

Application of Microsoft Excel software in managing incoming and outgoing documents at Thanh Ba District Party Committee, Thanh Ba District, Phu Tho Province

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Abstract: This topic aims to solve the problem of efficiency in managing incoming and outgoing documents at Thanh Ba District Party Committee through the application of Microsoft Excel software. The research context arises from the practical need to improve management processes, enhance productivity, and ensure information accuracy. The research method includes analyzing the current situation and building a model using Excel to organize data and process information. Through the implementation of this application, the topic is expected to bring practical efficiency to document management work, while also contributing to the field of office administration through modern software tools.

Keywords: Microsoft Excel, managing Incoming - Outgoing documents, Thanh Ba District Party Committee, process improvement, software tools