



Fast Starter Salary Analysis

Written and Presented by
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About the speaker:

David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is “Either you work Excel, or it works you.” David offers spreadsheet and database consulting services nationwide.

Make Note of Spreadsheet ID

The image shows a browser window with the URL www.studentsexcel.com circled in red, labeled with a '1'. The website header includes 'Students Excel' and navigation links for 'Welcome', 'Instructors', and 'Students'. A 'Student Login' section is visible with a 'Sign in to your account.' button labeled '2'. The main content area shows 'My Assignments' with a 'Purchase New Assignment' button and a 'Questions / Help' link. A 'Spreadsheet ID: 5000' is circled in red, labeled '3'. Below this, a list of assignments is shown with callouts: '4' points to the 'Assignment name appears here', '5' points to the 'Exercise name(s) appear here.', '6' points to the 'Due Date appears here.', and '7' points to the 'Submission date appears here after you turn in your assignment.' A message at the bottom states 'X You haven't submitted your work yet.'



This Exercise Requires Microsoft 365

The screenshot shows the Microsoft Excel 2016 interface. The File menu is open, and the 'Account' option is selected. The 'Subscription Product' section shows 'Microsoft Office 365' circled in red. A yellow callout box with a red '3' in a circle contains the text: "If you either don't have an Account choice for step 2, or you don't see the words Microsoft Office 365 at the right you're using an outdated version of Excel." A green callout box at the bottom contains the text: "You are entitled to a free copy of Microsoft Office 365. Log in with your university email and password at www.office365.com to download and install the latest version of Microsoft Office, which includes the newest version of Microsoft Excel." The 'File' menu item is circled in red with a red '1' in a circle, and the 'Account' menu item is circled in red with a red '2' in a circle.

Step 1 of 34: Create and Save a Workbook

1 Start with a blank Excel workbook. Press Ctrl+N (or Cmd+N), or choose File, New and then double-click Blank Workbook if needed.

2 File

3 Save As

4 Browse

5 Desktop

You don't have to save the file to your desktop, but do save it somewhere where you can find it at the end to turn in .

6 Fast Starter

Save as type: Excel Workbook (*.xlsx)

Authors: David Ringstrom

7 Save Thumbnail

Click Save.

Step 2 of 34: Add Captions

1 Enter these captions in the cells shown.

2 Double-click in between columns A and B to widen column A.

3 Enter this caption in the cell shown.

4 Enter these captions in the cells shown.

5 Enter these captions in the cells shown in cells D9:D11.

6 Click the Save button or press Ctrl-S (or Cmd-S).

	A	B	C	D	E
1	Job Title:				
2					
3	Assumptions				
4					
5	Median Salary:				
6	90% Salary Level:				
7	Difference:				
8					
9		Starting Salary			
10					
11					
12					
13					
14					

Step 3 of 34: Add Additional Captions

1 Enter these captions in the cells shown.

2 Select cell B15.

3

4 Wrap Text

5 Enter these captions in the cells shown then center and wrap the text as needed.

Year	Age	Median Salary	90% Salary	Raise	Salary Difference	Future Value Inv Portfolio	Present Value Inv Portfolio

Step 4 of 34: Go To Special Command

1 Home

2 Find & Select

3 Go To Special...

4 Notes
 Constants
 Formulas
 Objects

5 OK

6 Calibri 11

7 Select cells A3:H3.

8 Home

9 Borders

10 Outside Borders

11 Add borders to cells A14:H14 and A20:H20.

	A	H
1	Job Title:	
2		
3	Assumptions:	
4		
5	Median Salary:	
6		
7		
8		
9	Inflation:	
10	Periodic Raise:	
11		
12		
13		
14	Output	
15		
16	Median S	
17	90% Salari	
18	Difference	
19		
20	Calculations	
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Step 5 of 34: Add Inputs

