

Practice Level 2: Filtering Data in the One-Way Frequencies Task

In this practice, you use the One-Way Frequencies task to produce a report of Australian employees by **Job_Title**.

1. In the **Lesson3** project, use the One-Way Frequencies task to analyze **Job_Title** in the **employee_master** table.
 - Filter the data to select only employees from Australia (*AU*).
 - Include only frequencies.
 - Order the output report by descending frequencies.
 - Add the title **Frequency of Australian Employees by Job Title** and delete the footnote.
 - Change the task label to **AU Job Freq Report**.

Note: If you closed the **employee_master** tab, select the table in the process flow and use the Tasks pan to launch the task.

- From the data grid toolbar, select **Tasks > One-Way Frequencies**.
- Drag **Job_Title** to the **Analysis variables** role.
- Filter the data to select only employees from Australia (*AU*).
 - Click **Edit** to open the Edit Data and Filter window.
 - Using the first drop-down box in the Task filter, select **Country**.
 - In the second drop-down box, select **Equal to** as the operator.
 - In the third box, click the ellipsis (**Value Selector**). Select **AU** and click **OK**.
 - Click **OK** to close the Edit Data and Filter window.
- Include only frequencies.
 - Select **Statistics** in the selection pane.
 - Select **Frequencies only** in the Frequency table options pane.
- Order the output report by descending frequencies.
 - Select **Results** in the selection pane.
 - Change the **Order output data by** option to **Descending frequencies**.
- Add the title **Frequency of Australian Employees by Job Title** and delete the footnote.
 - Select **Titles** in the selection pane.
 - Select **Analysis** in the Section pane and clear the **Use default text** check box.
 - Delete the default text and enter **Frequency of Australian Employees by Job Title** as the title.
 - Select **Footnote** in the Section pane and clear the **Use default text** check box.
 - Delete the default footnote text.

- Change the task label to **AU Job Freq Report**.
 - Select **Properties** in the selection pane.
 - Click **Edit**.
 - Delete the text in the Label field and enter **AU Job Freq Report**.
 - Click **OK**.

2. Generate the report. Which job title has the most employees?

Click **Run** to generate the reports. The job title with the most employees is **Sales Rep I**.

3. Close all tabs except for the process flow, and save the **Lesson3** project.

Hide Solution