



**TECHNICAL REPORT ON STUDENT INDUSTRIAL  
WORK EXPERIENCE SCHEME (SIWES)**

**HELD AT**

**WABILLAHI COMPUTER CENTER,  
ALONG AJASE -IPO ROAD OPPOSITE JUDICIARY COURT  
JUNCTION GANMO ILORIN KWARA STATE.**

***BY***

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## **DEDICATION**

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

## **ACKNOWLEDGEMENT**

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My family may God be with you.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution,

## **ABSTRACT**

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **WABILLAHY COMPUTER CENTER**.

## **CHAPTER ONE**

### **1.1 INTRODUCTION**

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who offer science course or any other practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to four month in which student are expected to be able practices what they are taught.

### **1.2 AIMS AND OBJECTIVES OF SIWES**

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

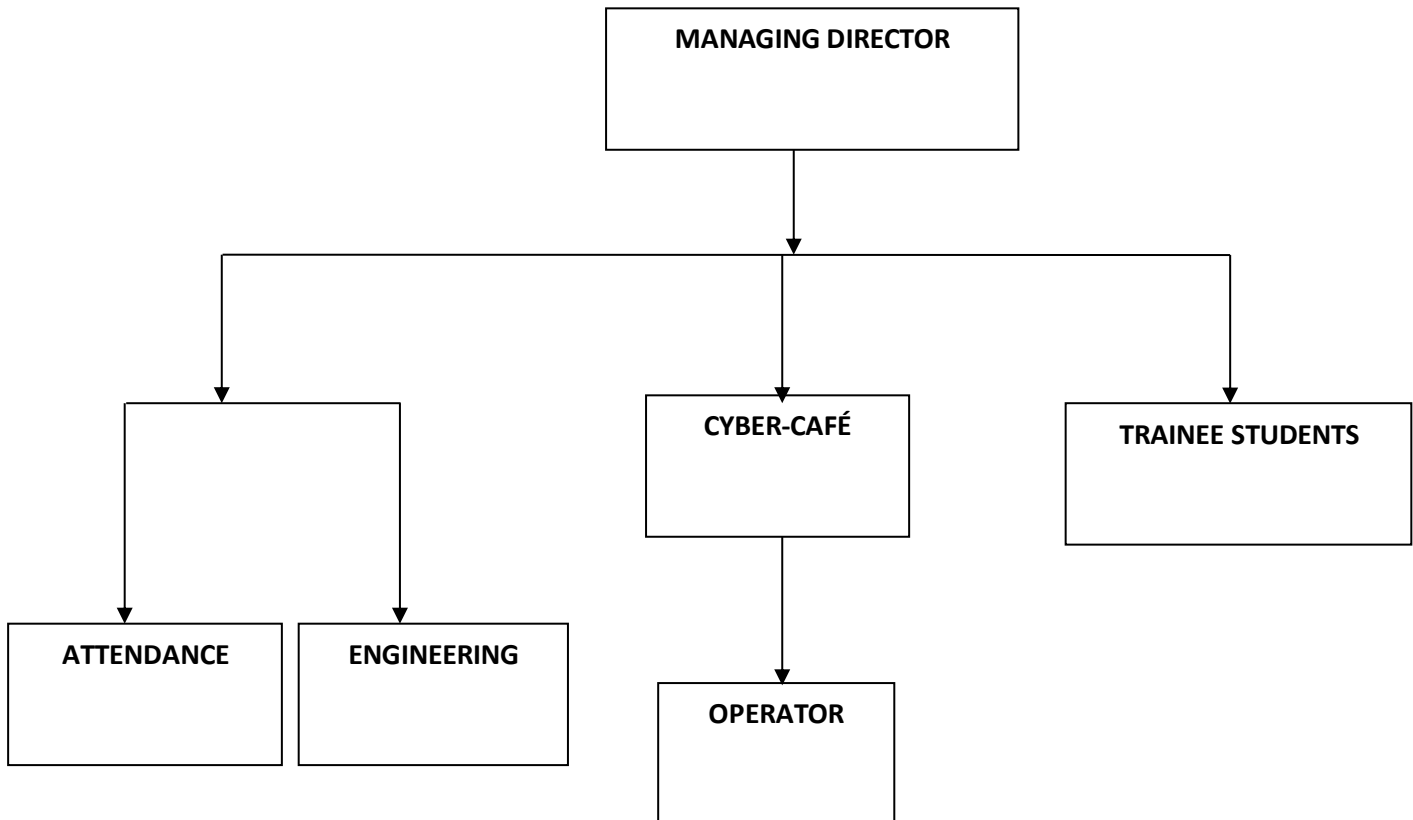
- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