1 Add these inputs.

1	Job Title:	Human Resource Assistant
2		
3	Assumptions:	
4	Starting Salary	
5	Median Salary:	42815
6	90% Salary Level:	53381
7	Difference:	10566
8		
9	Inflation:	Your Age
10	Periodic Raise:	Retirement Age:

2 Enter a formula to calculate the difference.

1	Job Title:	Human Resource Assistant
2		
3	Assumptions:	
4	Starting Salary	
5	Median Salary:	42815
6	90% Salary Level:	53381
7	Difference:	10566
8		
9	Inflation:	Your Age
10	Periodic Raise:	Retirement Age:

3 Select cells B5:B7.

1	Job Title:	Human Resource Assistant
2		
3	Assumptions:	
4	Starting Salary	
5	Median Salary:	42815
6	90% Salary Level:	53381
7	Difference:	10566
8		
9	Inflation:	Your Age
10	Periodic Raise:	Retirement Age:

4 Click Remove Decimals twice.

5 Add these inputs. (Tip: Type 4% to enter format 4 percent and format the cell as a percent at the same time).

9	Inflation:	4%
10	Periodic Raise:	10%
11	Raise Every:	5
12	Investment Return:	7%
13		
14		
15		
16	Median Salary	
17	90% Salary Level	

6 Enter a formula to calculate the career span.

9	Inflation:	4%
10	Periodic Raise:	10%
11	Raise Every:	5
12	Investment Return:	7%
13		
14		
15		
16	Median Salary	
17	90% Salary Level	
18	Your Age:	21
19	Retirement Age:	67
20	Career Span:	46

Step 6 of 34: Year Number Formula

	A	B	C	D	E	F	G	H	I
11	Raise Every:	5		Career Span:	46				
12	Investment Return:	7%							
13									
14	Output								
		Total Career	FM Investment	PV Investment					
19									
20	Calculation								
21	Year	Age	Median Salary	90% Salary	Raise	Salary Difference	Future Value Inv Portfolio	Present Value Inv Portfolio	
22	1								
23	2								

Enter 1 in cell A22 and then enter the formula.

`=IF(A22+1<=E$11,A22+1,"")`

=IF(A22+1<=E\$11,A22+1,"")

<p>logical_test</p> <p>A22+1<=E\$11</p> <p>Determine if A22 plus 1 is less than or equal to the career span</p>	<p>value_if_true</p> <p>A22+1</p> <p>Add 1 to the value in the previous row</p>	<p>value_if_false</p> <p>""</p> <p>two double-quotes makes a cell appear blank</p>
---	--	---

Step 7 of 34: Refine Year Number Formula

1 Drag the Fill Handle in cell A23 down to cell A100.

2 Certain cells return #VALUE!, which is expected.

3 The issue starts at cell A68 as it's blank because it's just beyond the career range number.

4 Copy the formula down to row 100 after you add IFERROR.

Formula Breakdown:

- value**: `IF(A22+1<=E$11,A22+1,"")`
value to check to see if return an error, if no error results Excel shows this value
- value_if_error**: `0`
what to display if there's an error
double-quotes make the cell appear empty

Step 8 of 34: Add Additional Formulas

The image consists of four panels showing the progression of an Excel spreadsheet:

- Panel 1 (Top Left):** Shows columns A-F. Row 21 has headers: Year, Age, Median Salary, 90% Salary, Raise, Salary Difference. Row 22 has values: 1, 21, 42,815, 53,381. Row 23 has formulas: =E9, =B5, =B6. A red circle highlights these cells, and a callout box says "1 Enter these formulas."
- Panel 2 (Top Right):** Shows columns A-B. Row 21 has headers: Year, Age, Medi. Row 22 has values: 1, 21. Row 23 has a formula: =IF(A23="", "", B22+1). A red circle highlights this cell, and a callout box says "2 Enter this formula."
- Panel 3 (Bottom Left):** Shows columns A-F. Row 21 has headers: Year, Age, Median Salary, 90% Salary, Raise, Salary Difference. Row 22 has values: 1, 21, 42,815, 53,381. Row 23 has a formula: =IF(A23="", "", C22*(1+\$B\$9+\$E23)). A red circle highlights this cell, and a callout box says "3 Enter this formula."
- Panel 4 (Bottom Right):** Shows columns C-E. Row 21 has headers: Median Salary, 90% Salary, Raise. Row 22 has values: 42,815, 53,381. Row 23 has values: 44,528, 55,516. A red circle highlights these cells, and a callout box says "4 Drag the formula from cell C23 to cell D23."

