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| **Prabir Maity** | **Action Plan** |
| **Timings** | **Topic** | **29-Feb** | **1-Mar** | **2-Mar** | **3-Mar** | **4-Mar** | **5-Mar** |
| **11.00 am to 12.00pm** | Word | Insert | Assignment | Refrences | Review& view | Assignment | Maillings |
| **12.00pm to 1.00pm** | Excel | Big Salary sheet | Big Loan sheet | Formulas | Formulas | Formulas | Formulas |
| Tally | Balance sheet | Purchase & sale | Assignment | Vat | Assignment | Practice |
| **1.00pm to 2.00pm** | Excel | formulas | formulas | formulas | formulas | formulas | formulas |
| **2.00pm to 3.00pm** | Word | Page Layout | Assignment | Mailings | Assignment | Refrences | Review& view |
| **3.00pm to 4.00pm** | Tally | Interest | Assignment | Test | Manufacturing | Assignment | Practice |
| **4.00pm to5.00pm** | Excel | Big Salary sheet | Big Loan sheet | Formulas | Formulas | Formulas | Formulas |
| **5.00pm to 6.00pm** | Tally | Post dated voucher | Reversing journal | Export | Import | ODBC | Practice |