### 1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

The name of the organization is Wabillahi Computer Center located at Along Ajase –Ipo Road Opposite Judiciary Court Junction Ganmo Ilorin Kwara State.

It was created in 2000 and was directed by Mrs. Oladosu Muminat Funmilayo . The aims and objective of the organization is to train both SIWES and its student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

### 1.4 ORGANIZATION CHART





## **1.5 MAJORACTIVITIES OF THE ORGANIZATION**

The major activity of the organization is operating of Wabillahi cyber-café, troubleshooting of system, of system, working on Microsoft Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on graphic design and internet application.
2. The organization also based on training student in practical aspect.
3. The organization also goes about installation of software.

## **CHAPTER TWO**

### **2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION**

Trainee is applicable to all various section in the organization such as photocopying of document, typing in Microsoft word and laminating and lots more.

### **2.2 STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT**

Student performed well in the section which he found himself in such as typing, photocopying and taking lesson about the computer peripherals.

### **2.3 INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION**

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

## **CHAPTER THREE**

### **3.0 STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT**

A computer monitor is an output device that displays information in pictorial or textual form. A discrete monitor comprises a visual display, support electronics, power supply, housing, electrical connectors, and external user controls



Fig 1 of the monitor

### **INTRODUCTION TO MICROSOFT WORD**

The chapter include information about how to boot the system, formatting of text, what we can find when we start our window and some other important things in word processor. Microsoft word is the word processing software which can be use in writing of text, placing of text in column inserting of clip art, creating of text.



Fig 2 view of Microsoft word

## **HOW TO BOOT A COMPUTER**

Booting is the process of starting a computer system for use which means putting on the computer before the user start using it. We have two type of booting namely;

- Cold booting
- Warm booting

The process of switching on or starting the computer system from the power button on the central processing unit (cpu) is called COLD BOOTING while the process of rebooting the computer is performing illegally is called WARM BOOTING.

## **STEPS REQUIRE TO ACTIVATE MICROSOFT WORD**

- Step 1 Boot the system ( as state above )
- Step 2 Click start button ( or press window on keyboard)
- Step 3 Click on all program
- Step 4 Click on Microsoft office ( from the program submenus)

- Step 5 point Microsoft word

## **CREATING A DOCUMENT**

When Microsoft word is started, a basic sheet of electronic paper is displayed on which you can type and text appear in the document and editing occurs.

## **HOW TO FORMAT A TEXT**

Formatting is when you want to change the characters of your text such as font type, size and the thickness. Color or the position which could be superscript or subscript does as following.

- Step 1 Highlight the, it is compulsory to highlight the text you want to modify either by the mouse or keyboard before the operation.
- Step 2 click format
- Step 3 click font

## **HOW TO SAVE A DOCUMENT**

Saving a document can be done in two ways :

To save a new document

- Click file from menu bar
- Click save as
- Type a file your document
- Click on save

To save subsequent document after the first saving

- Then Click file the menu bar
- Click save or use shortcut key from keyboard “ctrl s”

## **ZOOMING IN AND OUT**

- Select zoom tool from the tool-box
- Hold the mouse button down to access to zoom fly –out, and then select the first option
- Move your cursor, which has changed ‘above or below of the object, press the mouse button.
- Release the mouse button, the object will now take up most the screen

## **HOW TO SAVE**

- Create content for the start drawing
- Click file from the menu bar
- Type the name in the file name box
- Click save or press enter on the keyboard

## **PRINTING OF FILE**

- Open the file you want to print
- Click file from the menu bar
- Select print from the file menu
- Click print.