Step 9 of 34: MOD Function

	C	D	E	F	G	H
21	Median Salary	90% Salary	Raise	Salary Difference	Future Value Inv Portfolio	Present Value Inv Portfolio
22	42,815	53,381	1	=MOD(A22,B\$11)		
23	44,528	55,516				

1 =MOD(A22,B\$11)

number
A22
a value to be divided, in this case the year

divisor
B\$11
value to divide the number by, in this case the Raise Every input

	E	F	G
21	Raise	Salary Difference	Future Value Inv Portfolio
22	0%	10,566	
23			

3 =IF(A22="", "", D22-C22)

	D	E	F	G	H	I
21	90% Salary	Raise	Salary Difference	Future Value Portfolio	Present Value Portfolio	
22	53,381	0%	=IF(A22="", "", IF(MOD(A22,B\$11)=0,\$B\$10,0))			
23	55,516					

2 The MOD function returns the remainder after dividing two numbers. When the MOD function returns zero it signifies a pay raise year so the formula pulls the raise percentage, otherwise it returns zero.

	G	H	I
21	Future Value Portfolio	Present Value Portfolio	
22	10,566	10,566	
23			
24	=F22	=F22	

4 Optional: You can enter this formula in cell G22 and then copy it to cell H22.

Step 10 of 34: PV Function

Step 1: Copy cells E22:F22 down to E23:F23.

	E	F	G
21	1	Salary Difference	Future Value Inv Portfolio
22		0%	10,566
23		0%	10,989

Step 2: Add formula to cell G23 to grow the prior balance of the portfolio by the investment rate and add the current year's salary difference.

	D	E	F	G	H	I
21	90% Salary	Raise	Salary Difference	Future Value Inv Portfolio	Present Value Inv Portfolio	
22	53,381	0%	10,566	10,566	10,566	
23	55,516	0%	10,989	22,294		

Step 3: Use the PV function to calculate the present value.

	A	B	C	D	E	F	G	H	I
21	Year	Age	Median Salary	90% Salary	Raise	Salary Difference	Future Value	Present Value	
22	1	21				10,566	10,566	10,566	
23	2	22				10,989	22,294	20,612	

Formula: $PV(\$B\$9, A23, , G23)$

Function Arguments:

- rate:** \$B\$9 investment rate
- nper:** A23 number of payment periods
- pmt:** payment, omitted in this
- [fv]:** G23 future value
- [type]:** Optional: 0 or omitted payments at end of period, 1 payments at beginning of period

Step 11 of 34: Copy Formulas Down

	A	B	C	D	E	F	G	H	I
21	Year	Age	Median Salary	90% Salary	Raise	Salary Difference	Future Value Inv Portfolio	Present Value Inv Portfolio	
22		1	21	42,815	53,381	0%	10,566	10,566	10,566
23		2	22	44,528	55,516	0%	10,989	22,294	20,612
24		3							
25		4							
26		5							
27		6							
28		7							
29		8							

1 Select cells B23:H23 and then double-click the Fill Handle in cell H23 to copy the formulas down to row 100 where the formulas stop in column A.

	A	B	C	D	E	F	G	H	I
92									
93									
94									
95									
96									
97									
98									
99									
100									
101									

2 If all of your formulas were entered correctly, cells A68:H100 should appear blank. If you see values or errors then go back and check your formulas in the corresponding columns.

3 Save your work if you haven't done so recently. Unlike Google Docs, your work in Excel is only saved when you choose to save it.

