Practice Level 1: Filtering Data in the List Data Task

In this practice, you use the List Data task on the **employee_addresses** table to produce a report. You display only employees located in San Diego.

1. In the **Lesson3** project, add the **employee_addresses** table to the Practices process flow.

   - Select **File > Open** and navigate to the course data location.
   - Select **employee_addresses > Open**. The data appears on a new tab in the work area.

2. Create a report with the List Data task and show the **Employee_Name**, **Street_Number**, **Street_Name**, and **Postal_Code** columns. Identify each row with the **Employee_ID** column.

   - From the data grid toolbar, select **Tasks > List Data**.
   - In the Data panel, hold down the Ctrl key and select **Employee_Name**, **Street_Number**, **Street_Name**, and **Postal_Code**. Drag them to the **List variables** role.
   - Drag **Employee_ID** to the **Identifying label** role.

3. Modify the properties for the columns so that the report displays the following labels: **ID**, **Name**, **Street Number**, **Street Name**, and **ZIP Code**.

   - Right-click each of the variable names and select **Properties**.
   - In the Properties window, enter the appropriate text in the Label field.
   - Click **OK**.
   - **Note**: In the Task roles pane, right-click and select **Show Labels** to display the labels.

4. Filter the data so that only the employees from San Diego are included in the report.

   - Click **Edit** to open the Edit Data and Filter window.
   - Using the first drop-down box in the Task filter, select **City**.
   - In the second drop-down box, select **Equal to** as the operator.
   - In the third box, click the ellipsis (**Value Selector**). Select **San Diego** and click **OK**.
   - Click **OK** to close the Edit Data and Filter window.

5. Change the title to **Employee List for San Diego** and delete the footnote.

- Select **Titles** in the selection pane.
- Verify that **Report Titles** is selected in the Section pane. Clear the **Use default text** check box and delete the default text. Enter **Employee List for San Diego**.
- Select **Footnote** in the Section pane and clear the **Use default text** check box.
- Delete the default footnote text.

6. Modify the task properties to change the task label to **San Diego List**.

- Select **Properties** in the selection pane.
- Click **Edit**.
- Delete the text in the Label field and enter **San Diego List**.
- Click **OK**.

7. Generate the report. On what street does James Blackley live?

Click **Run** to generate the reports. James Blackley lives on *Dubose St*.

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

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