

# Jumping Back to the TOC

by Allen Wyatt

([https://www.tips.net/Authors/A0001\\_Allen\\_Wyatt.html](https://www.tips.net/Authors/A0001_Allen_Wyatt.html))

(last updated December 1, 2018)

(導讀者:BV2KI/Bruce 2023/05/05)

Len has a rather long document in which he has created a table of contents. If he clicks a link in the TOC, Word displays the heading in the document. If he then wants to return to the TOC, Len notes that there doesn't seem to be a way to easily do so. He wonders if there is a single-click method of returning to the TOC after using the TOC to jump to a location in the document.

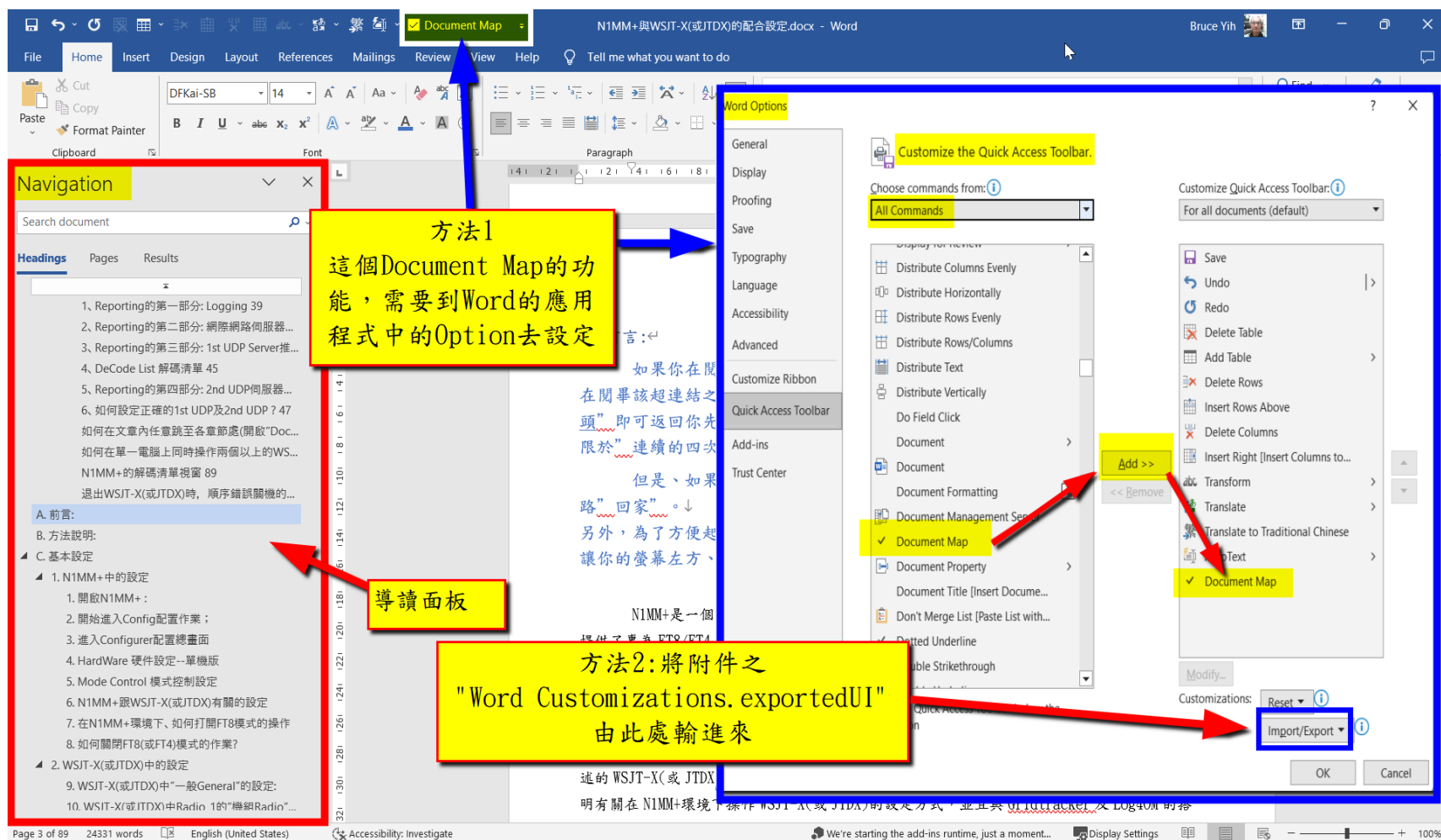
Len 有一個相當長的 Word 文件檔，他在其中創建了一個目錄。如果他按單擊目錄中的連結，Word 將顯示文件中的標題。如果他想回到 TOC，Len 指出：似乎沒有辦法輕易做到這一點。他想知道在使用目錄跳轉「TOC」到 word 文件檔中的某個位置後，是否有按下方法返回到目錄。

