

**Excel:**

<https://docs.google.com/spreadsheets/d/1saxnNW3yWSUet0eqR59JkCVBJcEPgBBoU0EfkoDxYCc/edit?usp=sharing>

**Word:**

[https://docs.google.com/document/d/1dZ\\_rmYk7sR6CFYFAx2mdF2\\_dpkCv\\_MqmRmsOJfSrfgA/edit?usp=sharing](https://docs.google.com/document/d/1dZ_rmYk7sR6CFYFAx2mdF2_dpkCv_MqmRmsOJfSrfgA/edit?usp=sharing)