

Improving the efficiency of managing civil servant personnel records using Microsoft Excel software at the People's Committee of Quoc Oai District, Hanoi City.

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Abstract: This topic is carried out to improve the efficiency of managing civil servant personnel records in the current context, particularly at the People's Committee of Quoc Oai District, Hanoi City. The objective of the research is to develop a record management system using Microsoft Excel software to optimize the process of searching and updating information. Through a combined approach of theoretical and experimental research, the topic aims to contribute to improving record management capabilities and enhancing the work performance of staff. The expected results will bring significant practical benefits and applications in administrative management activities.

Keywords: Record management, Information technology, Microsoft Excel, Quoc Oai District People's Committee, Civil servants