

<b>HOURS AND MONEY LOST</b>		
<b>Row 1</b>	<b>6</b>	number of hours lost in non-production per employee in a 8 hour day due to using MS Office improperly
<b>Row 2</b>	<b>1</b>	<b>number of employees in your company</b>
<b>Row 3</b>	<b>6</b>	number of hours lost in non-production per day across your entire company
<b>Row 4</b>	<b>245</b>	number of work days in a year
<b>Row 5</b>	<b>1,470</b>	number of hours lost in non-production in one year due to using MS Office improperly (all employees)
<b>Row 6</b>	<b>40</b>	hours in a work week
<b>Row 7</b>	<b>37</b>	weeks wasted
<b>Row 8</b>	<b>4</b>	weeks in a month
<b>Row 9</b>	<b>9</b>	total number of months wasted each year
<b>Row 10</b>	<b>35</b>	average pay per hour
<b>Row 11</b>	<b>\$ 51,450.00</b>	total amount of money wasted each year
	<b>***change the number above in cell (number of employees in your company) to see what you are losing</b>	