Step 12 of 34: MAX Function

1 Total Career Earnings: 9,330,701
 90% Salary Level: 11,633,356
 Difference: 2,302,655
 Formulas: `=SUM(C22:C100)`, `=SUM(D22:D100)`

2 Enter a formula to calculate the difference.

3 FV Investment Portfolio: 8,066,060
 PV Investment Portfolio: 8,066,060
 Formula: `=MAX(G22:G100)`

4 Enter a formula to calculate the difference.

Year	Age	Median Salary	90% Salary	Raise	Differe
1	21	42,815	53,381	0%	

5 Add formulas to complete this section.

FV Investment Portfolio	PV Investment Portfolio
8,066,060	1,327,785
8,066,060	1,327,785

6 Add a top and double-bottom border to cells B18:D18.

Total Career Earnings	FV Investment Portfolio	PV Investment Portfolio
9,330,701	8,066,060	1,327,785
11,633,356	8,066,060	1,327,785
2,302,655	8,066,060	1,327,785

Step 13 of 34: Custom Number Format

1 Select cell B11.

2 Excel for Mac: Press Cmd-1 or choose Format, and then Cells from the menu along the top of the screen.

3

4 Custom

5 Enter 0"Year(s)"

6 OK

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 5 Year(s)

Type: 0" Year(s)"

General

0

0.00

#,##0

#,##0.00

#,##0_);(##0)

#,##0_);[Red](##0)

#,##0.00_);(##0.00)

#,##0.00_);[Red](##0.00)

\$#,##0_);(\$#,##0)

\$#,##0_);[Red](\$#,##0)

\$#,##0.00_);(\$#,##0.00)

Delete

Type the number format code, using one of the existing codes as a starting point.

Custom number formats allow you to display words in cells that contain numbers or formulas while still being able to reference the cell in other formulas for calculations.

OK Cancel

A	B
	Starting Salary
Median Salary:	42,815
90% Salary Level:	53,381
Difference:	10,566
Inflation:	
Periodic Raise:	10%
Raise Every:	5
Investment Return:	7%

Step 14 of 34: Enable Developer Menu

1 File

2 Options

3 Customize Ribbon

4 Developer

5 OK

6 The Developer menu now appears on the Ribbon.

Excel Options

Data

Proofing

Save

Language

Ease of Access

Advanced

Customize Ribbon

Customize the Ribbon.

Choose commands from: Popular Commands

Customize the Ribbon: Main Tabs

VIEW

View

Developer

Add-ins

OK

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View **Developer**

Calibri 11

B I U A⁺ A⁻

Paste

Clipboard

Styles

H I

1

2

3

Excel for Mac: If the Developer menu does not appear, choose Excel, Preferences, and then Ribbon and Toolbar. Click the Developer checkbox in the Customize the Ribbon listing, and then click Save.

Step 15 of 34: Add Spin Button Control

1 Developer

2 Insert

3 Spin Button

4 Click on cell F9 and drag to create a spinner. You may need to resize the control after you first add it. To do so, right-click on the spinner and then use the handles.

5 Windows: Right-click on the spinner. Mac: Shift-Left-click on the spinner.

6 Format Control...

Excel for Mac: Choose Spinner on the Developer menu in lieu of steps 2 and 3.

Windows: Right-click on the spinner. Mac: Shift-Left-click on the spinner.

	D	E	F	G	H	I
1						
2						
3						
4						
5						
6						
7						
8						
9	Your Age:		21			
10	Retirement Age:		67			
11	Career Span:		46			
12						
13						
14						
15						
16						
17						
18						
19						
20						
				Salary	Future Value	Present Value

Step 16 of 34: Format Spin Button Control

The screenshot shows the Excel interface with the 'Format Control' dialog box open. The dialog box has several tabs: 'Size', 'Protection', 'Properties', 'Alt Text', and 'Control'. The 'Control' tab is active. The following settings are visible:

- Current value: 0
- Minimum value: 21
- Maximum value: 100
- Incremental change: 1
- Page change: (empty)
- Cell link: \$E\$9
- 3-D shading

The 'OK' button is highlighted with a red circle and the number 10. The spreadsheet background shows a spin button control in cell E9 with a value of 21. The spreadsheet also shows a 'PV Investment Portfolio' table with values 1,327,785 in cells E17 and E18.

