

Application of Microsoft Excel software in archive document management at the Office of the Thai Nguyen Provincial Party Committee.

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Abstract: This study aims to assess the current state of archival document management at the Office of the Thai Nguyen Provincial Party Committee and propose a plan to apply Microsoft Excel software to optimize the process. Currently, document management faces many limitations in efficiency and accuracy. The objective of the study is to build an automated document management system based on Microsoft Excel with functions such as data entry, search, classification, and reporting. The approach combines theoretical research on information technology with experimentation at the Office of the Thai Nguyen Provincial Party Committee. The expected results are to improve productivity and reduce risks in document management, while contributing to the development of information technology applications in the field of state administration.

Keywords: Microsoft Excel, document management, Thai Nguyen Provincial Party Committee Office, information technology, automated system