Using Microsoft Excel to Manage Poor and Near-Poor Household Records at Van Lang Commune, Dong Hy District, Thai Nguyen

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***Abstract*—This thesis develops a Microsoft Excel-based program for managing records of poor and near-poor households at the People's Committee of Van Lang Commune, Dong Hy District, Thai Nguyen. The source describes a need for more convenient recording and statistical reporting, then presents a program with clear administrative functions and user permissions. Its conclusion states that the program met the local reporting requirements and received positive comments when used at commune-level offices. The report does not provide a measured before-and-after comparison. The summary therefore treats improved record handling as the author's reported outcome, while identifying further refinement as the stated next step.**

***Index Terms*—Microsoft Excel, poor households, near-poor households, data management, administrative management, Thai Nguyen**

I. Introduction

Local authorities maintain household information to support poverty classification, reporting, and administrative follow-up. The thesis examines how Microsoft Excel can support those records at Van Lang Commune in Dong Hy District. The source connects the proposed program to the existing work of compiling information on poor and near-poor households. It aims to reduce the difficulty of searching and summarizing records and to provide a clearer interface for local staff. This is a case-specific administrative application rather than a general evaluation of poverty policy [1]. Related earlier ICTU undergraduate theses provide context for this English summary [7], [8].

II. Methods

The author investigates the commune's record-management and statistical-reporting requirements, then analyses and designs an Excel-based program. The manuscript describes the data fields, administrative functions, user permissions, and screens used to enter and retrieve household information. It also discusses the reporting process expected by the commune. The summary uses the source's implementation and conclusion as its evidence. It does not claim that formal interviews, a controlled trial, or a documented training program took place, because those methods are not established in the manuscript [1].

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III. Results

The reported program supports household-record management and the statistical work required by the People's Committee. The author describes a clear Windows-based interface, understandable business functions, and access permissions for different users. The conclusion states that the system was put into use at local administrative offices and received favourable comments. It does not give a count of users, an error-rate comparison, or a quantified reduction in paper work. These observations support a practical case implementation, with the stated feedback remaining qualitative [1].

IV. Discussion

The program addresses a concrete local need: entering, finding, and summarizing household information for administrative reporting. User permissions are described as a way to restrict functions, but the source does not include an independent security assessment. Likewise, favourable comments are reported without a formal usability study or quantified time savings. The work is most useful as an account of one Excel-based implementation at the commune level. The author explicitly recommends correcting remaining limitations and continuing development so that the program is easier to apply in practice [1].

V. Conclusion

The thesis reports an Excel-based household-record program for Van Lang Commune, Dong Hy District. The author states that it met the intended statistical-reporting requirements, offered a clear interface and role-based functions, and received positive comments in local use. The manuscript does not establish measured gains in accuracy, time, or security. Its evidence supports a functional administrative case study rather than a quantified impact study. Further work should refine the existing program and evaluate its use with documented criteria [1].

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