

MS WORD ASSIGNMENT PART 7

Name the File: [periodpart7tableofcontentsfirstinitiallastname](#)

Table of Contents (Page 2)

In this assignment you will be creating a table of contents page for your document. This will let readers know what is included in your document.

In order to create this page you will need to:

- Include a centered title “Table of Contents” at the top of the page
- Include a horizontal line under the title of the page
- Include the name of each page, left aligned
- Use tab to move the cursor over to the right and then include the page number for each page.
- Your pages should be in the following order:
 - Title Page
 - Table of Contents
 - Biography
 - Song List
 - Letter
 - Photo Gallery
 - Works Cited