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| **ACTION PLAN** |
| **NEHA (09-05)**  |
| **Timing** | **Topic** | **mon(18jan)** | **tues(19jan)** | **wed(20jan)** | **thus(21jan)** | **fri(22jan)** | **sat(23jan)** |
| **09-10 AM** | ppt | animation | action (game) | assignment | album | practice | assignment |
| **10-11 AM** | ppt | basic uses | animation | action (game) | fire ball | album | final test |
| **11-12 AM** | tally | manual accountings & balance sheet |
| **01-03 PM** |   | Batch Transfer  |
| **03-04 AM** | tally | balance sheet | sale/purchase | assignment | VAT | Adjustment | assignment |
| **04-05 AM** | excel | formule | Loan sheet | salary sheet | assignment | result sheet | formule |