



**A TECHNICAL REPORT**  
**ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**  
**HELD AT:**  
  
**ADEB DIVINE FUTURE COMPUTER INSTITUTE**  
**NO 6, AWOPE STREET, OFF ITIRE BUS STOP, ALABA ORO, LAGOS.**

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SCIENCE**

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## **DEDICATION**

This book is dedicated to the most high of the universe, which is ALLAH, the most gracious, the most merciful who make this SIWES program successful.

Also, this book is dedicated to my parents **MR. AND MRS. ADEKANYE.**

## **ACKNOWLEDGEMENT**

I acknowledge the effort of my parent (Mr. and Mrs. ADEKANYE) for their moral and financial support during the industrial training.

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## **ABSTRACT**

*This report is summary of all work experience I have been able to gather during my SIWES training programme at ADEB DIVINE FUTURE COMPUTER INSTITUTE.*

*The report contains all my experience in Ms-word and Spreadsheet profession.*

*In conclusion is a summary of what I learnt in my one month SIWES programme.*

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

These reports provide details of the experience and challenges I had during my three month of the Student Industrial Working Experience Scheme (SIWES) acquired at ADEB DIVINE FUTURE COMPUTER INSTITUTE, Alaba Oro Lagos State.

### **1.1 DEFINITION OF SIWES**

As the name implies, Student Industrial Work experience Scheme (SIWES) is the practical work experience program laid down by the government for training for field work, where they will be able to see, touch and practices many things in various sections of their academy field.

### **1.2 BACKGROUND OF SIWES**

The 1988 SIWES/ITF National Conference held in Jos mandated all collaborating agencies (NUC, NBTE, and NCCE) to draw up job specifications for all degree program included in the student Industrial Experience Scheme (SIWES). The job specification would guide the industrialist and institutional supervisors in the placement of the student such that they will meet the expected requirement of minimum industrial exposure preparatory to employment.

The National Universities Commission, recognizing the importance of job specification in SIWES, did set the necessary machinery in motion soon after the resolution was taken in 1988. However, from 1989 to 1993, the drawing up of minimum academic standard documents (a major statutory function of the commission), the resultant accreditation exercise and the movement of the commission secretariat to Abuja did not leave sufficient time to actualize the goal.

It was not until January 1996 at a 3 days National workshop in Jos, that job specifications were drawn for all the programme that had industrial attachment component in their minimum academics standard documents.

Participant were drawn from senior academics from the universities across the country, SIWES coordinators, officer of ITF Head-quarters and NUC academic planning officers, In all-nine panel headed by senior academics, were constituted for all the forty six programme. The panel drew up the job specification in a two-day meeting. Prior to drawing of the job specifications, however, a one-day meeting was held at which five invited papers were and the procedure, content, and format for presentation of the job specification document were decided.

First draft of the document was sent to all universities, ITF, Industries and all professional bodies involved in the running of the scheme for their comment and input. Their comment was then considered by a panel comprised of the nine chairman of the discipline group and those found relevant were incorporated to produce the final job specification document. The final job specification for each programme, organized into the following four parts; Introduction/philosophy, job schedule and appendices; was then bound into a booklet.

Finally the production of SIWES job specification is without doubt a milestone in the development of academic activities in the nation's university system. The benefits

derived by employers, universities and the students alike are immense and will go a long way to move the country forward technologically.

### **1.3 BRIEF HISTORY OF SIWES (STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME)**

In the earlier stage of science and technology education in Nigeria, students were graduating from their respective institutions without any technical knowledge or working experience. It was in this view that students undergoing science and technology related courses were mandated for students in different institutions in the view of widening their horizons so as to enable them to have technical knowledge or working experience before graduating from their various institutions.

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Found (ITF) 1973 to enable students of tertiary institutions to have basic technical knowledge of industrial works based on their courses of study before the completion of their program in their respective institutions.

The scheme was designed to expose the students to the industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economic and technological development after graduation. The major background behind the embankment of students in SIWES was to expose them to the industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economic and technological development after graduation. The major benefit acquired to students who participate conscientiously in SIWES are skills and competencies they acquire. The relevant production skills remain a part of the recipient of industrial training as life-long assets which cannot be taken away from them. This is because the knowledge and skills acquired through training are internalized and become relevant when required to perform jobs or functions.