Step 17 of 34: Add Additional Spin Buttons

1 Add spinners to cells C11 and F10 in the same fashion as cell F9. Set the minimum and maximum values to 0 and 10, respectively for cell C11, and use 21 and 100, respectively for cell F10.

2 Add a spinner to cell C10, but use 0 and 50 as the minimum and maximum, and specify cell C10 (as opposed to cell B10) as the cell link.

3 Choose Align Left.

4 Add this formula to cell B10.

5 Select cell C10.

	A	B	C	D	E
4					
5	Median Salary:				
6	90% Salary Level:				
7	Difference:				
8					
9	Inflation:	4%	Your Age:	21	
10	Periodic Raise:	10%	Retirement Age:	67	
11	Raise Every:	5	Career Span:	46	
12	Investment Return:	7%			
13					

	A	B	C	D	E
4					
5	Median Salary:				
6	90% Salary Level:				
7	Difference:				
8					
9	Inflation:	4%	Your Age:	21	
10	Periodic Raise:	10%	Retirement Age:	5	
11	Raise Every:	5	Career Span:	-16	
12	Investment Return:	7%			
13					

	A	B	C
10	Periodic Raise:	10%	
11	Raise Every:	=C10/100	
12	Investment Return:	7%	
13			
14	Outstanding		
15		Total Career TV Invest	
16	Median Salary	Earnings	Portf
17	90% Salary Level	42,815	
18	Difference	53,381	
		10,566	

Step 18 of 34: Center Across Selection

1 Select cells A3:H3, and then hold the Ctrl key and also select cells A14:H14 and A20:H20.

2 Windows: Click the Alignment Settings button on the Home menu. Mac: Press Cmd-1 or choose Format, and then Cells from the menu at the top.

3 Center Across Selection

Mac: Choose Alignment.

4 OK

Center Across Selection is far more effective for centering text across two or more columns than Merge Cells. The Merge Cells feature can spark a number of unexpected side effects and frustration in your spreadsheets.

Step 19 of 34: Create PivotChart

1 Type A21:H100 into the Name Box and press enter to select cells A21:H100.

2 Click the Insert tab.

3 Click the PivotChart icon in the Charts group.

4 Click the OK button in the Create PivotChart dialog box.

Year	Age	Median Salary	90% Salary	Raise	Diff
1	21	42,815	53,381	0%	
19	39	114,238	142,430	0%	
20	40	130,231	162,370	10%	

Step 20 of 34: Build PivotChart

1 Drag Age into the Axis (Categories) quadrant.

2 Drag Median Salary into the Values quadrant.

3 Count of Median Salary

4 Value Field Settings

5 Sum

6 OK

Step 21 of 34: Format PivotChart

1 Add the 90% Salary to the chart and change count to sum in the same fashion as the median salary.

2 Click once on the pivot chart.

3 Design

4 Use the Change Chart Type button to select the Line Chart of your choice.

5 Your chart should crash to zero at the end. This is caused by the blank rows in cells A21:H100 of our data.

Step 22 of 34: Filter Blank Rows

1 Click the 'Filter' button in the ribbon.

2 Scroll to the bottom of the list and clear the checkbox for the blank rows.

3 Click 'OK' to apply the filter.

4 Your chart should now look something like this. The lines may differ based up on the type of line chart you chose.

Age	Sum of Median Salary	Sum of 90% Salary
21	~50,000	~100,000
24	~60,000	~120,000
27	~70,000	~140,000
30	~80,000	~160,000
33	~90,000	~180,000
36	~100,000	~200,000
39	~110,000	~220,000
42	~120,000	~240,000
45	~130,000	~260,000
48	~140,000	~280,000
51	~150,000	~300,000
54	~160,000	~320,000
57	~170,000	~340,000
60	~180,000	~360,000
63	~190,000	~380,000
66	~200,000	~400,000

