

Practice Challenge: Grouping Data by a Formatted Value

In this practice, you produce a report that lists employees by the year that they were terminated.

1. In the **Lesson3** project, select the **employee_master** table in the Project pane or process flow and use the Tasks pane to launch the List Data task.
 2. Apply a filter to the input data source. The report should display only employees who have been terminated (that is, where the **Termination** value is **not missing**).
 - Click **Edit**.
 - From the first drop-down list, select **Termination**.
 - From the second drop-down list, select **Is not missing**.
 - Click **OK**.
 3. Make the following role assignments:
 - List variables: **Employee_Name**
 - Group analysis by: **Terminations**
 - Identifying label: **Employee_ID**
 - Drag **Employee_Name** from the Variables to assign pane to the **List variables** role.
 - Drag **Termination** to the **Group analysis by** role.
 - Drag **Employee_ID** to the **Identifying label** role.
 4. Apply the YEAR4. format to the **Termination** column.
 - Right-click the **Termination** column name in the Task roles pane and select **Properties**.
 - In the Termination Properties window, click **Change** for the format.
 - In the Formats window, select the **Date** category.
 - Scroll down in the list of formats, select **YEARw.d**, and verify that the overall width is **4**.
 - Click **OK** to close the Formats window.
 - Click **OK** to close the Termination Properties window.
 5. Print the number of rows for each BY group.
 - Select **Options** in the selection pane.
 - Select the **Print number of rows** check box.
 6. Add the title **Terminated Employees** and delete the footnote.
 - Select **Titles** in the selection pane and clear the **Use default text** check box.
 - In the Text field, delete the default title and enter **Terminated Employees**.
 - Select **Footnote** in the Section pane and clear the **Use default text** check box.
 - Delete the default footnote text.
 7. Modify the task properties to change the task label to **Terminated Employee List**.
 - Select **Properties** in the selection pane.
 - Click **Edit**.
 - Delete the text in the Label field and enter **Terminated Employee List**.
 - Click **OK**.

8. Generate the report and examine the results.

Click **Run** to generate the report. Review the results on the Terminated Employee List tab.

9. How many employees were terminated in 2014?

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10. Close all tabs except for the process flow, and save the **Lesson3** project.

Hide Solution