### **1.4 AIMS AND OBJECTIVES OF SIWES**

The student industrial work experience scheme was established in Nigeria in the year 1974 by the industrial training fund (ITF). Some of the aims and objectives of SIWES are:

1. To bridge the gap between practical and theoretical aspect of various disciplines in the higher institution.
2. Makings students understand more about their organization choices.
3. It makes students know more about the rules and regulations of the organization.
4. To secure the student in a way of social ethics and good tastes.
5. Makings students know more about the future.
6. To provide students with the opportunity to apply their theoretical knowledge into real work situations, thereby bridging the gap between school work and real world situations.
7. To expose students to work methods, modern working equipments in their chosen professions.
8. To make the transition from the Universities to the place of work easier and thus enhancing students contacts for later job placement
9. To prepare students for working environments they are likely to meet after graduation

10. Provide an avenue for students to acquire Industrial skills and experience in their various course of study.

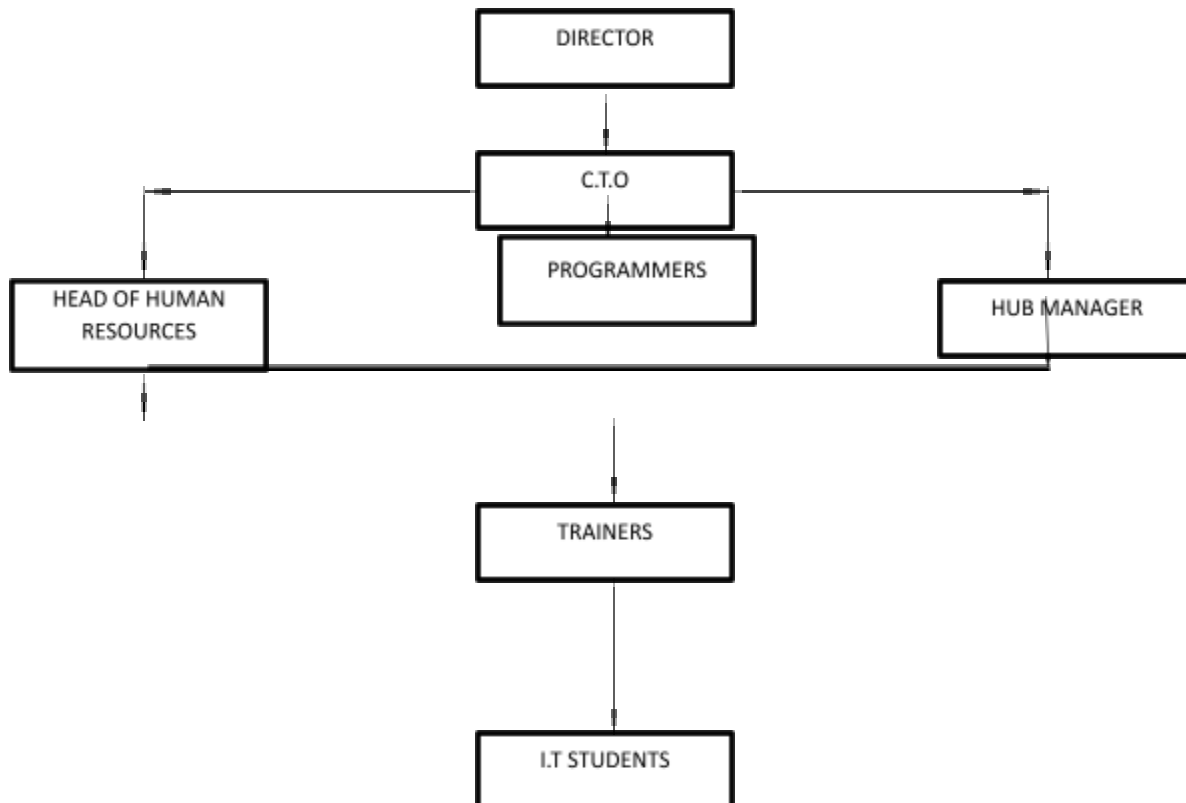
## 1.5 LOCATION AND BRIEF HISTORY OF ESTABLISHMENT

Adeb Divine Future Computer Institute Is at No 6, Awope Street, Off Itire Bus Stop, Alaba Oro, Lagos.

Adeb Divine Future Computer Institute is an information technology company which offers many services including online registration, computer training, auto cad 2d and 3d and more.

