

## Practice Level 2: Creating a Grouped Frequency Report

In this practice, you use the One-Way Frequencies task to generate a count and percentage report of employees by **Job\_Title**. You group the results by **Department**.

1. If you haven't already, complete the **Level 1: Producing a One-Way Frequency Task Report** practice.
2. Use the One-Way Frequencies task to analyze **Job\_Title**, grouped by **Department**.
  - Include only frequencies and percentages.
  - Order the output report by descending frequencies.
  - Add the title **Employees by Job Title** and delete the footnote.
  - Change the task label to **Jobs by Dept Freq Report**.
  - Run the task.

**Note:** If you closed the **employee\_master** tab, then select the table in the process flow and use the Tasks pane to launch the task.

- From the data grid toolbar, select **Tasks > One-Way Frequencies**.
  - In the Data panel, assign **Job\_Title** to the **Analysis variables** role and **Department** to the **Group analysis by** role.
  - Include only frequencies and percentages.
    - Select **Statistics** in the selection pane.
    - Select **Frequencies and percentages** in the Frequency table options pane.
  - Order the output report by descending frequencies.
    - Select **Results** in the selection pane.
    - Change the **Order output data by** option to **Descending frequencies**.
  - Add the title **Employees by Job Title** and delete the footnote.
    - Select **Titles** in the selection pane.
    - Select **Analysis** in the Section pane and clear the **Use default text** check box.
    - Delete the default text and enter **Employees by Job Title** as the title.
    - Select **Footnote** in the Section pane and clear the **Use default text** check box.
    - Delete the default footnote text.
  - Change the task label to **Jobs by Dept Freq Report**.
    - Select **Properties** in the selection pane.
    - Click **Edit**.
    - Delete the text in the Label field and enter **Jobs by Dept Freq Report**.
    - Click **OK**.
  - Run the task.
    - Click **Run** to generate the report. The Jobs by Dept Freq Report tab appears in the work area.
    - If necessary, click the **Results** tab to view the report.
3. In the Engineering Department, which job title has the most employees?

### Cabinet Maker II

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