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| **ACTION PLAN** |
| **NEHA (09-05)**  |
| **Timing** | **Topic** | **mon(1-feb)** | **tues(2-feb)** | **wed(3-feb)** | **thus(4-feb)** | **fri(5-feb)** | **sat(6-feb)** |
| **09-10 AM** | word | Page layout | mailing | assignment | Review/view | Assignment | reference |
| **10-11 AM** | Excel | Countif/sumif | formule | Assignment | vlookup | Assignment | Result sheet |
|  |
| **03-04 AM** | Tally | Multi VAT | Adjustment | assignment | TCS | Assignment | test |
| **04-05 AM** | excel | lookup | Countif/sumif | Formule | Big loan sheet | Big loan sheet | practice |