

Application of Microsoft Excel software in managing records of poor and near-poor households at Do Nhan Commune People's Committee, Tan Lac District, Hoa Binh Province

Bui Thi Ngoc

Abstract: This topic focuses on analyzing and applying Microsoft Excel software to optimize the management of records for poor and near-poor households at the Do Nhan Commune People's Committee. The goal is to reduce work pressure on staff and improve information management efficiency. Through research, the topic will identify data requirements, perform statistical analysis, and generate automatic reports, while introducing a combined approach of theoretical research and experimentation to ensure high applicability. The expected outcome is a significant improvement in information management quality and effective policy decision support.

Keywords: Microsoft Excel, poor household record management, information technology, Do Nhan Commune People's Committee, technical solution