Practice Level 2: Using the Summary Tables Task

In this practice, you use the Summary Tables task to create a report that shows warehouse employee average salaries by **Country**. Enhance the report by adding customized titles that highlight overall totals.

1. In the **Lesson5** project, select the **employee_master** table in the Project pane or process flow and use the Tasks pane to launch the Summary Tables task.

   - Highlight the **employee_master** table in the Project pane or process flow.
   - In the Tasks pane, expand **Describe** and double-click **Summary Tables**.

2. Filter the data so that only employees with *Warehouse* in their job title are included.

   Hint: When creating the filter, be aware that values are case sensitive.

   - Click **Edit**.
   - Select **Job_Title** from the first drop-down list.
   - Select **Contains** from the second drop-down list.
   - Enter **Warehouse** as the value in the third box.
   - Click **OK**.

3. Establish the task roles by adding the **Salary** variable as the analysis variable and **Job_Title** and **Country** as the classification variables.

   - Drag **Salary** from the **Variables to assign** list and drop it onto the **Analysis variables** role in the Task roles pane.
   - Drag **Job_Title** and **Country** from the **Variables to assign** list and drop it onto the **Classification variables** role in the Task roles pane.

4. Create the summary table layout by dragging and dropping items to the preview area as indicated below:
   - Select **Summary Tables** in the selection pane to define the table layout.
   - Select **Country** and drag it to the box in the Preview area that represents the rows of the table.
   - Select **Total (ALL)** and drag it to below **Country**.
   - Select **Job_Title** and drag it above the **N** statistic.
   - Select **Salary** and drag it below **Job_Title**.
   - Drag the **Mean** statistic to the columns, dropping it *on top of* the **N** statistic under **Salary**.
   - Select **Total (ALL)** and drag it to the right of **Job_Title**. Next, drag **Salary** to the columns, placing it below **Total**. Finally, select the **Mean** statistic and then drop it *on top of* the **N** statistic in the **Total** column.

5. Enter **Warehouse Employee Statistics by Country** as the title and delete the footnote.

   - Select **Titles** in the selection pane.
   - Select **Table Titles** in the Section pane and clear the **Use default text** check box.
   - Delete the current text and enter **Warehouse Employee Statistics by Country**.
   - Select **Footnote** in the Section pane and clear the **Use default text** check box.
   - Delete the default footnote text.

6. Change the task label to **Warehouse Employee Stats**.

   - Select **Properties** in the selection pane.

- Click **Edit**.
- Delete the text in the Label field and enter **Warehouse Employee Stats**.
- Click **OK**.

7. Run the task and review the results.

   Click **Run** to run the task. A new tab appears in the work area, displaying the results.

8. Modify the report to meet the appearance requirements by clicking the **Modify Task** icon from the task toolbar to reopen the Summary Tables task.
   - Remove the headings for **Job_Title** and **Salary**. **Hint**: Removing the existing label text removes the row or column heading.
   - Change the **Mean** statistic heading to **Average Salaries**.
   - Apply the DOLLARw.d format to the data values with **12** for the overall width and 0 (zero) for the decimal places.
   - For the total row at the bottom of the report, change the title to **All Countries** and set the text background color to light turquoise. Also, change the background color of the data values to light turquoise.
   - For the total column on the right side of the report, make the following updates:
     - Change the title to **All Job Titles** and set the text background color to light turquoise.
     - Remove the heading for **Salary**.
     - Change the **Mean** statistic heading to **Average Salaries** and set the text background color to light turquoise.
     - Apply the DOLLARw.d format to the data values with **12** for the overall width and **0** (zero) for the decimal places. Use a background color of light turquoise.

   - Remove the headings for **Job_Title** and **Salary**.
     - Select **Summary Tables** in the selection pane.
     - Right-click **Job_Title** and select **Heading Properties**.
       - In the Heading Properties for Job_Title window, delete the existing label and click **OK**.
     - Right-click **Salary** and select **Heading Properties**.
       - In the Heading Properties for Salary window, delete the existing label and click **OK**.
   - Change the **Mean** statistic heading to **Average Salaries**. Apply the DOLLARw.d format to the data values with **12** for the overall width and **0** (zero) for the decimal places.
     - Right-click the **Mean** statistic and select **Heading Properties**.
       - In the Heading Properties for Mean window, enter **Average Salaries** as the label and click **OK**.
     - Right-click the **Mean** statistic and select **Data Value Properties**.
       - In the Data Value Properties for Mean window, click the **Format** tab.
       - Select **Currency** in the Categories pane and **DOLLARw.d** in the Formats pane.
       - Change the overall width to **12** and leave the decimal places at **0** (zero).
       - Click **OK**.
   - For the total row at the bottom of the report, change the title to **All Countries** and set the text background color to light turquoise. Also, change the background color of the data values to light turquoise.
     - Right-click **Total** below **Country** and select **Heading Properties**.
       - In the Heading Properties for ALL window, click the **General** tab and enter **All Countries** as the label.
       - Click the **Font** tab and select **Light Turquoise** for the background color.
       - Click **OK**.
     - Right-click **Total** below **Country** and select **Data Value Properties**.
       - In the Data Value Properties for ALL window, click the **Font** tab and select **Light Turquoise** for the background color.
       - Click **OK**.
   - For the total column on the right side of the report, make the listed updates.
     - Right-click **Total** beside **Job_Title** and select **Heading Properties**.
       - In the Heading Properties for ALL window, click the **General** tab and enter **All Job Titles** as the label.
       - Click the **Font** tab and select **Light Turquoise** for the background color.

- Click **OK**.
  - Right-click **Salary** below the **Total** column and select **Heading Properties**.
    - In the Heading Properties for Salary window, click the **General** tab and delete the existing label.
    - Click **OK**.
  - Right-click the **Mean** statistic below the **Total – Salary** column and select **Heading Properties**.
    - In the Heading Properties for Mean window, enter **Average Salaries** as the label.
    - Click the **Font** tab and select **Light Turquoise** for the background color.
    - Click **OK**.
  - Right-click the **Mean** statistic below the **Total – Salary** column and select **Data Value Properties**.
    - In the Data Value Properties for Mean window, click the **Format** tab.
    - Select **Currency** in the Categories pane and **DOLLARw.d** in the Formats pane.
    - Change the overall width to **12** and the leave the decimal places at **0** (zero).
    - Click the **Font** tab and select **Light Turquoise** for the background color.
    - Click **OK**.

9. Run the task. In Australia (*AU*), what is the average salary across all warehouse job titles?

   Click **Run** to run the task. The results are updated. In Australia (*AU*), the average salary across all warehouse job titles is *$36,225*.

10. If you are moving onto the **Challenge Practice: Creating and Applying a Custom Percentage Format**, leave the **Warehouse Employee Stats** tab open. If not, close all tabs except for the process flow, and save the **Lesson5** project.

Hide Solution