We are one of the leading IT firm around that will provides you with IT services all across the Globe at reasonable and affordable prices. Our organisation has been providing quality IT services, training and research for over Seven years to various personnel, companies, Universities and Polytechnic with the highest concentration of IT experts, dedicated staff, modern equipment and outstanding management, we poised to be the pacesetter in IT delivery for years to come as we have in the past trained a huge number of students in different areas of computing and should you Sign-Up for any of our services,we will be ready to provide you with high and quality services.

## 1.6 ORGANIZATIONAL STRUCTURE





## 1.7 THE DEPARTMENTS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

There are three major departments in Anova global concept

- i. Administrative Department
- ii. Human Resources Department
- iii. IT Department

- a) **Administrative Department:** the main role of the administrator is to ensure the efficient performance of all departments in the organization. They provide motivation to the work force and make them realize the goals of the organization.
- b) **Human Resources Department:** this department is responsible for handling different functions with the organization. The department is responsible for hiring and firing Employees, training workers, maintaining interoffice relationships and interpreting employment laws. The department works diligently behind the scenes to ensure that the organization run efficiently.
- c) **IT Department:** this department is responsible for handling both the trainee and IT students. The department ensures all the affairs of trainee and IT students are put in right order.

### 1.7.1 MAJOR ACTIVITIES OF THE ORGANIZATION

ADEB DIVINE FUTURE COMPUTER INSTITUTE was established in order to meet some technical needs in the Centre and its environment. Listed below are the major activates:

- i. Desktop Publishing
- ii. Programming
- iii. Computer college
- iv. Graphic Design
- v. Web Development/Hosting Services
- vi. Information Technology
- vii. Digital marketing

## CHAPTER TWO

### WORK DONE

During my students Industrial Work Experience Scheme I learnt so much as a Computer Students, course related to my field are basically what I undergo in the process, such as learning how to use software packages using Microsoft office, Microsoft excel and Microsoft PowerPoint.

### 2.0 INTRODUCTION TO MS-EXCEL

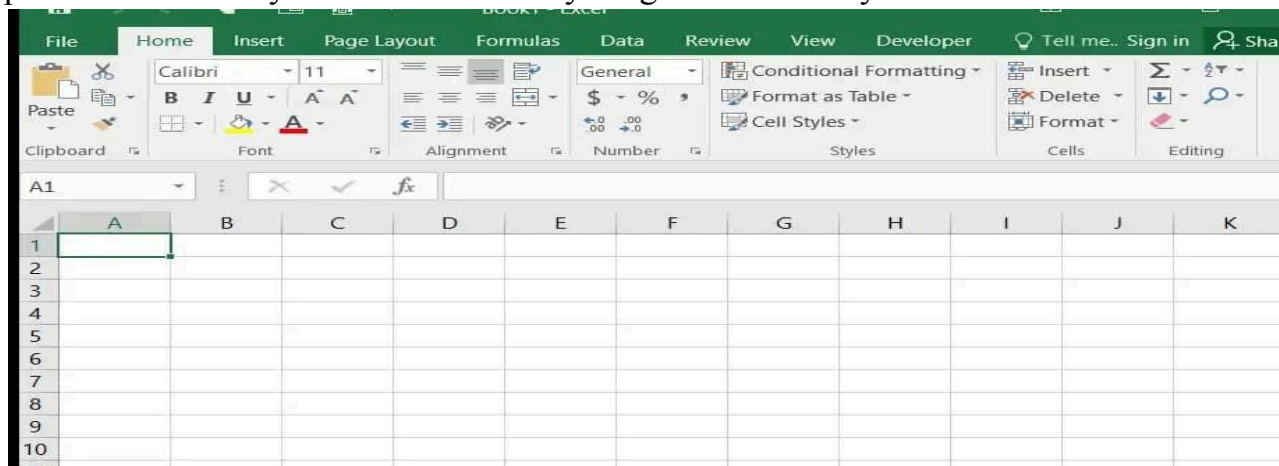
Have you ever struggled to organize large amounts of data or perform quick calculations? Do you need an efficient way to create reports or track trends? MS Excel is the solution. This essential tool, part of the Microsoft Office suite, has become a vital resource for individuals and businesses to manage, analyze, and present data effectively.

Now, to know more about Microsoft Excel, explore this guide to understand what is Excel, why learning MS Excel is essential, and how it can make managing data simpler and more efficient.

