

Applying Microsoft Excel to the management of personnel records information at Sop Cop District People's Committee, Son La Province

Luong Thi Thanh

Abstract: In the actual management of cadres and civil servants at the district level, many difficulties are often encountered, such as a lack of uniformity in data management and processing. This topic aims to apply Microsoft Excel to improve the efficiency of managing personnel records of cadres and civil servants at the People's Committee of Sop Cop District, Son La Province. Through theoretical research combined with experimental implementation of the system, the topic hopes to contribute to improving the quality of management and data analysis, thereby effectively supporting the organization and administration work of the local government.

Keywords: Microsoft Excel, Information Management, Civil Servants, Sop Cop District People's Committee, Son La