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| Prabir Maity | Action Plan |
| Timings | Topic | 18-Jan | 19-Jan | 20-Jan | 21-Jan | 22-Jan | 23-Jan |
| 11.00am to 12.00pm | Excel | Formulas | Formulas | Formulas | Formulas | Home& Insert | Practice |
| 12.00pm to 1.00pm | Ms PPT | Action (game) | Photo album | Test | Ms Excel | Salary Sheet | Practice |
| 1.00pm to 2.00pm | Excel | Ribbons | Ribbons | Training |
| 2.00 pm to 3.00pm |   | Training |
| 3.00pm to 4.00pm | Tally | Vat | Adjustment | Assignment | Multi Vat | Assignment | Test |
| 4.00pm to 5.00pm | Tally | Mannual A/c | Mannual A/c | Mannual A/c | Mannual A/c | Mannual A/c | Practice |
| 5.00pm to 6.00pm | Tally | Excise(purchase/sale) | Cenvat adjustment | assignment | Point of sale | test | Practice |