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| **ACTION PLAN** |
| **NEHA (09-05)**  |
| **Timing** | **Topic** | **mon(11jan)** | **tues(12jan)** | **wed(13jan)** | **thus(14jan)** | **fri(15jan)** | **sat(16jan)** |
| **09-10 AM** | word | home | insert(1) | assignment | insert(2) | pagelayout | assignment |
|  | excel | menu bar | formle/data | practice | final test | complete | complete |
| **10-11 AM** | word | page layout | reference | mailings | review/view | practice | final test |
| **11-12 AM** | tally | manual accountings & balance sheet |
| **02-03 AM** | ppt | basic uses | animation | action (game) | fire ball | album | final test |
|  | word | page layout | reference | mailings | review/view | practice | final test |
| **03-04 AM** | tally | final test | manual accountings & balance sheet |
| **04-05 AM** | word | mailings | reference | review/view | practice | assignment | final test |