



TECHNICAL REPORT ON

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (S.I.W.E.S)

HELD AT

TRUSTED CAFÉ AND MORE

YLCS14 YANKARI MARKET ADJACENT MERCY KAY KWARA STATE POLYTECHNIC

BY

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SUBMITTED TO THE

**DEPARTMENT OF PUBLIC ADMINISTRATION, INSTITUTE
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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA IN PUBLIC
ADMINISTRATION**

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CERTIFICATE

This is to certify that I, Oshinbajo Eniola Ademola fully participate in the Three months student's industrial work experience scheme at Trusted Café and more, LagosState, Nigeria.

STUDENT'S NAME

DATE/SIGNATURE

SUPERVISOR

DATE/SIGNATURE

SIWES CO-ORDINATOR

DATE/SIGNATURE

DEDICATION

This report is dedicated to Almighty Allah for giving me wisdom, knowledge and understanding through the course of study.

It is equally dedicated to my loving parents Mr. and Mrs Oshibajo for their moral and financial support and my siblings.

ACKNOWLEDGEMENT

I acknowledge this report to those who by one way or the other contributed immensely to the successful of my Industrial Training program.

My first profound gratitude goes to Almighty God for his showers of blessing and protection on me throughout the period of training.

I am indebted to my parent, Mr. and Mrs. Oshibajo, my brothers and sister for their moral and financial assistance at all time.

Also my appreciation goes to the H.O.D of Public Administration also to all my able lecturers in the department also to my supervisor.

Lastly I Appreciate the effort of Trusted Café and more, Lagos State, Nigeria. on the siwes program

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CHAPTER ONE

1.0 INTRODUCTION

The Student Working Experience Scheme (SIWES) is founded in the year 1975 by the Industrial Training Fund and it is still practiced till date. It is a program for all practical related courses in our higher institutions such as University, Polytechnic and Colleges of Education.

The program is established to eradicate inequality and called discipline in all instruction through out the country. The program develops student in their field of specification. It focuses on how student can relate theoretical aspects in their course and business environment as a whole.

1.1 ITS GOALS

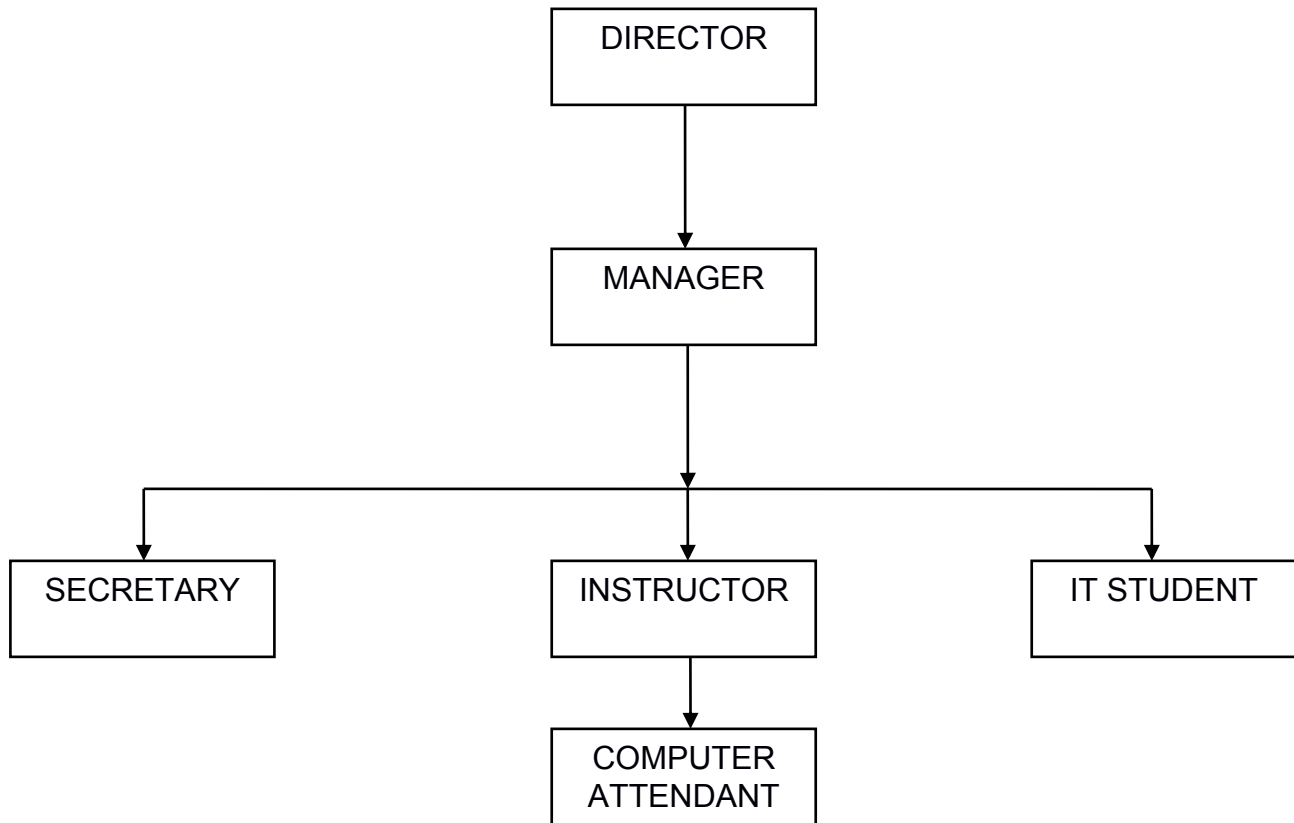
- a. It orients student practically
- b. It helps student to acquire more skills in their fields of specialization.
- c. It helps student to have self-confidence
- d. It helps to be self-employed

