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| **Prabir Maity** | Topic |
| Timings | Topic | 22-Feb | 23-Feb | 24-Feb | 25-Feb | 26-Feb | 27-Feb |
| 11.00 to 12.00 | Word | References | Review & View | Assignment | Page Layout | Test | Practice |
| 12.00 to 1.00 | Excel | Home | Insert | Data | Page Layout | Review | View |
| Tally | Test | Vat | Assignment | Adjustment | Balance Sheet | Practice |
| 2.00 to 3.00 | Paint | Assignment | Test | Mswrd(home) | Assignment | Insert | Assignment |
| 3.00 to 4.00 | Tally | Cst | Assignment | Puirchase order | test | Assignment | Practice |
| 4.00 to 5.00 | Excel | Ribbon | Ribbon | Ribbon | Formule | Formule | Formule |
| 5.00 to 6.00 | Tally | Export | Import | Budget | Assignment | Test | Practice |