

Application of Microsoft Excel 2010 in managing office facilities and equipment at Mesco Hanoi Engineering Company Limited.

Nguyen Thi Thanh Minh

Abstract: In the modern context, effective management of office facilities and equipment plays a crucial role in production and business operations. This topic aims to address the problem of improving management efficiency through the application of Microsoft Excel 2010 at Mesco Hanoi Engineering Company Limited. Through theoretical and experimental research, the topic will develop automated forms and reports to optimize the office asset management process. The expected result is that the application of Microsoft Excel 2010 will enhance the quality and accuracy of facility management, contributing to increased labor productivity and business efficiency of the Company.

Keywords: Microsoft Excel 2010, office asset management, management support tool