If you have a document with a table of figures (or similar table) in addition to the table of contents, Word can create more than one table in the same document. Here’s how to create additional tables.

As with the Table of Contents, you will need to apply a style to the titles or captions for the figures. Highlight the figure title or caption, and right click. Choose Styles > Create a Style:

Give the custom style a name, and it will appear in the Styles gallery:

To change the look of either the existing or custom style, just right click on the style and choose Modify:

When you’ve finished adding the style to all figure titles or captions, you are ready to make the table of figures. Place the cursor where you want the table to go. On the References ribbon, click Insert Table of Figures:
Click Options, and choose the style you used for the figure titles/captions:

![Table of Figures options dialog box]

Click OK, and OK, and the table will be created. You will need to add the title manually:

**Table of Figures**

Fig. 1: Photo of SIAS Campus ......................................................... 3  
Fig 2: Table of Student Population .................................................... 4  
Fig. 3: Chart of SIAS Programs .......................................................... 4

If you add any figures afterward, just right click on the table, and choose Update Field. The table will add the titles/captions and page numbers automatically.

Note: You may Insert Captions when creating your report, but it is usually easier to create a separate style with the same look for your list. Otherwise, the entire caption is in your list.