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Practice Level 2: Using the Query Builder to Group, Summarize, and Filter Data

In this practice, you use the Query Builder to create an output table with an employee count, as well as the average and total 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 **Salary Summary by Dept Query** and an output table named **salary_summary**.
    - Include **Department**, **Employee_ID**, and **Salary** (twice) on the **Select Data** tab.
    - Select the appropriate statistics to calculate the number of employees, the average salary, and the total salary for each department.
    - If necessary, modify the formats applied to the **AVG_of_Salary** and **SUM_of_Salary** columns to round values to the nearest dollar.
    - Filter the query to include only those departments with more than 10 employees.
    - Sort the data by decreasing department size, based on the number of employees.

    - Right-click the **employee_master** table in the process flow and select **Query builder**.
        - Enter **Salary Summary by Dept Query** in the Query name field.
        - Click **Change** next to the Output name field.
        - Enter **salary_summary** in the File name field and click **Save**.
    - Double-click the following columns to select them: **Department**, **Employee_ID**, and **Salary**. Double-click **Salary** a second time.
    - Select the appropriate statistics to calculate the number of employees, the average salary, and the total salary for each department.
        - Click in the **Summary** column for the **Employee_ID** column. Select the **COUNT** statistic from the drop-down list.
        - Click in the **Summary** column for the first **Salary** column. Select the **AVG** statistic from the drop-down list.
        - Click in the **Summary** column for the second **Salary** column. Select the **SUM** statistic from the drop-down list.
    - If necessary, modify the formats applied to the **AVG_of_Salary** and **SUM_of_Salary** columns to round values to the nearest dollar.
        - Verify that DOLLAR13. is specified as the format for both **AVG_of_Salary** and **SUM_of_Salary**.
    - Filter the query to include only those departments with more than 10 employees.
        - Click the **Filter Data** tab.
        - Drag **COUNT_of_Employee_ID** from the list of columns to the **Filter the summarized data** pane.
        - In the New Filter Wizard, select **Greater than** in the Operator field.
        - Enter **10** as the value.
        - Click **Finish**.
    - Sort the data by decreasing department size, based on the number of employees.
        - Click the **Sort Data** tab.
        - Drag and drop **COUNT_of_Employee_ID** onto the tab area.
        - Change the sort direction to **Descending**.

3. Run the query. Out of the departments that have more than 10 employees, which has the fewest employees?

    Click **Run** to execute the query. A new tab appears in the work area displaying the results. Out of the departments that have more than 10 employees, the **Concession Management** department

has the fewest: *11*.

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

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