Step 23 of 34: Add Title/Move Chart

1 Click once on the chart.

2 Click the plus icon in the top right corner of the chart.

3 Select **Chart Title** in the **Chart Elements** task pane.

4 Click the **Design** tab in the ribbon.

5 Click the **Move Chart** button in the Design ribbon.

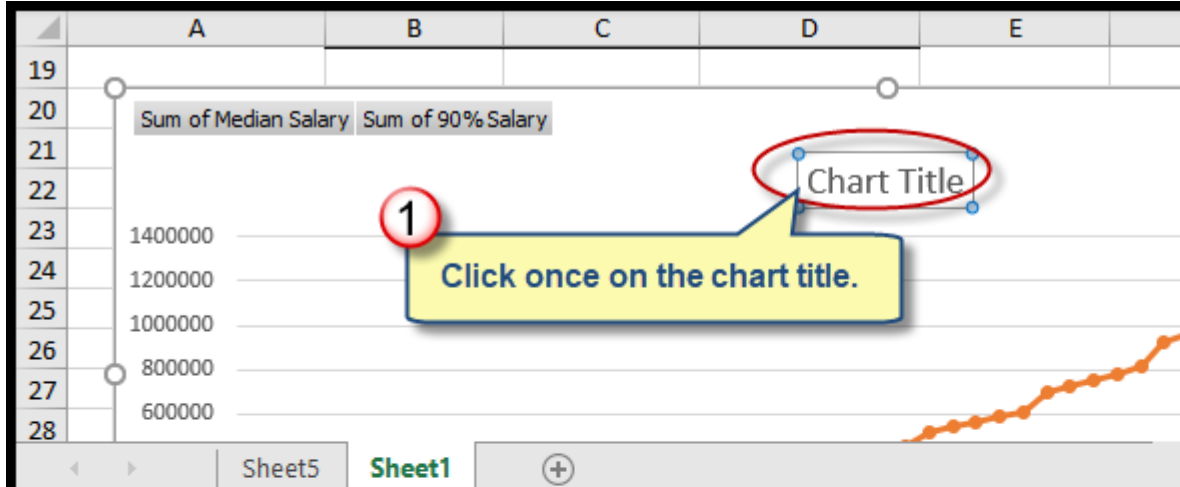
6 Select **Object in: Sheet1** in the **Move Chart** dialog box.

7 Click the **OK** button.

8 Insert 15 rows starting at row 20 and move the chart into the Output area. Widen the chart to expand to column H.

Excel for Mac: In lieu of steps 2 and 3 choose **Add Chart Element** from the **Design** menu, choose **Chart Title**, and then **Above Chart**.

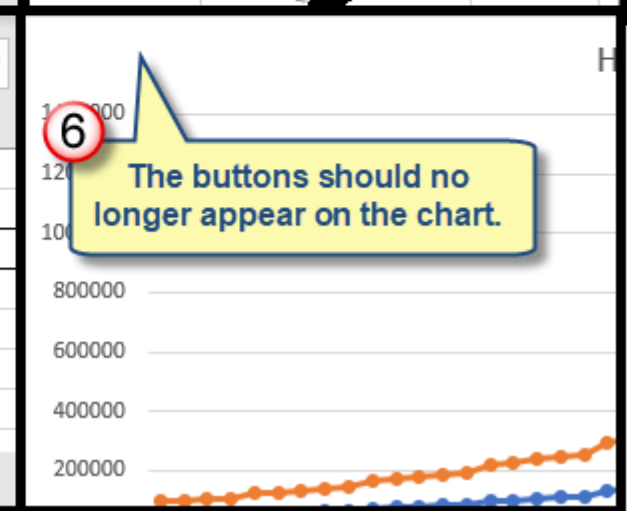
Step 24 of 34: Dynamic Chart Title



A screenshot of the 'PivotChart Analyze' task pane in Excel. Step 4 points to the 'PivotChart Analyze' tab, and step 5 points to the 'Field List' and 'Field Buttons' options. A callout box at the bottom states: 'Excel for Mac: Steps 4 and 5 are not applicable and can be skipped.'

