

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

#### **1.1 BRIEF HISTORICAL DEVELOPMENT OF SIWES**

SIWES (Student industrial work experience scheme) was established by ITF in 1973 to solve the problem of lack of adequate skills by newly graduated student in the industrial world. The scheme exposes students to industry based skills necessary for an easy transition from the classroom to the industrial world.

Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificates in specific disciplines in most institutions of the higher learning in the country, in accordance with the education policy of government.

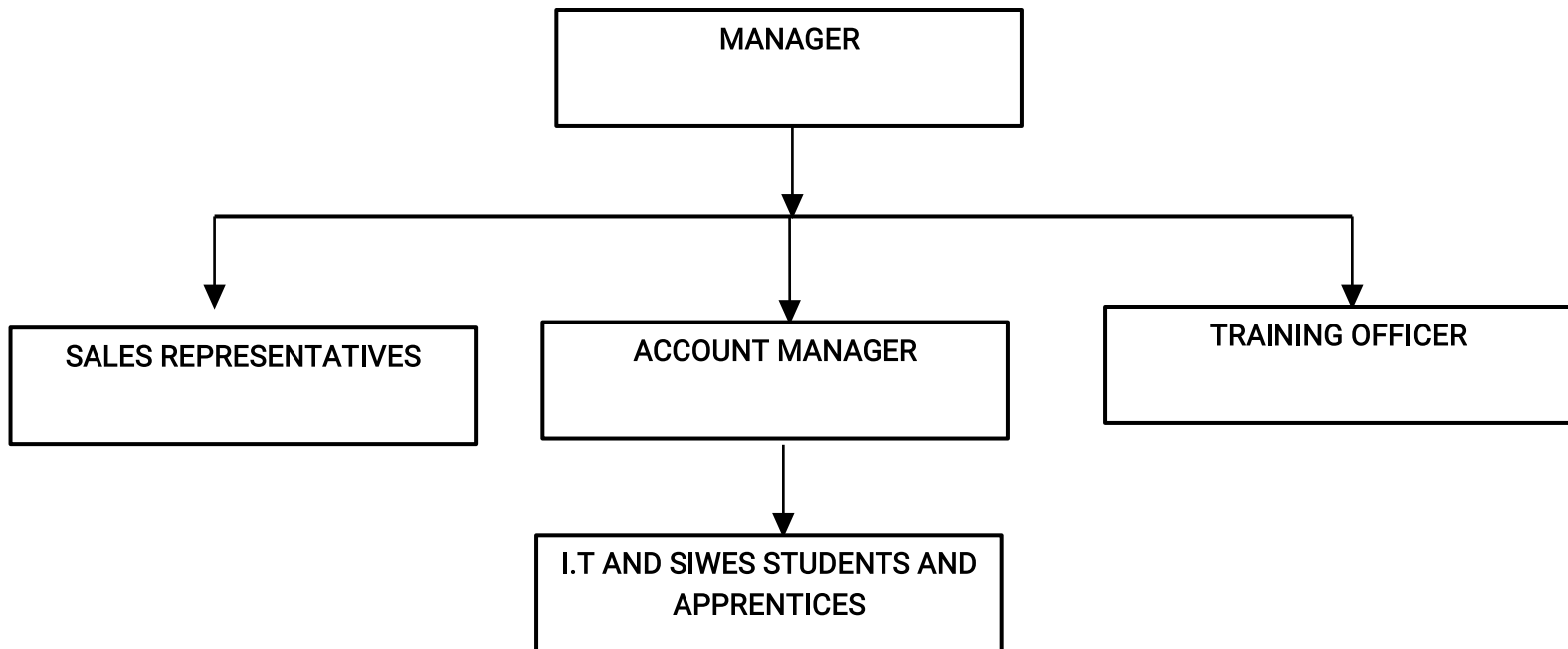
Operators of SIWES include: the ITF, the coordinating agencies; NUC, NCCE, NBTE, employers of labour and the various institutions. The SIWES program is funded by the federal republic of Nigeria. The beneficiaries of this scheme are undergraduates of the following:

Agriculture, engineering, technology, environmental sciences, education, medical science, and pure and applied sciences.

#### **1.2 BRIEF HISTORY OF COMPANY**

Elere cybercafé was established in 2020 and it is a private organization owned by an individual. Their Head Office located in Ara Along Mogaji Moro, Ilorin, Kwara State and their Branch Office is Located at Yankari Opposite CBT centre, Behind Hot-Cake, Kwara State Polytechnic, Ilorin, Kwara State of Nigeria.