## **SPELLING AND GRAMMER CHECKING**

- At the beginning of the document click review tab
- Select spelling and grammar from the proofing
- Select the correct word from the suggestion list bar
- Click change.

## **TO CREATE TABLE**

- Position the cursor to where you want the table
- Click insert tab and click table button
- Select insert table from the dialog box.
- Type the number of column in the column box and the number of rows in the rows box
- Select the desired width for each column or select auto
- Click ok.

## **EXISTING MICROSOFT WORD**

- Select the file command from the main menu
- Select exit and click it take you back to the window menu

## **TO INSERT WORD ART**

- From the menu, click insert.
- Highlight function and click word art from the sub menu
- Select the desire word art and click it
- Type the text using the desired font and click ok.

## **TO INSERT SYMBOL**

- Select insert from the main menu
- Select symbol from the sub menu
- Click the desired symbol
- Select close

## **SEND E-MAIL**

- Sign in to your e-mail box
- Click on composed message
- Type the recipient email address in the space provided
- Type the message in the space provided
- Click send

A message win display to show that message was sent successfully

## **STEPS TO BE TAKEN IN CREATING AN E-MAIL ADDRESS**

Insert the password with the column by the time software, your cyber café, then click log in

- Click on the internet explorer to get connected to the internet.
- Type the required web address in the address bar of your browser e.g. www. Yahoo.com, facebook.com
- Click on sign up or new user.
- A form displayed where you are required to supply information like first name, user I D, password etc.
- Click the address with term at condition, and then click submits.



## HOW TO CHECK E-MAIL BOX

- Click on internet explorer, type your e-mail website address and click go.
- Click on check mail, e-mail or mail.
- Type your user ID and your password in the space provided.
- Click on sign in.
- The page open information you have in your box.
- Click check mail or go to inbox.

## USES OF SCANNER

A scanner is a device that allows you to digitize physical documents, images, or even objects, and convert them into a digital format that can be viewed, edited, and stored on a computer. It's like a digital photocopier that captures the content of a document or image and saves it as a file.



**Fig 3 boss trying to scan documents**

## WINDOW KEYBOARD SHORTCUT OVERVIEW

Use shortcut key as an alternative to the mouse where working in windows, you can open, close and navigate the start menu , desktop menu dialog box and web page using keyboard fir you interact with the computer.

### GENERAL KEYBOARD SHORTCUT

PRESS	TO
Ctrl + A	To select all
Ctrl+ B	To bold
Ctrl+ C	To copy
Ctrl+ D	To change formatting or character
Ctrl+ E	Centralized
Ctrl +F	Open find
Ctrl +I	Italic
Ctrl +J	Justify
Ctrl+ L	Left align
Ctrl+O	OPEN
Ctrl+ N	Open a new document
Ctrl+ P	Print
Ctrl+ R	Right align
Ctrl+ S	Save
Ctrl+ U	Underline

Ctrl+ V

Ctrl+ X

Ctrl+ Z

Shift+ Delete

Delete

F2

Paste

cut

Undo

Permanent delete

Delete item

To rename item

## **CHAPTER FOUR**

### **4.1 PERSONAL IMPERSSION ABOUT THE ORGANIZATION**

Though the organization is a growing firm, yet it is of standard. It is standard enough to impact great and immeasurable knowledge to students who have chosen computer science as a field of study.

### **INTERNET BROWSER**

The World Wide Web (www) is a global collection of multimedia document and file which are store on computer to the internet.

Examples of web site are:-

HTTP//WWW. Myway.com, Yahoo.com, Facebook.com etc

The first http:// www is referred to as the protocol (http means hyper text transfer protocol) while the domain is “my way” and the “com” is the domain type

Edu- educational institution

Com- Company or commercial organization

Ng- Nigeria

Org—non – profit organization

Gov--- government organization

## **CHAPTER FIVE**

### **5.1 CONCLUSION**

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

### **5.2 RECOMMENDATION**

I hereby recommend that the school management should promote proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.