

Application of Microsoft Excel software in civil status management at Dong Tien Ward People's Committee, Pho Yen Town, Thai Nguyen Province.

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Abstract: In the context of increasingly complex civil status management, this topic aims to analyze and propose solutions using Microsoft Excel software to enhance the efficiency of civil status management at the Đồng Tiến Ward People's Committee. The objective of the research is to build an intuitive management form system and automate administrative processes. The approach is based on analyzing the current situation, designing electronic forms, and conducting pilot implementation. The expected results of the topic not only help reduce errors but also strengthen the ability to track and retrieve civil status information, making a significant contribution to local administrative reform.

Keywords: Microsoft Excel software, Civil status management, Dong Tien Ward People's Committee, Electronic form system, Administrative reform