### 2.1 DEFINITION OF MS-EXCEL

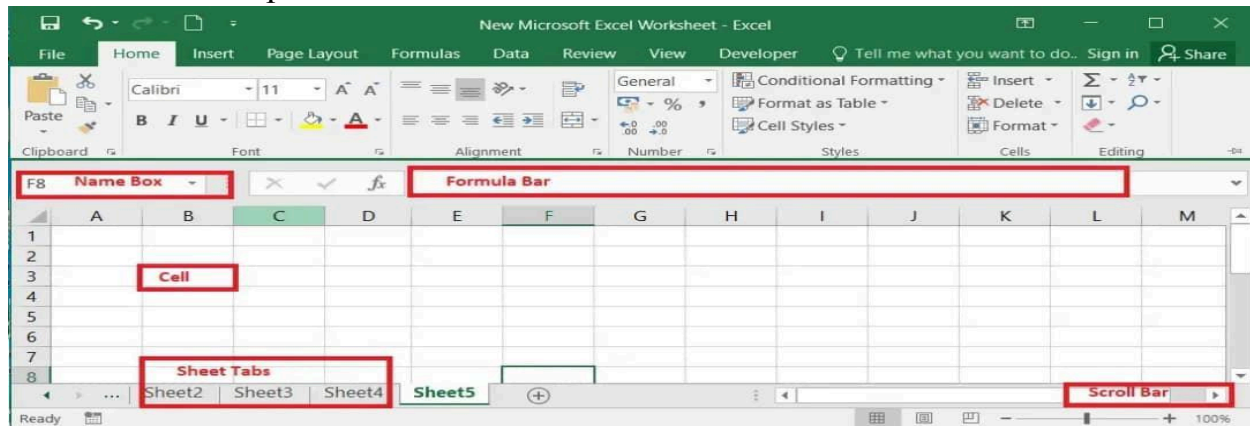
**Excel** is a part of the Microsoft Office suite software. It is an electronic spreadsheet program that features a grid of rows and columns, making it easy to input and organize data. With **1,048,576 rows** and **16,384 columns** in Excel 2007 and newer versions, it can handle vast datasets without hassle. Each intersection of a row and column forms a **cell**, identified by a **cell reference** like A1 or D2. These references help users store data, perform calculations, and link information effortlessly.

Excel is much more than a tool for basic data entry. It enables users to create charts, analyze trends, and streamline repetitive tasks, making it indispensable for tasks like budgeting, inventory management, and report generation. Whether you're managing personal finances, working on a project, or analyzing business performance, Excel provides the tools you need to achieve your goals effectively.



## EXCEL INTERFACE

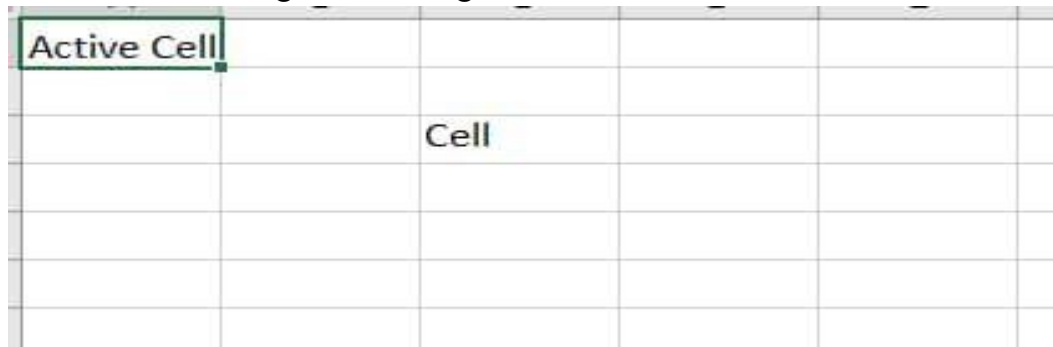
Find the detailed image of the Excel interface. It will help you to learn Excel features and all available options.



*Excel Interface*

## 2.2 WHAT IS A CELL

A spreadsheet takes the shape of a table, consisting of rows and columns. A cell is created at the intersection point where rows and columns meet, forming a rectangular box. Here's an image illustrating what a cell looks like:



The address or name of a cell or a range of cells is known as Cell reference. It helps the software to identify the cell from where the data/value is to be used in the formula. We can reference the cell of other worksheets and also of other programs.

- Referencing the cell of other worksheets is known as External referencing.
- Referencing the cell of other programs is known as Remote referencing.

There are three types of cell references in Excel:

1. Relative reference.
2. Absolute reference.
3. Mixed reference.

## 2.3 DESCRIBING MICROSOFT EXCEL ENVIRONMENT

When Microsoft Excel is fully loaded into the computer memory, the following will be seen.

