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Practice Level 2: Using a Compound Filter in the Query Builder to Create a Table

In this practice, you use the Query Builder to create a table that includes all employees with the word *Chief* or *Manager* in their job titles.

1. In the **Lesson4** project, add the **employee_master** table to the Practices process flow. **Note**: If you do not have the **Lesson4** project, you can create a new project.

    - 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 **Offsite Meeting Query** and a table named **meeting_emps**.
    - Include these columns: **Employee_ID**, **Employee_Name**, **Department**, and **Job_Title**.
    - Filter the data to keep rows where the **Job_Title** contains the word *Chief* or *Manager*.
      Note: Remember that character values are case sensitive.
    - Order the output table by ascending **Department** and then **Employee_ID**.

    - Click **Query Builder** on the data grid toolbar.
    - Enter **Offsite Meeting Query** in the Query name field.
        - Click **Change** next to the Output name field.
        - Enter **meeting_emps** in the File name field and click **Save**.
    - Double-click the following columns to select them: **Employee_ID**, **Employee_Name**, **Department**, and **Job_Title**.
    - Filter the data to keep rows where the **Job_Title** contains the word *Chief* or *Manager*.
        - Click the **Filter Data** tab.
        - Drag and drop **Job_Title** to the **Filter Data** tab to start the New Filter Wizard.
            - In Step 1, select **Contains** as the operator.
            - Enter **Chief** in the Value field. Click **Next**.
            - In Step 2, verify the filter and click **Finish**.
        - Drag and drop **Job_Title** a second time onto the **Filter Data** tab to start the New Filter Wizard.
            - In Step 1, select **Contains** as the operator.
            - Enter **Manager** in the Value field. Click **Next**.
            - In Step 2, verify the filter and click **Finish**.
        - Change the operator to **OR**.

- Order the results by ascending **Department** and then **Employee_ID**.
  - Click the **Sort Data** tab.
  - Drag and drop **Department** 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 **meeting_emps** table?

   Click **Run** to execute the query. A new tab appears in the work area, displaying the results. There are 81 rows in the table.

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

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