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Practice Challenge: Using an Advanced Filter in the Query Builder

In this practice, you use the Query Builder to create a table with employees who retired in December, regardless of the retirement year.

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 **December Retirees Query** and a table named **DecemberRetirees**.
    - Include these columns: **Employee_ID**, **Employee_Name**, **Department**, **Manager_ID**, and **Termination**.
    - Label the **Termination** column as **Termination Date** and apply the DATE9. format.
    - Include only those employees who retired in *December*.
      Note: Use the MONTH function. Documentation about this function can be found by accessing online Help and searching for **MONTH Function**.
    - Order the output table by ascending **Manager_ID** and then **Employee_ID**.

    - Click **Query Builder** on the data grid toolbar.
    - Enter **December Retirees Query** in the Query name field.
        - Click **Change** next to the Output name field.
        - Enter **DecemberRetirees** in the File name field and click **Save**.
    - Double-click the following columns to select them: **Employee_ID**, **Employee_Name**, **Department**, **Manager_ID**, and **Termination**.
    - Label the **Termination** column as **Termination Date** and apply the DATE9. format.
        - On the Select Data tab, select **Termination** and click the **Properties** icon to open the Properties window for the column.
        - Enter **Termination Date** in the Label field.
        - To apply a format to this column, click **Change**.
        - In the Formats window, select **Date** from the Categories pane and **DATEw.d** from the Formats pane. Change the overall width to **9**. Click **OK**.
        - Click **OK**.
    - Include only those employees who retired in *December*.
        - Click the **Filter Data** tab.
        - Click the **New Filter** icon and select **Advanced Filter**.

        - Click **Next**.
        - In Step 2, expand the **Functions** folder and find the MONTH function.
        - Double-click **MONTH Function** to add it to the expression.
        - Select **Favorites > Selected Columns** to quickly collapse the **Functions** folder.
        - Double-click **Termination** to add the column to the expression.
        - Move the cursor to the end of the expression and enter **=12**.
        - Click **Validate** to validate the syntax. The Validate window should indicate that the expression syntax is valid.
        - Close the window.
        - Click **Next** to verify the filter.
        - Click **Finish**.
    - Order the results by ascending **Manager_ID** and then **Employee_ID**.
        - Click the **Sort Data** tab.
        - Drag and drop **Manager_ID** onto the **Sort Data** tab and verify that **Ascending** is the selected sort direction.
        - Drag and drop **Employee_ID** 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 **DecemberRetirees** table?

    Click **Run** to execute the query. A new tab appears in the work area, displaying the results. There are 32 rows in the table.

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

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