|  |  |
| --- | --- |
| **PRABIR MAITY** | **ACTION PLAN** |
| **TIMING** | TOPIC | 6-jan | 7-jan | 8-jan | 9-jan |  |
| 11.00am to 12.00pm | excel | formulas | Big salary sheet | formulas | Big loan sheet | practice |
| 12.00pm to 1.00pm | word | References & review | test | MS PPT | MS PPT | practice |
| 1.00pm to 2.00pm | excel | B.salary sheet | Formulas | formulas | B. loan sheet | practice |
| 2.00pm to 3.00pm | free | free | free | free | free | free |
| 3.00pm to 4.00pm | tally | Manual A/c | Manual A/c | Manual A/c | Manual A/c | practice |
| 4.00pm to 5.00pm | Ms ppt | PPT | PPT | PPT | PPT | practice |
| 5.00 pm to 6.00 pm | tally | service tax | assignment | Tds | assignment | practice |