Practice Level 1: Creating a Table Using the Query Builder

In this practice, you use the Query Builder to create a table with San Diego employees sorted by **Postal_Code**.

1. In the **Lesson4** project, add a new process flow and rename it **Practices**. Then add the **employee_addresses** table. **Note**: If you do not have the **Lesson4** project, you can create a new project.

    - Select **File > New > Process flow**.
    - Right-click **Process Flow** in the Project pane and select **Rename**. Enter **Practices**.
    - 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. Use the Query Builder to create a query named **San Diego Employees Query** and a table named **SanDiegoEmployees**.
    - Include these columns: **Employee_ID**, **Employee_Name**, **Street_Number**, **Street_Name**, and **Postal_Code**.
    - Filter the data to include only employees from *San Diego*.
      Note: To select from a list of values, click the down arrow (**Get Values**) at the end of the Value box. If you enter data values, remember that character values are case sensitive (for example, **"CA"** is not the same as **"Ca"**).
    - Order the results by ascending **Postal_Code**.

    - Click **Query Builder** on the data grid toolbar.
    - Enter **San Diego Employees Query** in the Query name field.
        - Click **Change** next to the Output name field.
        - Enter **SanDiegoEmployees** in the File name field and click **Save**.
    - Double-click the following columns to select them: **Employee_ID**, **Employee_Name**, **Street_Number**, **Street_Name**, and **Postal_Code**.
    - Filter the data to include only employees from *San Diego*.
        - Click the **Filter Data** tab.
        - Drag and drop **City** to the **Filter Data** tab to start the New Filter Wizard.
            - In Step 1, verify that **Equal to** is selected as the operator.
            - Click the down arrow (**Get Values**) at the end of the Value box.
            - On the Values tab, click **Get Values** and select **San Diego**.
            - Click **Next**.
            - In Step 2, verify the filter and click **Finish**.
    - Order the results by ascending **Postal_Code**.

- Click the **Sort Data** tab.
- Drag and drop **Postal_Code** onto the **Sort Data** tab and verify that **Ascending** is the selected sort direction.

3. Run the query. How many rows are in the new **SanDiegoEmployees** table?

   Click **Run** to execute the query. A new tab appears in the work area, displaying the results. There are 112 rows in the table.

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

Hide Solution