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| **Prabir Maity** |  | **Action plan** |
| **Timings** | **Topic** | **1-Feb** | **2-Feb** | **3-Feb** | **4-Feb** | **5-Feb** | **6-Feb** |
| **11.00am to 12.00pm** | Excel | Home | Data | Page layout | test | Wrd(home) | Assignment |
| **12.00pm to 1.00pm** | Excel | Result sheet | Formulas | Big salary sheet | Formulas | Big loan sheet | Practice |
| Tally | Manual A/c | Manual A/c | Manual A/c | Manual A/c | Manual A/c | Test |
| **1.00pm to 3.00pm** | **Training** |
| **3.00pm to 4.00pm** | Tally | Multivat | Adjustment | Assignment | Tcs  | assignment | Test |
| **4.00pm to 5.00pm** | Excel | lookup | Countif/sumif | Formule | Big loan sheet | Big salary sheet | Practice |
| **5.00pm to 6.00pm** | Tally | Godowns | Physical stock | Assignment | Test | Interest | Assignment |