

Application of Microsoft Excel in managing personnel records at the People's Committee of Cong Hoa Commune - Cam Pha City - Quang Ninh Province

Do Thu Trang

Abstract: In the context of increasingly demanding efficiency and accuracy in managing personnel records, this topic focuses on applying Microsoft Excel to improve the management process at the Commune People's Committee of Cong Hoa. The objective of the study is to build an electronic record management system to enhance work productivity and information security. The method combines practical needs analysis, user interface design, and real-world application deployment. The expected result is to increase flexibility in information management and reduce manual errors, making a significant contribution to local administrative reform.

Keywords: Microsoft Excel, Personnel Records Management, Information Technology