Build a MS Word report

Step-by-step correction

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1 Overall objective

This page shows a step-by-step correction of Exercise 3.

2 Setup basic elements of the Quarto document

All these basic elements are part of the YAML header.

```
1 ---
2 title: My outbreak report
3 author: Helene Langet
4 date: "2023-12-31"

6 format: docx
7 echo: false
8 warning: false
9 ---
```

- (1) Update the title of the Quarto document.
- 2 Put your name as author of the Quarto document.
- 3 Add the date 2023-12-31 to the Quarto document.
- 4 Change the output format to generate a MS Word document.
- (5) Configure the Quarto document to hide code in the rendered MS Word document.
- (6) Configure the Quarto document to hide warnings in the rendered MS Word document.

3 Improve navigation and readability

⊠ Insert a table of contents to the Quarto document ;

```
title: "My outbreak report"
author: Helene Langet
date: "2023-12-31"
editor: visual

format:
docx:
toc: true
```

☑ Automatically number the different sections of the Quarto document ;

```
format:
docx:
toc: true
number-sections: true
```

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

```
format:
docx:
toc: true
number-sections: true
toc-depth: 2

---
```

4 Implement dynamic calculations

☐ 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;

```
title: "My outbreak report"
author: Helene Langet
date: last-modified
date-format: long
---
```

 \square Replace the placeholder text in bold with the automated calculation of the outbreak start and end dates ;

"The outbreak ran from date to date"

 \square 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

N = 65,669
50 (35, 65)
$33,114 \ (50\%)$
32,555 (50%)
29(21, 38)
13,235 (20%)
52,434 (80%)
64,455 (98%)
$1,214 \ (1.8\%)$

\boxtimes Add a caption to the table

Table 2: Population characteristics

Characteristic	N = 65,669
age	50 (35, 65)
sex	
1	33,114 (50%)
2	32,555 (50%)
bmi	29 (21, 38)
confirmed	, ,
0	13,235 (20%)
1	52,434 (80%)
death	
0	64,455 (98%)
1	1,214 (1.8%)

\boxtimes Assign a label to the table;

Table 3: Population characteristics

Characteristic	N = 65,669
age	50 (35, 65)
sex	
1	33,114 (50%)
2	32,555 (50%)
bmi	29 (21, 38)
confirmed	, ,
0	13,235 (20%)
1	52,434 (80%)

Table 3: Population characteristics

Characteristic	N = 65,669
death	
0	64,455 (98%)
1	$1,214\ (1.8\%)$

⊠ Replace the placeholder text in bold with a cross-reference to the table ;

@tbl-1 provides a summary of the demographic characteristics and the outcome proportion for the overall population.

"Table 3 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"

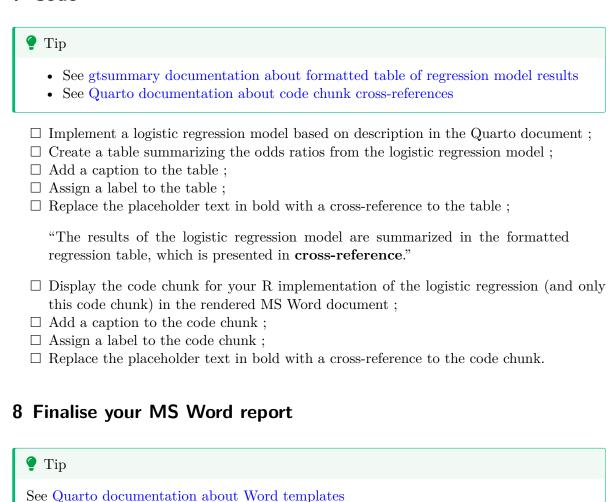
6 Customise figures



• 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



☐ Apply the Swiss TPH template swisstph template.docx to your MS Word rendered

☐ Create your own template and apply it to your MS Word rendered report.