

Practice Level 1: Using the Query Builder to Group and Summarize Data

In this practice, you use the Query Builder to create an output table with the average payroll by **Department**.

1. If necessary, in the **Lesson4** project, add the **employee_master** table to the Practices process flow.
 - Select **File > Open** and navigate to the course data location.
 - Select **employee_master > Open**. The data appears on a new tab in the work area.
2. Use the Query Builder to create a query named **Average Salary per Department Query** and an output table named **AvgSal_Dept**.
 - Include only the **Department** and **Salary** columns in the query.
 - Select the **AVG** (average) statistic for **Salary**.
 - Sort the table in increasing order of **AVG_of_Salary**.
 - Right-click the **employee_master** table in the process flow and select **Query builder**.
 - Enter **Average Salary per Department Query** in the Query name field.
 - Click **Change** next to the Output name field.
 - Enter **AvgSal_Dept** in the File name field and click **Save**.
 - Double-click the following columns to select them: **Department** and **Salary**.
 - Select the **AVG** (average) statistic for **Salary**.
 - Click in the **Summary** column for the **Salary** column.
 - Select the **AVG** statistic from the drop-down list.
 - Sort the table in increasing order of **AVG_of_Salary**.
 - Click the **Sort Data** tab.
 - Drag and drop **AVG_of_Salary** onto the tab area.
 - Verify that the sort direction is set to **Ascending**.
3. Run the query. Which department has the highest average salary?

Click **Run** to execute the query. A new tab appears in the work area displaying the results. The department with the highest average **Salary** value is **Executives**.

4. Close all tabs except for the process flow, and save the **Lesson4** project.

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