

Application of MS Excel software in document management at the People's Committee of Ung Hoa District, Hanoi City

Tran Thi Dieu

Abstract: This paper presents the important issue of applying Microsoft Excel software to improve document management efficiency at the People's Committee of Ung Hoa District, Hanoi City. The objective is to study and implement a document management system based on MS Excel to enhance employee productivity. The research method applies a combined approach between document management theory and practical experimentation with software application. The expected result is to reduce time and effort in the document processing workflow, while improving operational efficiency at the People's Committee of Ung Hoa District.

Keywords: Microsoft Excel, text management, People's Committee, Ung Hoa district, Hanoi