A screenshot of the Excel formula bar and data table. Step 2 points to the equals sign in the formula bar, and step 3 points to cell B1. The data table is as follows:

Assumptions	
1 Job Title:	Human Resource Assistant
5 Median Salary:	42,815
6 90% Salary Level:	53,381
7 Difference:	10,566



Step 25 of 34: Format Numbers in Axis

1 Windows: Right-click on the chart axis. Mac: Shift-click on the chart axis.

2 Format Axis...

3 Expand the Number section (you may need to scroll to see it)

4 Number

5 0

6 X

7 Click on the chart to display and then click on the Chart Styles button.

8 Scroll down and choose Style 6 from the list (hover over a style to see the caption).

Step 26 of 34: Choose Color Palette

1 **2**

Style **Color**

Colorful

Excel for Mac: In lieu of steps 1 and 2 choose Change Colors on the Design menu.

Monochromatic

3

Choose the Monochromatic Palette number that corresponds to the last digit of your spreadsheet ID (use Monochromatic Palette 10 if your spreadsheet ID ends in zero.)

Row Labels	Sum of Median Salary	Sum of 90% Salary
21	42815	53381
22		
23		
24		
25		
26		
27	59383.73318	74038.60938
28	61759.08251	77000.15376
29	64229.44581	80080.15991

4

Remove the words Sum Of from cells B1 and C1, but keep the space in front of Medial Salary and 90% salary otherwise you'll encounter an error prompt.

5

Chart Elements

- Axes
- Axis Titles

Excel for Mac: In lieu of steps 5 through 7 choose Design, Add Chart Element, Legend, and then Top.

6

- Error Bars
- Gridlines
- Legend
- Up/Down Bars

7

Right
Top
Left

8

Human Resource Assistant

Median Salary 90% Salary

Your chart should look something like this (the colors will vary based upon the palette you chose.)

33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

Step 27 of 34: Apply Cell Style

1 Select cells B5:B6:

	Starting Salary
Median Salary:	42,815
90% Salary Level:	53,381
Difference:	10,566

2 Home

3 Cell Styles

4 Input

5 Apply the Input style to cells B9:B12 and also to cells E9:E10, as well as cells B1:C1.

	Starting Salary
Median Salary:	42,815
90% Salary Level:	53,381
Difference:	10,566
Periodic Raise:	4%
Periodic Raise:	10%
Raise Every:	5
Investment Return:	7%

Step 28 of 34: Format Print Settings

The image shows a split-screen view of Microsoft Excel. On the left, the Page Layout ribbon is visible with the 'Page Layout' tab selected (1). The 'Width' dropdown is set to '1 page' (2). On the right, the 'Print Titles' button is highlighted (3). The 'Page Setup' dialog box is open, showing the 'Sheet' tab. The 'Print titles' section has 'Rows to repeat at top' set to '\$36:\$37' (4). The 'OK' button is highlighted (5).

ing Salary	
42,815	
53,381	
10,566	
4%	21
10%	67
5%	46
7%	

Step 29 of 34: Add Text Box

1

2

3

4

5

6

Draw a textbox on the screen.

Share your thoughts regarding this assignment, i.e., what you liked, as well as anything you didn't like. You can type in a text box in the same fashion as a Word document, so just press Enter as needed to insert blank lines.

Step 30 of 34: Unlock Input Cells

1 Select cell B1.

2 Home

3 Number

4 Protection

5 Locked

7 Unlock these cells as well: B9:B12, C10, E9:E10.

6 OK

Excel for Mac: In lieu of step 3 choose Format, and then Cells or press Cmd-1.

