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Challenge: Using the Query Builder to Produce a Top-Ten Report

When using the Query Builder, you can choose to generate your results in any one of three formats: data table, data view, or report. In this practice, you override the default setting of producing a data table to save the query results as a report.

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 **Top 10 Paid Jobs Titles**.
    - Calculate the average salary for each job title. Rename the column **AverageSalary** and apply a format to round to the nearest dollar.
    - Filter the query to exclude any employees with *Chief* as part of the job title.
    - Sort the data by decreasing sequence of average salary.

    - Right-click the **employee_master** table in the process flow and select **Query builder**.
        - Enter **Top 10 Paid Job Titles** in the Query name field.
    - Calculate the average salary for each job title. Rename the column **AverageSalary** and apply a format to round to the nearest dollar.
        - Double-click the following columns to select them: **Job_Title** and **Salary**. .
        - Click in the **Summary** column for the **Salary** column. Select the **AVG** statistic from the drop-down list.
        - Select **AVG_of_Salary** and click the **Properties** icon to open the Properties window for the column.
        - Enter **AverageSalary** in the Column Name field.
        - Verify that the format contains no decimal place. If necessary, click **Change** next to the Format field.
        - Change the decimal places to **0**.
        - Click **OK**.
        - Click **OK** to close the Properties window.
    - Filter the query to exclude any employees with *Chief* as part of the job title.
        - Click the **Filter Data** tab.
        - Drag **Job_Title** to the **Filter the raw data** pane.
        - In the New Filter Wizard, select **Does not contain** in the Operator field.
        - Enter **Chief** as the value.
        - Click **Finish**.
    - Sort the data by decreasing sequence of average salary.
        - Click the **Sort Data** tab.
        - Drag and drop **AverageSalary** onto the tab area.
        - Change the sort direction to **Descending**.

3. Modify the query options to produce the following results:
    - Generate a report, rather than a data table.
    - Limit the number of output rows to 10.
    - Title the report **Top 10 Average Salaries by Job Title**.
      Hint: Look for the appropriate options by selecting **Options > Options for This Query**.

    - Generate a report, rather than a data table.
        - Select **Options > Options for This Query**.
        - In the Results format pane, select the **Override the corresponding default settings in Tools->Options** check box and select **Report**.
    - Limit the number of output rows to 10.
        - In the Results panel of the Query Options window, locate the Query limits pane.
        - Select the **Limit number of rows to save in output** check box and enter **10**.

- Title the report **Top 10 Average Salaries by Job Title**.
  - In the selection pane of the Query Options window, select **Titles**.
  - Select the **Override the corresponding default settings in Tools->Options** check box for the title text.
  - Enter **Top 10 Average Salaries by Job Title**.
  - Click **OK**.

4. Run the query. Which job has the lowest average salary of the top 10 jobs?

   Click **Run** to execute the query. A new tab appears in the work area displaying the results. **Marketing Manager** has the lowest average salary out of the top 10, at *$81,242*.

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

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