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|  Prabir Maity | Action Plan |
| Timings | Topic | 12-Jan | 13-Jan | 14-Jan | 15-Jan | 16-Jan |
| 11.00am to 12.00pm | Excel | big salary sheet | formulas | big loan sheet | formulas | Practice |
| 12.00pm to 1.00pm | Ms PPT | PPT | PPT | PPT | PPT | Practice |
| 1.00pm to 2.00pm | Excel | big loan sheet | fomulas | fomulas | fomulas | Practice |
| 2.00pm to 3.00pm | Free | Free | Free | Free | Free | Free |
| 3.00pm to 4.00pm | Tally | manual a/c | manual a/c | test | Purchase/sale | Practice |
| 4.00pm to 5.00pm | Ms PPT | PPT | PPT | PPT | PPT | Practice |
| 5.00pm to 6.00pm | Tally | Tds | assignment | Tcs | assignment | Practice |