- i. The spreadsheet/worksheet

- ii. Rows, columns and cells
- iii. The mouse pointer and cursor
- iv. Working menu and bars

### **PLOTTING OF CHART**

Charts are graphical representation of the data in a worksheet. They are appealing and make it easy for users to set comparisons patterns and trends in data. For instance, rather than having to analyze several columns of worksheet you can see at a glance whatever the student in a given class actually make the required average to pass.

Steps in plotting chart:

- 1. Select the whole data you want to produce its chart/graph.
- 2. Click on insert on the menu bar
- 3. On the submenu that appear, click on chart
- 4. Another dialogue box will appear where you have to select the type of chart you want
- 5. Locate and click on finish to complete the process. So the chart will be displayed.

### **HOW TO CALCULATE SUM**

We use sum when calculating addition in excel and before spreadsheet can respond to any mathematical command, it must be entered as an equation.

Therefore, to enter a function as an equation, we must firstly start with “equal to (=) sign.

Steps in calculating sum:

- I. Firstly, the data must be entered correctly as shown below
- II. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
- III. Type = sum and open bracket “(“then, click the mouse on the first cell you want to sum now type “.” Click mouse on the last cell containing the data to be sum
- IV. Then close the bracket “)”
- V. Press enter on the keyboard.

### **FONT FORMATTING**

Font refers to every typed letter in the computer, while the formatting simply implies beautifying e.g. coloring, bolding, italic, underlining etc.

Steps in formatting text:

- 1. Select the data by simply clicking on the cell
- 2. Click on format on the menu bar
- 3. Click on the cells on the submenu displayed
- 4. On another box that appears, locate and click on font
- 5. Use the mouse to scroll through the fonts dialogue box and click the mouse on the desired fonts size, color, type etc.

### **INSERTING PERCENTAGE**

One can choose insert percentage to replace a given data.

Steps in inserting percentage:

- I. Select the data to be replaced
- II. Click on format from the menu bar

- III. Click on cell on the submenu displayed
- IV. On the dialogue box appears, click on number
- V. Then, locate and click on percentage
- VI. Click OK

### **INSERTING ROWS AND COLUMN**

In case you need to type a given line of data in a given rows and column, but discover it has been occupied by another data do not worry, you can simply insert another row or column in the same place.

Steps in inserting rows and column:

- 1. Keep your cursor where you want the row or column
- 2. Click on insert on the menu bar
- 3. On the submenu displayed, click on either row or column depending on your choice.

### **TEXT ALIGNMENT**

One can choose to rotate their text to a given angle when working on Ms-word.

Steps in applying text alignment:

- 1. Select the text to be aligned
- 2. Click on format on the menu bar
- 3. On the submenu displayed, click on cells
- 4. Locate and click on alignment on the dialogue box displayed
- 5. Locate degree under orientation, click on the degree type in the rotating angle you want e.g. 15, 30,50,90 degree
- 6. Click on OK

### **SHADING THE CELLS**

You can choose to add pattern or color to your worksheet to emphasize some certain point or to enhance it appearance.

Steps in shading the cells:

- I. Select the cells to be shaded
- II. Click on format on the menu bar
- III. Click on cells on the submenu displayed
- IV. On another dialogue box displayed, click on patterns
- V. Then, click on the color you want
- VI. Locate the arrow in front of pattern and click on it, where you will choose the pattern
- VII. Click on OK.

### **SORTING**

Sorting means arrangement of data either in ascending or descending order, when ascending it implies that the data will be arrange alphabetically while descending start with the last alphabet coming first.

Steps in sorting:

- 1. Select all the data to be sorted
- 2. Click on start on menu bar
- 3. Click on sort on the submenu displayed

4. On another dialogue box that appears, select the heading field you many to sort from the available one under sort by
5. Select either ascending or descending depending on your operation
6. Click on OK.

### **AUTO FILL**

If you lines of text that need to be numbered, you don't actually need to waste much time numbering it one after the other while you can use automatic filling to fill the numbering to any destination of your choice in the worksheet.

