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| Prabir Maity | Action Plan |
| Timings | Topic | **25-jan(mon)** | **27-jan(wed)** | **28-jan(thur)** | **29-jan(fri)** | **30-jan(sat)** |
| 11.00am to 12.00pm | Excel | Formulas | ribbons | ribbons | Practice | test |
| 12.00pm to 1.00pm | Excel | basic formulas | loan sheet | result sheet | Formulas | Practice |
| 1.00 pm to 3.00pm |   | Training |
| 3.00pm to 4.00pm | Tally | multi vat | Adjustment | Assignment | TDS | manufacturing |
| 4.00pm to 5.00pm | Tally | Mannual A/c | Mannual A/c | Mannual A/c | Mannual A/c | Mannual A/c |
| 5.00pm to 6.00pm | Tally | CST | Adjustment | assignment | Point of sale | test |