# Build a MS Word report

#### Instructions

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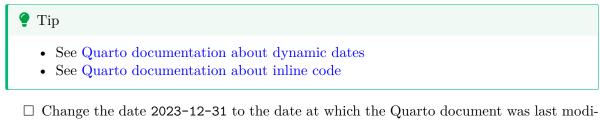
### 1 Overall objective

- 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
<ul> <li>See Quarto documentation about date formatting</li> <li>See Quarto documentation about execution options</li> </ul>
□ 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 ;

## 4 Implement dynamic calculations



☐ Automatically number the different sections of the Quarto document ;

□ Configure the table of contents to only display two levels of section headings.

fied, and format this date to display it with the format <code>December 31, 2023</code>;  $\Box$  Replace the placeholder text in bold with the automated calculation of the outbreak

☐ 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	$\operatorname{text}$	in bold	with	the	automated	${\it calculation}$	of the	number	of
cases, confir	med cases ar	nd dea	aths.							

## 5 Create and reference publication-ready tables



- See gtsummary documentation about summary tables
  See Quarto documentation about table cross-references

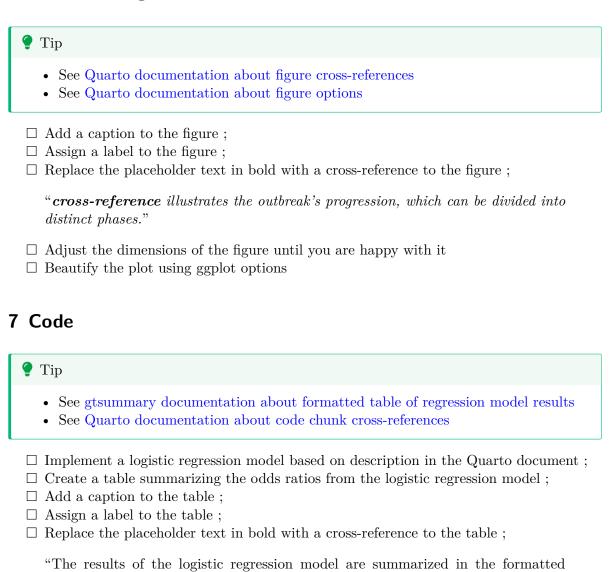
Other R packages include flextable and gt

who died versus those who are still alive"

<i>J</i> (1.	ner it packages include nextable 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 <b>cross-reference</b> compares the demographic characteristics of individuals

<sup>&</sup>quot;Over the studied period, there were N cases, including N confirmed cases and Nconfirmed deaths."

#### 6 Customise figures



□ Display the code chunk for your R implementation of the logistic regression (and only

□ Replace the placeholder text in bold with a cross-reference to the code chunk.

regression table, which is presented in **cross-reference**."

this code chunk) in the rendered MS Word document;

□ Add a caption to the code chunk;□ Assign a label to the code chunk;

## 8 Finalise your MS Word report

• Tip	
See Quarto documentation about Word templates	
<ul> <li>□ Apply the Swiss TPH template swisstph_templ report;</li> <li>□ Create your own template and apply it to your M</li> </ul>	•