1.2 HISTORICAL BACKGROUND OF THE COMPANY

The company at Trusted Café , Lagos State, Nigeria.was established in the year 2015, it is situated at 24, Abiodun Street Mushin, Lagos State. Then open the branch office in Kwara State Polytechnic in the year 2021 and later change the company name to Trusted Café and More when trying to get the Corporate Affairs Commission.

Trusted café was established to enhance the literacy among student in diverse ways. The company have tried its best in education up to 150 students since it inception (10) years ago and it is still struggling to increase the number of students before the year runs out.

1.4 ORGANOGRAM OF TRUSTED CAFÉ AND MORE



1.5 MAJOR ACTIVITIES OF THE ORGANIZATION

- i.** Printing and publishing
- ii.** Computer Training
- iii.** Business Centre
- iv.** Computer Maintenance

CHAPTER TWO

2.0 SECTION OF THE ESTABLISHMENT AND THEIR SPECIFICATION

2.1.1 PRINTING AND PUBLISHING

This section of the establishment deals with the work of printing and publishing of text-books, novels, handouts, slovenlier and other related aspects of printing and publishing.

2.1.2 COMPUTER TRAINING

This unit of the establishment tackles the aspects of training student in computer packages varying from MS Word, MS Excel, Power Point, Adobe, Page Maker, Adobe Photoshop, Corel Draw in particular and other package. The establishment laid emphasis in the aspect of Corel Draw because of its uses and its relationship with the printing and publishing section.

2.1.3 BUSINESS CENTRE

This sector deals with the Business transaction pertaining to Computer section. This unit deals with graphic design as its major area of concentration of the Business centre. Other transaction that took place at the section includes; Scanning, Colour printing, Typing and Desktop publishing.

2.1.4 COMPUTER MAINTENANCE

This section deals with the maintenance and engineering aspects of the establishment.

CHAPTER THREE

3.0 STUDENT'S SPECIFIC INVOLVEMENT AT VARIOUS SECTION

My involvement is based on computer packages which includes; Microsoft word and excel to mention a few.

STARING MS-WORD FOR WINDOWS

Before MS-word packages can be used on the computer systems, it must be properly installed on the operating system. The following steps are required to activate MS-Word.

Step 1: Boot the System

Step 2: Click start button (or press windows button on keyboard)

Step 3: Click on program (to display the program submenus)

Step 4: Point to MS_Word and click it.

Or simply double click "MS-Word Icon" on desktop.

