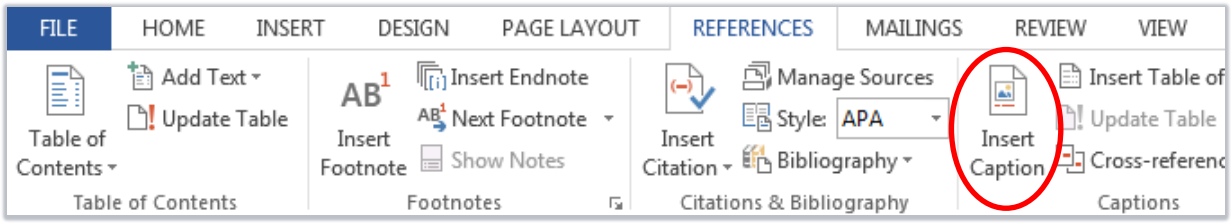
"How do I create a table of figures in Word?"

When you include pictures, tables, charts or equations in a Word document, it is a good idea to add a caption to each object so you can refer to it as necessary. In a long document containing a large number of objects, you may also want to insert a table of figures, table of tables, and so on. This is usually near the start of your document, and lists each object along with the page number it appears on.

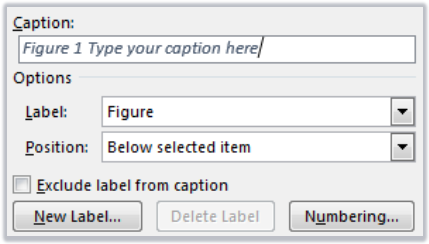
Instead of typing your captions and table of figures manually, save yourself time and follow the steps in this guide to use Word's automatic options.

Step 1 - Insert captions

1. First select the object you want to caption, e.g. a picture in your document.
2. Click the **References** tab, then click **Insert Caption**.



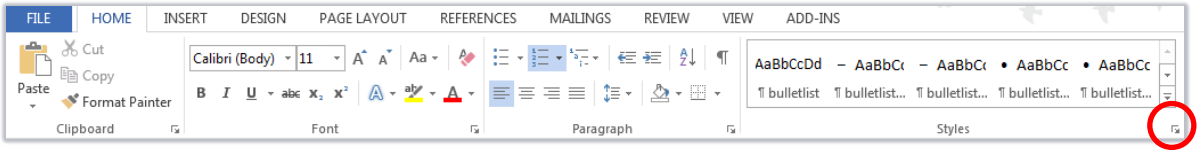
3. In the **Caption** dialog, type your caption, and select a label and position from the drop-down menus.



4. Click **OK** to insert your caption.

   *Tip – Don't like the default formatting? You can modify the **Caption** style.*

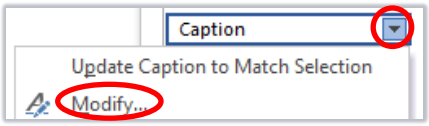
   – Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles** group.



   – Scroll to find **Caption** in the **Styles** pane.

   – Right-click **Caption**.

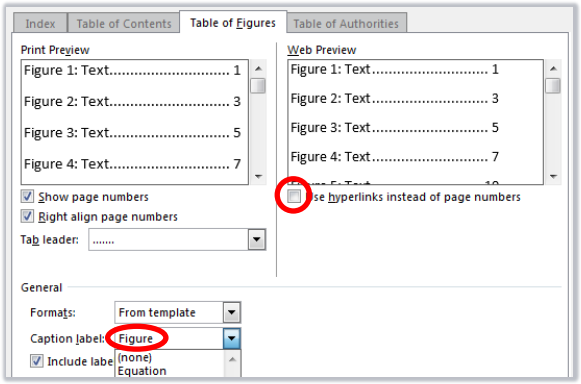
   – Then click **Modify** to make your changes and click **OK**.



Step 2 - Creating a table of figures

Once you have inserted captions, you can use them to create a table of figures/tables/equations etc.

1. Click your cursor so that it is flashing at the point in your document where you want to insert the table.
2. Click the **References** tab, then click **Insert Table of Figures**.
   - Use the **Caption label** drop-down menu to choose the type of table you want.
   - Untick **Use hyperlinks instead of page numbers**.
   - Change the **Tab leader** and **Formats** if you want.
   - Click **OK** when done.



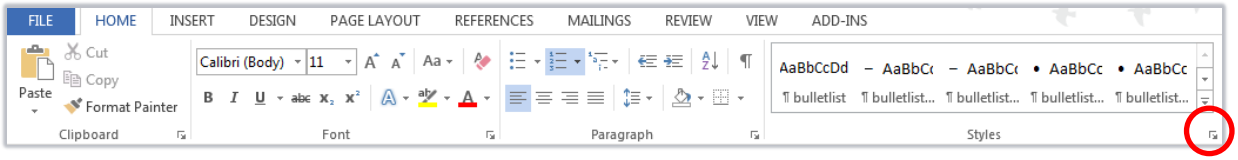
Updating your table of figures

Every time you add a new caption, or delete a caption, you will need to update your table of figures.

1. Right-click your table of figures and click **Update Field**.
2. Select **Update entire table** and click **OK**.

Changing the look of your table of figures

1. Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles** group.



2. Scroll to find **Table of Figures** in the **Styles** pane.
3. Right-click **Table of Figures**.

4. Then click **Modify** to make your changes and click **OK**.

Further information and help

If you want to learn about any Microsoft product in more detail you can use Microsoft's Office Support for tutorials, videos and helpful hints.

- Within Word, click the **question mark** (top right) at any time for help. Search for keywords, e.g. *shortcuts*.

- You can also use MyIT to log calls with the University's IT Service Desk: https://myit.abdn.ac.uk