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| **Prabir Maity** | **Action plan** | | | | | | |
| **Timings** | Topic | 7-Mar | 8-Mar | 9-Mar | 10-Mar | 11-Mar | 12-Mar |
| **11.00 to 12.00** | word | review | View | test | ms ppt | ms ppt | ms ppt |
| **12.00 to 1.00** | Tally | Vat | assignment | adjustment | Service tax | assignment | practice |
| **2.00 to 3.00** | Word | page layout | Assignment | mailings | assignment | refrences | review& view |
| **3.00 to 4.00** | Tally | budget | assignment | cost centre | predefined cost centre | assignment | practice |
| **4.00 to 5.00** | Excel | formulas | formulas | formulas | formulas | test | practice |
| **5.00 to 6.00** | Tally | ODBC | import | test | multi currency | assignment | practice |