There are several different ways that you can approach this problem, and the solution that you choose will depend on your personal preference. One way is to simply rely on the position of your TOC. Most of the time the TOC will be near the very beginning of the document. This fact allows you to press Ctrl+Home to jump to the beginning of the document where the TOC can again be easily accessed.

有幾種不同的方法可以解決此問題，您選擇的解決方案將取決於您的個人喜好。一種方法是簡單地依靠您的目錄的位置。大多數情況下，目錄將位於文件檔的最開頭附近。這一事實允許您按「Ctrl+Home」跳轉到文件檔的開頭，在該位置可以再次輕鬆訪問目錄。

Many people also choose to use the Document Map capability of Word. Turn it on, and you'll see an outline, at the left of the screen, that makes it easy to navigate through the document. Just locate the heading used for your TOC in the Document Map, click it once, and you are back at the TOC.

許多人還選擇使用 Word 的文件結構圖功能(導讀者註:如下圖)。打開它，您將在螢幕左側看到一個大綱，使您可以輕鬆瀏覽文件檔。只需在文件檔結構圖中找到用於目錄的標題，按一次，即可返回到目錄。



Document Map 的概況

Another approach is to use the Go To feature: Just press F5 to display the Go To tab of the Find and Replace dialog box, choose Field at the left side, and then enter "toc" (without the quote marks) at the right side. When you press Enter, Word jumps to the TOC. This works because tables of contents are implemented in Word using fields, specifically the TOC field. Thus, Go To jumps to wherever the TOC field is located.

另一種方法是使用“Go To”功能：只需按 F5 即可顯示“查找和替換”對話框的“Go To 轉到”的選項卡，選擇左側的“Field 欄位”，然後在右側輸入“toc”（不帶引號）。按 Enter 時，Word 將跳轉到目錄。這有效，因為 TOC 的列表使得 Word 跳轉到目錄。Word 內容係以使用「Field 欄位」實現（特別是目錄欄位）。因此，「Go To 轉到」將跳轉到目錄字段所在的任何位置。

Still another approach is to use the Shift+F5 shortcut. This keystroke is supposed to cycle through the last three or four locations at which you made edits in your document. In testing, however, it also jumps back to the TOC, even if you didn't make an edit in the TOC. (Why? I'm not sure —it just did it for me.)

還有一種方法是使用 Shift+F5 快捷方式。此擊鍵應該循環瀏覽您在文件中進行編輯的最後三個或四個位置。但是，在測試中，即使您沒有在目錄中進行編輯，它也會跳回到目錄。（為什麼？我不確定 - 它就這樣搞的）。

In other words, you click the hyperlink to the heading, do some reading or work at the heading, then press Shift+F5, and Word jumps back to the TOC.

換句話說，按一下指向標題的超連結，對標題進行一些閱讀或工作，然後按 Shift+F5，Word 跳回目錄。

It should be pointed out that this isn't always a reliable method of jumping back; if you make too many edits since you last revisited the TOC, Word will not take you back there. You can also, if desired, use the Alt+Left Arrow shortcut. This is equivalent to pressing the Back button on your browser—it jumps back to where you were before clicking on the

hyperlink in the TOC. This is particularly helpful with the TOC because if the table is quite long, the action will take you back to exactly where you clicked the heading in the TOC, rather than just to the beginning of the table.