	A	B	C
1	Job Title:	Human Resource Assis	
2			
3			
4			
5	Median Salary:		
6	90% Salary Level:	53,381	
7	Difference:	10,566	
8			
9	Inflation:	4%	
10	Periodic Raise:	10%	
11	Raise Every:	5	
12	Investment Return:	7%	
13			
14			
15		Total Career Earnings	FV Invest Portf
16	Median Salary	2,110,064	
17	90% Salary Level	2,630,792	1,0
18	Difference	520,727	1,0
19			
20			
21			

Step 31 of 34: Protect Worksheet

1 Change the name of this sheet to Chart Data.

2 Windows: Right-click the Chart Data worksheet.
Mac: Ctrl-click the Chart Data worksheet.

3 Hide

4 Rename the worksheet Salary Analysis.

5 Review

6 Protect Sheet

7 Enter your 4 digit spreadsheet ID.

8 OK

9 Confirm the password when prompted.

Row Labels	Median Salary	90% Salary
21	42815	53381
22	44527.6	55516.2
23	46308.704	57736.8896
24	48161.05216	60046.365184
25	50000	62440
26	51916.64784	64920.320064
27	53911.68512	67488.000064
28	55985.56224	70134.400064
29	58137.77728	72861.120064

Job Title:	Human Resource Assis
2	
3	
4	Starting Salary
5	42,815
6	
7	
8	
9	Inflation: 4%
10	Periodic Raise: 10%

Step 32 of 34: Protect Workbook

The screenshot shows the Microsoft Excel interface with the 'Review' tab selected. The 'Protect Workbook' button is highlighted with a red circle and the number 2. A dialog box titled 'Protect Structure and Windows' is open, with the 'Password (optional):' field containing '....' and the 'OK' button highlighted with a red circle and the number 4. A yellow callout box with the number 3 says 'Enter your spreadsheet ID here.' and another yellow callout box with the number 5 says 'Confirm the password when prompted.'

	A	B	C	D	E	F	G	H	I
1	Job Title:	Human Resource Assistant							
2									
3									
4									
5	Median								
6	90% Sala								
7	Difference:	10,566							
8									
9	Inflation:	4%							
10	Periodic Raise:	10%							
11	Raise Every:	5		Career Span:	24				
12	Investment Return:	7%							
13									
14									

Step 33 of 34: Change Inputs

	A	B	C	D	E
1	Job Title:	Human Resource Assistant			
2					
3		Assumptions			
4		Starting Salary			
5	Median Salary:	42,815			
6	90% Salary Level:	53,381			
7	Difference:	10,566			
8					
9	Inflation:	4%			
10	Periodic Raise:	10%			

1 Enter the job title you researched along with the salaries you found.

	A	B	C
19			
20			
21			
22			
23			
24	400,000		
25	350,000		
26	300,000		
27	250,000		
28	200,000		

3 Click anywhere on the pivot chart.

	A	B	C	D	E
8					
9	Inflation:	4%	Your Age:	21	
10	Periodic Raise:	10%	Retirement Age:	67	
11	Raise Every:	5	Career Span:	46	
12	Investment Return:	7%			
13					
14					
15		Total Career Earnings			
16	Median Salary	9,330,701			

2 Change at least one of these inputs (your choice as to which one you change).

Excel for Mac: Choose Data and then Refresh All.

4 PivotChart Analyze

5 Refresh

Step 34 of 34: Submit Your Work

1 **IMPORTANT: Close Excel.**

2 **Save**

3 **studentsexcel.com**

4 **Student Login**

5 **MAKE SURE THAT YOUR WORKBOOK IS NOT OPEN IN EXCEL. Then follow the prompts after you click Submit Exercise. You will upload a corrupted file if you leave it open in Excel.**

6 **A confirmation appears onscreen. Click the file name to download and check your work. Click the Submit Newer Version button if you wish to resubmit your work.**

You submitted the file Fast Starter.xlsx on ... to 10:28 AM.

