**EXCEL FILE:**

<https://docs.google.com/spreadsheets/d/1vkcyWqn18jkkKxbWiDPmkgYQa855L9F6rtu8qljk8o0/edit#gid=1544085182>

**WORD FILE:**

<https://docs.google.com/document/d/11r2tgglp1xIxiPTtF4R-8xay0y18UpskWXq_8u1usy8/edit>