應該指出的是，這並不總是一種可靠的跳回方法；如果自上次重新訪問目錄以來、進行了太多編輯，Word 不會將您帶回該目錄。如果需要，您還可以使用「Alt+→」快捷方式。這相當於按下瀏覽器上的「Back 後退」按鈕——它會跳回到按兩下目錄中的超連結之前的位置。這對於目錄特別有用，因為如果表格很長，該操作會將您帶回您在目錄中按兩下標題的確切位置，而不僅僅是表格的開頭。

（導讀者註：我都是以這種方式操作，甚為簡潔方便。如果「連結至其他文章」時，該文章如果也是在同一個資料夾者，也是會回到該「連結出處」；如果該文章如果不是在同一個資料夾者，「Alt+→」快捷方式則不會有作用）

If you prefer, you can modify the toolbar to show a Back button. Just follow these steps:

如果您願意，可以修改工具列以顯示“Back 後退”按鈕。只需按照以下步驟操作：

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 or a later version display the File tab of the ribbon and then click Options.)

顯示「Word 選項」對話框。（在 Word2007 中，按下「Office」按鈕，然後按兩下「Word 選項」。在 Word2010 或更高版本中，顯示功能區的「File」選項卡，然後按兩下「選項」。

2. At the left side of the dialog box click Customize (Word 2007) or Quick Access Toolbar

在對話框左側，按兩下「自定義」（Word 2007）或“快速訪問工具列”（[https://wordribbon.tips.net/T005987\\_Adding\\_Tools\\_to\\_the\\_Quick\\_Access\\_Toolbar.html](https://wordribbon.tips.net/T005987_Adding_Tools_to_the_Quick_Access_Toolbar.html)）（Word 2010 or a later version）。（Word 2010 或更高版本）。

請看圖\_1(See Figure 1)

