

Practice Level 2: Using a Function to Create a Computed Column

In this practice, you use the Query Builder to create a table from the **employee_donations** table with a new column that indicates the total contributions from each employee.

1. In the **Lesson4** project, add the **employee_donations** table to the Practices process flow.
 - Select **File > Open** and navigate to the course data location.
 - Select **employee_donations > Open**. The data appears on a new tab in the work area.

2. Use the Query Builder to create a query named **Donations Query** and a table named **total_donations**.
 - Include these columns: **Employee_ID**, **Recipients**, and **Paid_By**.
 - Create a new column named **Total_Donations** that totals the values of the four quarterly donations. Apply the DOLLAR12.2 format to the column.
Note: Use a function to calculate the total and thereby ignore any missing values that might be in the input columns.
 - Order the results by ascending **Employee_ID**.

 - Click **Query Builder** on the data grid toolbar.
 - Enter **Donations Query** in the Query name field.
 - Click **Change** next to the Output name field.
 - Enter **total_donations** in the File name field and click **Save**.
 - Double-click the following columns to select them: **Employee_ID**, **Recipients**, and **Paid_By**.
 - Create a new column named **Total_Donations** that totals the values of the four quarterly donations. Apply the DOLLAR12.2 format to the column.
 - To add the **Total_Donations** column, begin by clicking the **Add A New Computed Column** icon on the Select Data tab, or you can select **Computed Columns > New**.
 - In Step 1, select **Advanced expression** and click **Next**.
 - In Step 2, expand the **Functions** folder and find the SUM function.
 - Double-click **SUM Function** to add it to the expression.
 - Select **Favorites > Tables** to quickly collapse the **Functions** folder.
 - Expand **Tables > t1 (employee_donations)**. Double-click **Qtr1** to add the column to the expression. Select or enter a

comma. Double-click **Qtr2** to add the column to the expression. Select or enter a comma. Double-click **Qtr3** to add the column to the expression. Select or enter a comma. Double-click **Qtr4** to add the column to the expression. Click **Next**.

- In Step 3, enter **Total_Donations** in the Column Name field.
- To apply a format to this column, click **Change**. In the Formats window, select **Currency** from the Categories pane and **DOLLARw.d** from the Formats pane.
- Change the overall width to **12** and the decimal places to **2**.
- Click **OK**.
- Click **Next**.
- In Step 4, review the summary of the new column's properties and click **Finish**.
- Order the results by ascending **Employee_ID**.
 - Click the **Sort Data** tab.
 - Drag and drop **Employee_ID** onto the **Sort Data** tab and verify that **Ascending** is the selected sort direction.

3. Run the query. What are the total donations made by employee ID 120275?

Click **Run** to execute the query. A new tab appears in the work area, displaying the results. The **Total_Donations** value for **Employee_ID 120275** is **\$60.00**.

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

Hide Solution