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| NEHA ( 09AM-05PM) ACTION PLAN  |
| Timing | topic | 7 Jan(thus) | 8 Jan(Fri.) | 9 Jan(sat) | 11 Jan(mon) | 12 Jan(tues) |
| 09-10 am | excel | formulae | big salary sheet | big loan sheet | big loan sheet | formulae |
| 10-11 am | word | home | assignment | insert | insert | assignment |
| 11-12 am | tally | manual accountings (journal entries) |
| 12-01 pm | test paper |
| 01-02 pm | lunch |
| 02-03 pm | word | test | start excel | loan sheet | formulae | salary sheet |
| 03-04 pm | excel | formulae | big loan sheet | big loan sheet | practice | test |
| word | view | test  | start excel | loan sheet | formulae |
| 04-05 pm | word | page layout | reference | assignment | mailing | review |