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| **Prabir Maity** | **Action Plan** |
| **Timings** | **Topic** | **15-Feb** | **16-Feb** | **17-Feb** | **18-Feb** | **19-Feb** | **20-Feb** |
| **11.00 to 12.00** | word | References | Review | View | Assignment | Test | Practice |
| **12.00 to 1.00** | Excel | Formule | Formule | Formule | Ribbon | Ribbon | Ribbon |
| Tally | Journal entry | Journal entry | Journal entry | Test | Vat | Assignment |
| **3.00 to 4.00** | Tally | Service Tax | Assignment | Cst | Assignment | Test | Practice |
| **4.00 to 5.00**  | Excel | Formule | Formule | Ribbon | Ribbon | Ribbon | Practice |
| **5.00 to 6.00** | Tally | BRS | BRS | Assignment | Post datedVch. | Memorandum vch. | Practice |