### 1.3 ORGANIZATIONAL STRUCTURE OF ELERE CYBER CAFÉ



**Fig. 1.3 Organizational Structure of Femlizzie I.T solution**

In Elere Cybercafé, I was able to identify the basic types of computers, the components of computers and their uses. Also, I was able to identify and differentiate between inputs and outputs devices as well as their uses. During this period, I was able to also acquire basic knowledge on how to connect a computer to the internet using a modem. Software and Hardware packages were also introduced to us and we were thought on the differences, similarities and how both of them work hand in hand to function or perform tasks. Finally, I was introduced to some office packages and was taught some packages such as: word processing, word presentation and excel spreadsheet.

## **CHAPTER TWO**

### **2.0 SKILLS AND EXPERIENCE GAINED DURING THE TRAINING**

I was assigned to printing and photocopy section where I was taught about Microsoft office suite (Microsoft Word and Microsoft Power Point) then I was also taught how to print and photocopy document.

#### **2.1.0 PRINTING DEVICES**

There are various printing devices, some of these are devices are categorized into laser jet, disc jet, dot matrix printer and so on.

#### **2.1.1 PRINTERS**

Printing is the process of transferring digital information to a printing device which converts this information into raw facts in form of hard copy. The device which carries out a printing process is called a printer.



**Printer diagram**

#### **2.1.2 Photocopying**

Photocopying is the process of photographically reproducing a document of text, illustrations, or other graphic material. A photocopier is a machine that

duplicates a document into many copies by combining scanning and printing technologies. It first scans the document and keeps the content in volatile memory then reproduces the document by sending the content in its memory back to the printing device. There are various types of photocopying machines and some are capable of scanning, printing, editing and duplicating documents.



Photocopy diagram

## 2.2 MICROSOFT OFFICE SUITE

I was also introduced to Microsoft office suite where I was taught Microsoft word and Microsoft power point. Microsoft Office is the collective name for Microsoft's set of home and business productivity software. The MS suite of programs includes Microsoft Word, a word processing tool; Microsoft Excel, a spreadsheet program; Microsoft PowerPoint, used for creating interactive presentations; Microsoft Outlook, used for email and calendar management; Microsoft Access, a database management program; and Microsoft OneNote, a note-taking application.

Microsoft Office Certified Professional



Word



Excel



PowerPoint



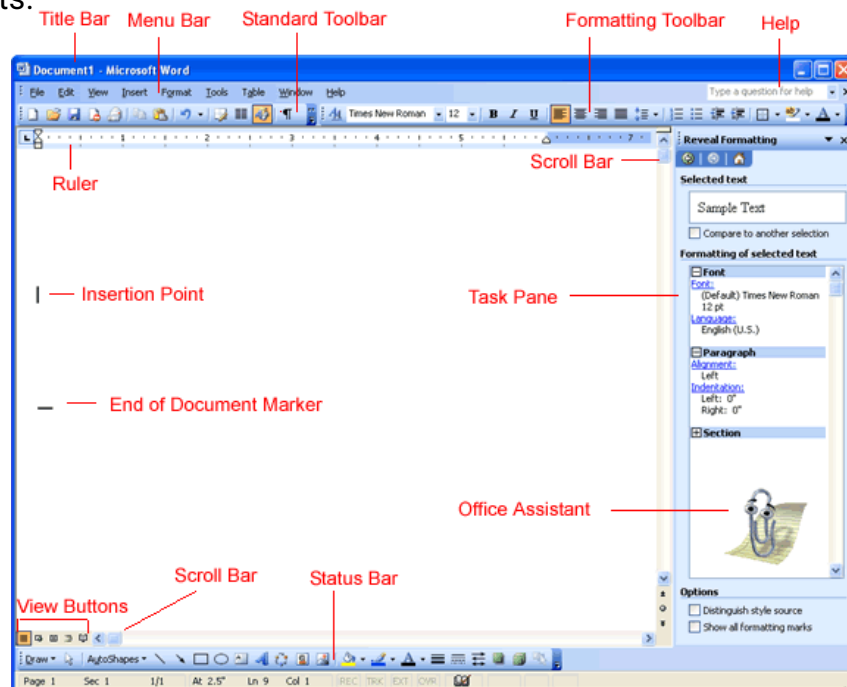
Outlook



Access

### 2.2.1 MICROSOFT WORD

Microsoft Word or MS-WORD (technologically advanced by Microsoft) is a Graphical word Processing program that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.



### Microsoft Word Processing

### 2.2.2 MICROSOFT WORD WINDOW ELEMENTS

- Title bar
- Menu Bar

- Toolbars
- Status Bar

## **TITLE BAR**

The title bar contains the name of the file or application. In many graphical user interfaces, including the Macintosh and Microsoft Windows interfaces.

## **MENU BAR**

The Menu bar lists File, Edit, View, Insert, Format, Tools, Table, Window, Help. Point with your mouse to any of those words and then click your mouse button to display the particular menu.

## **STATUS BAR**

The status bar is the area at the bottom of the word window that indicates information about the current document. It displays information about what page you are on, as well as your line number on the page and character number on the line.

