

Application of Microsoft Excel software in document management at the People's Committee of Cay Thi Commune, Dong Hy District, Thai Nguyen Province.

Tran Linh Phuong

Abstract: This topic focuses on analyzing and applying Microsoft Excel software to optimize document management processes at local administrative agencies. The context addresses the current inefficiency in document processing and storage at the People's Committee of Cay Thi Commune, Dong Hy District, Thai Nguyen Province. The research objective aims to solve the problem of improving productivity and quality of information management by deploying data classification and synthesis tools from Excel. The method combines practical evaluation with the application of a new document management process. The expected result is a significant improvement in document processing efficiency, contributing to enhancing the administrative management capacity of the agency.

Keywords: Microsoft Excel, document management, People's Committee of Cay Thi Commune, information technology