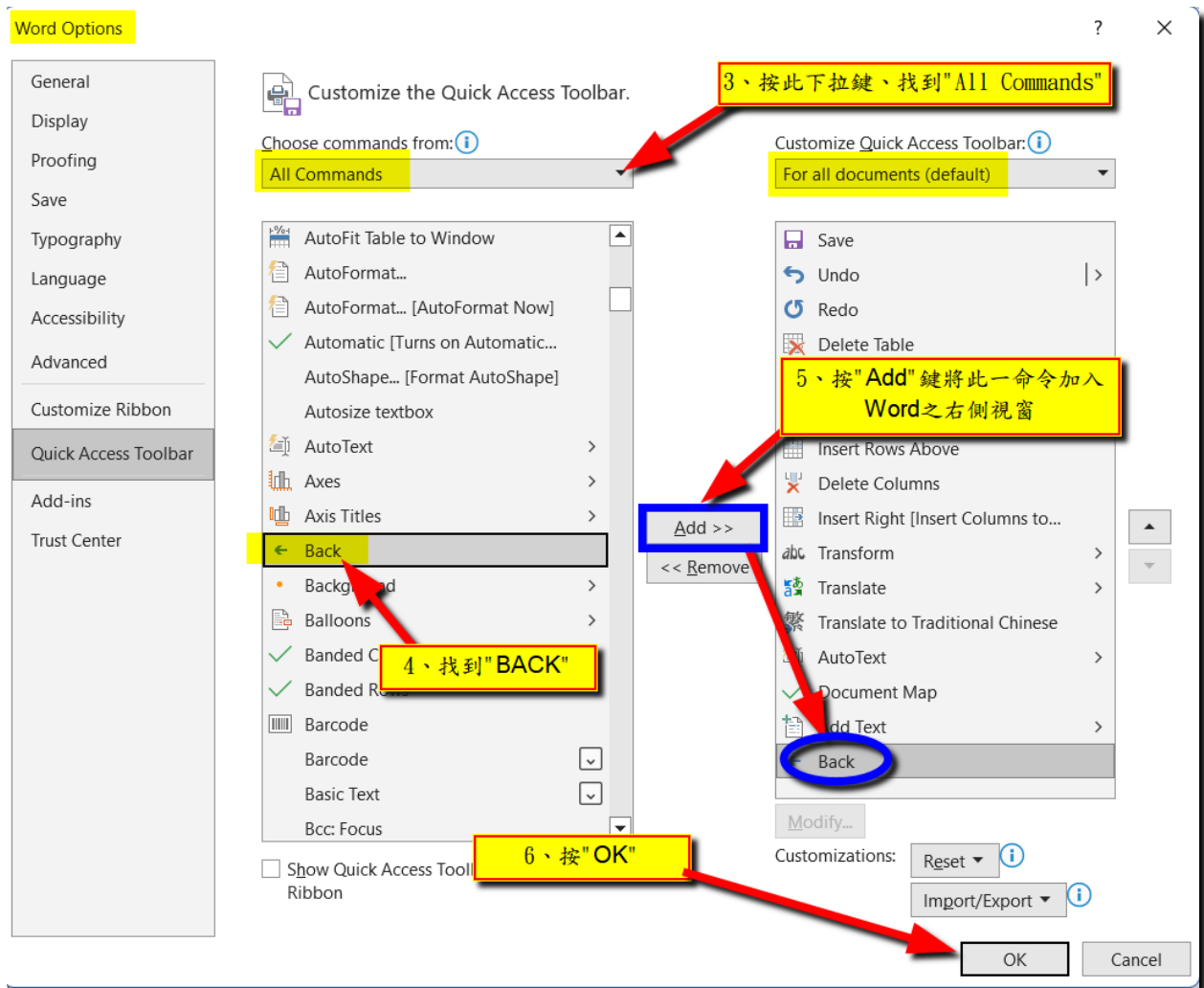


Figure 1. The Quick Access Toolbar area of the Word Options dialog box.

圖\_1「Word 選項」對話框的「快速存取工具列」區域「Back」

3. Using the Choose Commands From drop-down list, choose All Commands.  
使用從以下位置選擇命令下拉清單，選擇所有命令。
4. In the list of commands, locate and select the Back command.  
在命令清單中，找到並選擇「BACK 後退」命令。
5. Click the Add button. The Back command moves to the right side of the dialog box.  
按下添加按鈕。「BACK 後退」命令將移動到對話框的右側。
6. Click OK. 按「OK」

Your new Back command works just the same as the Back button on a browser, and the same as if you pressed the Alt+Left Arrow shortcut.

新的“BACK 後退”命令的工作方式與瀏覽器上的「後退」按鈕相同，與按「Alt+→」快捷方式相同。

Word also provides another helpful command you can add to your toolbar. It was created to specifically allow you to jump back to the TOC. The name of the command is "Go to TOC." The command is very convenient, but only works if you have a single TOC in your document. (If, for instance, you have a TOC at the beginning of each section or chapter in your document, then it won't work as expected.)

Word 還提供了另一個有用的命令，您可以添加到工具列。它的創建是為了專門允許您跳回目錄。命令的名稱為“Go to TOC 轉到目錄”。該命令非常方便，但僅當文件檔中只有一個目錄時才有效。（例如、如果您在文件檔的每個部分或章節的開頭都有一個目錄，那麼它將無法按預期工作。

To add it to a toolbar, follow the same steps you used to add the Back command, with the only difference being that in step 4 you would locate and select the "Go to TOC" command.

若要將其添加到工具列，請按照用於添加「BACK 後退」命令的相同步驟進行操作，唯一的區別是在步驟 4 中，您將找到並選擇“Go to TOC 轉到目錄”命令。



```
Sub BackTOC()  
Selection.GoTo What:=wdGoToBookmark, Name:="MyTOC"  
End Sub
```

In this case, the name of the bookmark is MyTOC.

在這種情況下，書籤的名稱是「MyTOC」

This macro could be assigned to a keyboard shortcut or it could end up on a toolbar. You could also create a hyperlink in your document that jumps back to the bookmark. This hyperlink could easily be placed at the end of each section of your document, or even in the footer of each page.

此宏(巨集)可以分配給鍵盤快捷鍵，也可以最終顯示在工具列上。您還可以在文件中建立一個跳回到書籤的超連結。此超連結可以很容易地放置在文件檔每個部分的末尾，甚至放置在每個頁面的頁腳中。

Please Note: This article is written for users of the following Microsoft Word versions: 2007, 2010, 2013, 2016, 2019, and Word in Microsoft 365. If you are using an earlier version (Word 2003 or earlier), this tip may not work for you. For a version of this tip written specifically for earlier versions of Word, click here: [Jumping Back to the TOC](#)

請注意：本文是為以下 Microsoft Word 版本的用戶編寫的：2007，2010，2013，2016，2019 和 Word in Microsoft 365。如果您使用的是早期版本（Word 2003 或更早版本），則此提示可能不適合您。有關專門為早期版本的 Word 編寫的此提示版本，請按下此處：「[Jumping Back to the TOC](#) 跳回目錄」

([https://word.tips.net/T000884\\_Jumping\\_Back\\_to\\_the\\_TOC](https://word.tips.net/T000884_Jumping_Back_to_the_TOC))