## **2.3 MICROSOFT POWER POINT**

Microsoft PowerPoint is a powerful presentation tool developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia.

### **2.3.1 ELEMENTS IN MICROSOFT POWERPOINT**

There are five elements in Microsoft word PowerPoint which are listed below

- **User Interface**

The most visible element of PowerPoint is its user interface—the screens, dialog boxes, buttons, panes, and other parts of the application window. The biggest part of the interface is the pane for creating and editing slides.

- **Slides**

The slide is the PowerPoint element on which you insert text, graphics, audio, video, and animations. You can create new slides by pressing “Ctrl -M” or by clicking “New Slide” on the Home tab.

- **Content**

PowerPoint's content types include static text and graphics, audio, video, and animation created inside PowerPoint itself. Most of the commands for creating content are on the Insert tab.

- **Formatting**

Formatting commands are the PowerPoint element with which you decorate the content on your slides.

- **Presentation Playback**

The final slide presentation will be the only PowerPoint element that your audience sees, if you've saved the presentation with the extension PPSX.

## **CHAPTER THREE**

### **TECHNICAL REPORT**

#### **WEEK ONE**

I learnt how to operate system and I also learnt how to print, we print exist form, we do photocopy, I was taught how to type. And I was told to print out some document on the system. I type project and also learnt our to edit.

#### **WEEK TWO**

We make some online payment i.e binding payment and I was told to printout the payment receipt for the person. And we also taught how to make a table on the Microsoft word, and excel. We upload project on school portal and I was also taught how to check result on portal.

#### **WEEK THREE**

We learn how to register for all exam example WAEC, NECO and NABTEB. We taught how to laminate, print colour printout and coreldraw, we also learnt powerpoint.

#### **WEEK FOUR AND WEEK FIVE**

The coordinator ask us to practice out to type, the manager ask us to make payment on portal, we practice Corel-Draw, we do cover page of textbook. We learnt how to put page number in the document, we learn how to type to use micro-soft word, we learn how to use ruler in the Microsoft word. We learn how to use symbol and equation in the Microsoft word. We learnt how to do word to portrait and landscape on micro-soft word.

#### **WEEK SIX**

We learnt how to put page borders, the cover page of assignment. We leant how to put



water make on the document. We were teach how to use page break on Microsoft word.

We learn those hardware that we have each are:

- Computer Components, Motherboard, RAM, HPD, Troubleshooting hardware issue etc

## **WEEK SEVEN**

We learnt about the networking that we have (Network fundamentals (LAN, WAN, WIFI), Network Protocols (TCP, IP, HTTP, FTP)

We learnt data Base Management which refers to the Process of designing, implenting and maintaining a data storage and manage efficient.

## **WEEK EIGHT**

We teach about software Application. Microsoft Office (word, Excel, Power Point), Google Suite (Doc, Sheets, Slides) Email Client (Outlook, Gmail), we learnt how to turn word to PDF, we learn how to turn picture to PDF, we are teac about security features that are commonly found in laptop systems. (1) Hardware- Based Security, (2) Software- Based Security (3) User Authentication Security

## **WEEK NINE AND TEN**

We learn how to resize project, we learn how to print on letter headed, we learn how to print on letter headed, we learnt how to do photocopy and we also practice Corel-Draw.

We learnt to edit passport, bind project, colour printing and Powerpoint. And they also teach us how to copy document from flash-Drive.

## **WEEK ELEVEN AND TWELVE**

We learnt how to use internal mouse, internal keyboard, we learnt the shortcut keys etc

We learnt how to do cover page, lamination, scan document etc.

## **CHAPTER FOUR**

### **3.0 DEFINITION OF LOGICAL TERMS**

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### **3.1 SHORTCUTS USED IN MICROSOFT WORD**

#### **SHORTCUT DESCRIPTION**

Ctrl + A Select all contents of the page.

Ctrl + B Bold highlighted selection.

Ctrl + C Copy selected text.

Ctrl + D Open the font preferences window.

Ctrl + E Aligns the line or selected text to the center of the screen.

Ctrl + F Open find box.

## CHAPTER 5

### 5.0 CONCLUSION

At Femlizzie I.T solution , I was given an invaluable experience and exposure to the “industrial world”. It was an avenue to finally put all the theoretical classroom materials and knowledge I have accumulated over the years at the university to real significant use. I had the opportunity to see how my studies can be made relevant.

As a student of Business Adminstation, I have been able to attain relevant and effective practical industrial training and experience in the duration of four months (4 months) having been exposed to practical on-site situations and activities. Furthermore, knowledge of the wide-ranging work environment has been developed in me and I have acquired important behavior and interpersonal skills with the privilege given to me to get a feel of the industrial world and exposure as a student to the responsibilities that precedes the architectural profession.