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| **NEHA (Action Plan)** |
| **(09:00 to 05:00) 25-jan to 30-jan** |
| **Batch timing** | **Topic** | **25-jan(mon)** | **27-jan(wed)** | **28-jan(thur)** | **29-jan(fri)** | **30-jan(sat)** |
| **09:00 to 10:00** | word | Insert | page layout | reference | mailling | review/view |
| **10:00 to 11:00** | excel | test of ppt | basic formule | loan sheet | salary sheet | formule |
| **11:00 to 01:00** | free |   |   |   |   |   |
| **01:00 to 03:00** | training |   |   |   |   |   |
| **03:00 to 04:00** | tally | balance sheet | assignment | multi VAT | adjustment | assignment |
| **04:00 to 05:00** | excel | test | vlookup | formule | bill sheet | assignment |