headings in your document.
- b) Before you start, make sure that the headings are styled consistently.
- c) For example, you can use the Heading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.

5. What are the default level of headings for table of contents?

Answer: The default setting is to use only the first three levels of headings (i.e. Heading 1, Heading 2, and Heading 3) in the table of contents.

You can use more levels of headings in Writer.

6. What are the total no. of heading in toc.

Answer : 10

7. Write the steps to insert a table of contents.

Answer: First of all, while creating your document, use the following paragraph styles for different heading levels (such as chapter and section headings): Heading 1, Heading 2, and Heading 3.

To insert a table of contents (TOC) follow these steps-

- (i). Place the cursor where you want the table of contents to be inserted.
- (ii). Select Insert > Indexes and Tables > Indexes and Tables.
- (iii). Change nothing in the Insert Index/Table dialog. Click OK.

8. Write the steps to update the table of contents.

Answer: To update the table of contents follow these steps:-

- (i). Place the cursor within the table of contents.
- (ii). Right-click and select Update Index/Table from the pop-up menu

9. How many tabs are available in the Insert Index Tables dialog box? Write their name.

Answer: Five tabs are available in the Inset Index Table dialog box.

These are : (a) Index / Table (b) Entries (c) Styles (d)Columns (e) Background