Practice Level 1: Using the Summary Tables Wizard

In this practice, you use the Summary Tables Wizard to create a report that displays the minimum and maximum salary for each department and job title.

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 Wizard.

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

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

    - In Step 1 of the wizard, 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. **Warning**: values entered in the third box are case sensitive.
    - Click **OK**.
    - Click **Next** to select the analysis variables.

3. Add **Salary** to the **Analysis variables** box two times. Select **Minimum** for the first statistic and **Maximum** for the second.

    - In Step 2, click **Add** and select **Salary**.
        - In the **Analysis variables** box, select the cell in the **Statistic** column.
        - From the drop-down list, select **Minimum**.
    - Click **Add** and select **Salary** a second time.
        - In the **Analysis variables** box, select the cell in the **Statistic** column.
        - From the drop-down list, select **Maximum**.

4. Hide the analysis variable labels and apply the DOLLARw.d format to the table with **10** for the overall width and **0** (zero) for the decimal places.

    - From the Analysis variables labels drop-down list, select **hidden**.
    - Click **Browse** to select the table format.
        - Select **Currency** in the Categories pane and **DOLLARw.d** in the Formats pane.
        - Change the overall width to **10** and the leave the decimal places at **0** (zero).
        - Click **OK**.
    - Click **Next** to move to select the classification variables.

5. Add **Department** and then **Job_Title** in the Rows box. Hide the row headings.

    Hint: Click **More Options** to customize the table structure.

    - To add a classification variable to the rows, click **Add** for that box.
        - From the pop-up menu, select **Department**.
          Note: The variables that you assign as classification variables are character or discrete numeric variables that are used to divide the input data into categories. The statistics are calculated on all selected analysis variables for each unique combination of classification variables.
    - To add the second classification variable to the rows, click **Add** for that box.
        - From the pop-up menu, select **Job_Title**.
    - Click **More Options** to hide the row headings.

        - In the Table Structure dialog box, select the **Hide the row headers** check box.
        - Click **OK**.
    - Click **Next** to specify the totals.

6. Eliminate the row totals.

    - From the Rows drop-down list, select **None**.
    - Click **Next** to optionally select an output data set.

7. Do not create an output data set.

    Select **Next** to specify the titles and footnotes.

8. Provide a title of **Salary Ranges for Warehouse Jobs** and remove the footnote.

    Enter **Salary Ranges for Warehouse Jobs** as the title and delete the footnote text.

9. Run the task. Which departments have warehouse assistants?

    Click **Finish** to run the task. The results appear on a new tab in the work area. The departments with warehouse assistants are **Administration** and **Stock & Shipping**.

10. Change the task label to **Warehouse Salary Ranges**.

    - Right-click **Summary Tables** in the Project pane and select **Rename**.
    - Enter **Warehouse Salary Ranges**.

11. Close all tabs except for the process flow, and save the **Lesson5** project.

Hide Solution