Steps to auto fill:

- I. Keep your cursor on the cell numbering will start
- II. Click on edit on the main menu
- III. Select fill from the submenu displayed
- IV. On another submenu that appears, click on series
- V. On another dialogue box that appears, click inside the step value box to type where numbering should start
- VI. Click inside the stop value box, type where the numbering should stop
- VII. Select where it should be filled in row or columns under series in box
- VIII. Click on OK to complete the process

### **2.4 EXCEL SPECIFICATIONS AND LIMITS**

<b>Feature</b>	<b>Maximum Limit</b>
<b>Open workbooks</b>	Limited by available memory and system resources
<b>Total number of rows and columns on a worksheet</b>	1,048,576 rows by 16,384 columns
<b>Column width</b>	255 characters
<b>Row height</b>	409 points
<b>Page breaks</b>	1,026 horizontal and vertical
<b>Total number of characters in a cell</b>	32,767 characters
<b>Characters in a header or footer</b>	255
<b>Maximum number of line feeds per cell</b>	253

<b>Feature</b>	<b>Maximum Limit</b>
<b>Sheets in a workbook</b>	Limited by available memory (default is 1 sheet)
<b>Colors in a workbook</b>	16 million colors (32-bit with access to the 24-bit color spectrum)
<b>Named views in a workbook</b>	Limited by available memory
<b>Unique cell formats/cell styles</b>	65,490
<b>Fill styles</b>	256
<b>Line weight and styles</b>	256
<b>Unique font types</b>	1,024 global fonts available; 512 per workbook
<b>Number formats in a workbook</b>	200–250, depending on the installed language version of Excel
<b>Names in a workbook</b>	Limited by available memory
<b>Windows in a workbook</b>	Limited by available memory
<b>Hyperlinks in a worksheet</b>	65,530
<b>Panes in a window</b>	4
<b>Linked sheets</b>	Limited by available memory
<b>Scenarios</b>	Limited by available memory; summary reports show only the first 251 scenarios
<b>Changing cells in a scenario</b>	32

<b>Feature</b>	<b>Maximum Limit</b>
<b>Adjustable cells in Solver</b>	200
<b>Custom functions</b>	Limited by available memory
<b>Zoom range</b>	10% to 400%
<b>Reports</b>	Limited by available memory
<b>Sort references</b>	64 in a single sort; unlimited in sequential sorts
<b>Undo levels</b>	100
<b>Fields in a data form</b>	32
<b>Workbook parameters</b>	255 parameters per workbook
<b>Items displayed in filter drop-down lists</b>	10,000
<b>Noncontiguous cells that can be selected</b>	2,147,483,648 cells

### **MS-EXCEL SHORTCUTS**

1. **Ctrl+N:** To open a new workbook.
2. **Ctrl+O:** To open a saved workbook.
3. **Ctrl+S:** To save a workbook.
4. **Ctrl+C:** To copy the selected cells.
5. **Ctrl+V:** To paste the copied cells.
6. **Ctrl+X:** To cut the selected cells.
7. **Ctrl+W:** To close the workbook.
8. **Delete:** To remove all the contents from the cell.



9. **Ctrl+P:** To print the workbook.
10. **Ctrl+Z:** To undo.

## **CHAPTER THREE**

### **CHALLENGES AND SOLUTIONS PROFFERED**

#### **3.1 Challenges**

There are challenges that were encountered during the industrial training. These challenges are time demanding and thereby consume a lot of time and effort but to my optimum satisfaction I was able to overcome those challenges which really exposed me to some technical problems that can occur and how to tackle or solve these problems.

1. The intense traffic on my way home was a serious challenge and I have to get up early the next morning.
2. The problem of time management was inevitable, a lot of activities needed to be completed in a limited time.
3. Inability of the tertiary institutions to provide a more suitable office or workshop for SIWES students
4. Problems of accommodation for SIWES students.

#### **3.2 Solutions Proffered**

Here are some solutions I employed in the approach of solving each of the difficulties faced.

1. Changing of routine so that I don't get tired waking early in the morning.
2. Planning of daily activities.
3. ITF should make provisions of workshop for SIWES students.

## **CHAPTER FOUR**

### **SUMMARY AND CONCLUSION**

#### **4.1 Summary**

The four month SIWES undergo at Adeb Divine Future Computer Inatitute is a world class lesson in Ms-Excel training, it allow me to get exposed in order to have more practical knowledge on how to use software packages, I was opportune to learnt and experiences a lot in this field in little time. The programme has been highly enlightening, beneficial, interesting and successful.

#### **4.2 Conclusion**

My SIWES was a very successful one and I had an insight of the information technology world.

I have now known the power of software packages. With this, I love to further my knowledge in becoming great IT consultants.

SIWES as a course has truly exposed me to the challenges faced in growing I.T world that is dependent on computer.

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