

DIRECTIONS FOR TABLE OF CONTENTS

GO TO MICROSOFT WORD

GO TO FORMAT

- TABS
- GO TO TAB STOP POSITION
- TYPE ANY NUMBER OR ENTER A 5
- GO TO LEADER AND CLICK ON 2..
- CLICK SET
- CLICK OK
- TYPE WORD
- HIT TAB BUTTON
- TYPE NUMBER
- ENTER
- TYPE WORD
- HIT TAB BUTTON
- TYPE NUMBER
- ENTER