

Build a MS Word report

Instructions

Hélène Langet

2024-11-20

Table of contents

1	Overall objective	1
2	Setup basic elements of the Quarto document	2
3	Improve navigation and readability	2
4	Implement dynamic calculations	2
5	Create and reference publication-ready tables	3
6	Customise figures	4
7	Code	4
8	Finalise your MS Word report	5

1 Overall objective

- You are tasked with generating a Microsoft Word report on an outbreak. Open the Quarto document `exercise3.qmd` in RStudio.
- All text formatted in bold is a placeholder and should be replaced with appropriate automated calculations or cross-references.
- Complete each of the following tasks and render the document after each task or set of tasks to track your progress.

2 Setup basic elements of the Quarto document

Tip

- See [Quarto documentation about date formatting](#)
- See [Quarto documentation about execution options](#)

- ☐ Update the title of the Quarto document ;
- ☐ Put your name as author of the Quarto document ;
- ☐ Add the date 2023-12-31 to the Quarto document ;
- ☐ Change the output format to generate a MS Word document ;
- ☐ Configure the Quarto document to hide code in the rendered MS Word document ;
- ☐ Configure the Quarto document to hide warnings in the rendered MS Word document.

3 Improve navigation and readability

Tip

- See [Quarto documentation about MS Word table of contents](#)

- ☐ Insert a table of contents to the Quarto document ;
- ☐ Automatically number the different sections of the Quarto document ;
- ☐ Configure the table of contents to only display two levels of section headings.

4 Implement dynamic calculations

Tip

- See [Quarto documentation about dynamic dates](#)
- See [Quarto documentation about inline code](#)

- ☐ Change the date 2023-12-31 to the date at which the Quarto document was last modified, and format this date to display it with the format **December 31, 2023** ;
- ☐ Replace the placeholder text in bold with the automated calculation of the outbreak start and end dates ;

*“The outbreak ran from **date** to **date**”*

- ☐ Replace the placeholder text in bold with the automated calculation of the number of cases, confirmed cases and deaths.

*“Over the studied period, there were ***N*** cases, including ***N*** confirmed cases and ***N*** confirmed deaths.”*

5 Create and reference publication-ready tables

Tip

- See [gtsummary documentation about summary tables](#)
- See [Quarto documentation about table cross-references](#)

Other R packages include [flextable](#) and [gt](#)

- ☐ Create a table summarising the demographic characteristics and outcome frequency of all cases ;
- ☐ Add a caption to the table ;
- ☐ Assign a label to the table ;
- ☐ Replace the placeholder text in bold with a cross-reference to the table ;

*“**cross-reference** provides a summary of the demographic characteristics and the outcome proportion for the overall population”*

- ☐ Create a table summarising the demographic characteristics of individuals who died versus those who are still alive ;
- ☐ Add a caption to the table ;
- ☐ Assign a label to the table ;
- ☐ Replace the placeholder text in bold with a cross-reference to the table.

*“while **cross-reference** compares the demographic characteristics of individuals who died versus those who are still alive”*

6 Customise figures

Tip

- See [Quarto documentation about figure cross-references](#)
- See [Quarto documentation about figure options](#)

- ☐ Add a caption to the figure ;
- ☐ Assign a label to the figure ;
- ☐ Replace the placeholder text in bold with a cross-reference to the figure ;

*“**cross-reference** illustrates the outbreak’s progression, which can be divided into distinct phases.”*

- ☐ Adjust the dimensions of the figure until you are happy with it
- ☐ Beautify the plot using ggplot options

7 Code

Tip

- See [gtsummary documentation about formatted table of regression model results](#)
- See [Quarto documentation about code chunk cross-references](#)

- ☐ Implement a logistic regression model based on description in the Quarto document ;
- ☐ Create a table summarizing the odds ratios from the logistic regression model ;
- ☐ Add a caption to the table ;
- ☐ Assign a label to the table ;
- ☐ Replace the placeholder text in bold with a cross-reference to the table ;

“The results of the logistic regression model are summarized in the formatted regression table, which is presented in **cross-reference**.”

- ☐ Display the code chunk for your R implementation of the logistic regression (and only this code chunk) in the rendered MS Word document ;
- ☐ Add a caption to the code chunk ;
- ☐ Assign a label to the code chunk ;
- ☐ Replace the placeholder text in bold with a cross-reference to the code chunk.

8 Finalise your MS Word report

 Tip

See [Quarto documentation about Word templates](#)

- ☐ Apply the Swiss TPH template `swisstph_template.docx` to your MS Word rendered report ;
- ☐ Create your own template and apply it to your MS Word rendered report.