**Table Practice Exercise - Survey**

* Open Word and reproduce this table:
* Align Centre the Heading ‘2016 Salary…’ etc. Font Cambria 12.
* Align Centre Left the Groupings on the Left hand side.
* Apply table style, Colourful 3
* Apply Autofit to Contents.
* Centre the table in the page
* Save as *Salary Table* in your *Word Processing* folder in the Server.
* Create a new folder called *Salaries*, cut and paste the *Salary Table* in to it.
* Log off

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2016 Salary Survey (by selected groupings) | | | | | |
| Grouping | Base | Mean | 10% | 50% | 90% |
| Total | 500 | 48,000 | 33,000 | 46,500 | 68,000 |
| Employment Level | | | | | |
| Internship | 15 | 15,000 |  |  |  |
| Entry | 50 | 15,000 | 28,500 | 35,500 | 44,500 |
| Mid-Level,  Non-  Supervisory | 207 | 42000 | 31,500 | 41,000 | 55,000 |
| Mid-Level,  Supervisory | 55 | 47,000 | 35,000 | 48,000 | 60,000 |
| Senior-Level,  Non-Supervisory | 64 | 55,000 | 42,000 | 55,000 | 72,000 |
| Senior-Level,  Supervisory | 78 | 59,000 | 44,000 | 57,000 | 75,000 |
| Education Level | | | | | |
| Bachelor’s Degree | 356 | 47,000 | 33,000 | 42,000 | 65,000 |
| Master’s Degree | 148 | 49,500 | 35,000 | 50,000 | 68,5000 |
| Doctorate | 16 | 60,000 | - | 59,000 | - |
| Gender | | | | | |
| Female | 396 | 47,000 | 33,000 | 46,000 | 64,000 |
| Male | 180 | 50,000 | 34,000 | 48,000 | 66,000 |
| Age | | | | | |
| 20-29 | 82 | 37,000 | 28,000 | 36,000 | 50,000 |
| 30-39 | 178 | 47,000 | 33,000 | 46,000 | 60,000 |
| 40-49 | 200 | 50,000 | 35,000 | 50,000 | 64,5000 |
| 50 Years + | 114 | 52,000 | 35,000 | 50,000 | 65,000 |
| Years of Experience in Public Relations Field | | | | | |
| Less than 2 | 37 | 37,000 | - | 35,000 | - |
| 2-5 Years | 164 | 42,000 | 31,500 | 40,000 | 55,000 |
| 6-10 Years | 171 | 50,000 | 41,000 | 56,000 | 70,000 |
| 11-15 Years | 202 | 54,000 | 40,000 | 53,000 | 71,500 |

* Open *Salary Table* in the *Salaries* folder.
* Apply split table at each of the headings, Employment level, education level, age, etc.
* Take a screen shot and save the screen shot and save it into the *Salaries folder*.
* Select and cut the *Gender table*.
* Save as Salary table 2

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| --- | --- | --- | --- | --- | --- |
| **2016 Salary Survey (by selected groupings)** | | | | | |
| Grouping | Base | Mean | 10% | 50% | 90% |
| Total | 500 | 48,000 | 33,000 | 46,500 | 68,000 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment Level** | | | | | |
| Internship | 15 | 15,000 |  |  |  |
| Entry | 50 | 15,000 | 28,500 | 35,500 | 44,500 |
| Mid-Level,  Non-  Supervisory | 207 | 42000 | 31,500 | 41,000 | 55,000 |
| Mid-Level,  Supervisory | 55 | 47,000 | 35,000 | 48,000 | 60,000 |
| Senior-Level,  Non-Supervisory | 64 | 55,000 | 42,000 | 55,000 | 72,000 |
| Senior-Level,  Supervisory | 78 | 59,000 | 44,000 | 57,000 | 75,000 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education Level** | | | | | |
| Bachelor’s Degree | 356 | 47,000 | 33,000 | 42,000 | 65,000 |
| Master’s Degree | 148 | 49,500 | 35,000 | 50,000 | 68,5000 |
| Doctorate | 16 | 60,000 | - | 59,000 | - |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age** | | | | | |
| 20-29 | 82 | 37,000 | 28,000 | 36,000 | 50,000 |
| 30-39 | 178 | 47,000 | 33,000 | 46,000 | 60,000 |
| 40-49 | 200 | 50,000 | 35,000 | 50,000 | 64,5000 |
| 50 Years + | 114 | 52,000 | 35,000 | 50,000 | 65,000 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Years of Experience in Public Relations Field** | | | | | |
| Less than 2 | 37 | 37,000 | - | 35,000 | - |
| 2-5 Years | 164 | 42,000 | 31,500 | 40,000 | 55,000 |
| 6-10 Years | 171 | 50,000 | 41,000 | 56,000 | 70,000 |
| 11-15 Years | 202 | 54,000 | 40,000 | 53,000 | 71,500 |