ELEMENTS OF MS-WORD SCREEN

- ❖ **Title bar:** This is the upper-most part of the entire MS-word window. It displays the name of the document currently edited. By default, it is usually document 1 for the blank page since the document has not yet saved with any name. At the right end of the title bar are the minimize, maximized and the close button.
- ❖ **Menu Bar:** It is located directly below the title bar. It contains the operation that can be performed in MS_Word and is presented as menu list. Each menu consist of a list of submenus. Ms_word menu consist of the following options:
 - i. **File:** it contains any file operations like open, save, save as, close, exit e.t.c.
 - ii. **Edit:** It provides the editing operations like copy, cut paste, undo, find etc.
 - iii. **View:** Can be used for changing how MS_Word window displays and also to show or hide some components.
 - iv. **Insert:** To insert objects like picture, date and time, page number etc.
 - v. **Format:** It can be used to format the document like font, paragraph, change case etc.
 - vi. **Table:** To insert table, draw table and format the table
 - vii. **Tools:** it is used to change words settings like spelling, mail merging and envelop printing.
 - viii. **Windows:** It can be used to switch in between a list of opened documents.
 - ix. **Help:** to have an in-depth knowledge on how to use MS-Word.

- ❖ **Tool Bars:** This contains a list of beautifully designed diagrams that illustrate the actions they perform. It includes standard toolbar, formatting toolbar etc.
- ❖ **Standard Toolbar:** It contains button that can be selected to perform commonly needed tasks such as opening, creating, cut, copy, drawing etc
- ❖ **Formatting Toolbar:** This contains button that enables common formatting tasks like font's type, font size, bold, italics, underline, alignment, font-colour etc.
- ❖ **Drawing Toolbar:** It is always at the bottom of the screen and is recognized with features like undo text, pictures, words art etc.
- ❖ **Rulers:** These are the horizontal and vertical rulers for measuring. It also controls margins, indents and tab stops.
- ❖ **Scroll Bar:** This is used to move around the document to either up, down, left or right with ease.
- ❖ **Work area:** This is the area where the document appears. It occupies the central part of the word window.

Status Line: It contains information about document being edited. This shows the current page, total number of pages in the document, sections number, default paragraph, cursor position etc.

Microsoft word is an example of word processing package, it is used to type and edit texts.

HOW TO LAUNCH INTO MICROSOFT WORD ENVIRONMENT

1. Click on start button
2. Point to programs
3. Click on Microsoft word

TO SAVE DOCUMENT

1. Click on file menu
2. Click on save as
3. Type the name you want to save with
4. Click on save

TO BOLD A TEXT

1. To highlight the text to bold
2. Click format
3. Click font

4. Click on bold

TO UNDERLINE A TEXT

1. Highlight the text
2. Click on format
3. Click on font
4. Click on underline

TO CREATE A NEW FILE

1. Click on file menu
2. Click on new

TO ITALISE A TEXT

1. Highlight the text
2. Click on format
3. Click on font
4. Click on italics

MICROSOFT WORD: gives room for checking spellings, changing the font size of texts, inserting pictures e.t.c. to mention a few.

IN SUMMARY OF THE EXPERIENCE GAINED

1. I learnt how to type faster
2. I learnt how to make use of the printer
3. I learnt different shortcuts keys in MS Word
4. I learnt the various functions of the formatting menu, edit menu, file menu, as related to MS word, to mention a few.

COREL DRAW

Corel Draw is a application software that belongs to a group called graphic application. It is an essential tool in creating a class document/graphic with the ability to apply special effect and fills, document (graphical are designed in a neat and more composed style). Corel Draw Graphical uses extension (CDR) for all its associated files and (BAK) for an automatic back-up of Corel Draw files.

There are also different type of Corel Draw some of which include; Corel 9, Corel 10, Corel 11, Corel 12, and Corel X3 which is the latest version of Corel Draw.

SOME FEATURES OF COREL DRAW

The features of Corel Draw are the tools used in performing graphical function in Corel. Some of which includes;

TITLE BAR: It displays the title of the current application program. It also display the name of the current file and to minimize, restore and close icon button.

MENU BAR: The menu bar displays the menu that contains all the series command that is use in performing, creating, formatting and editing graphics.

TOOL BAR: The tool bar is the major type of tool use in creating professional art work. It comprises of standard tool bar and property tool bar.

TOOL BAR: The tool bar in Corel Draw contain different tools some of which includes pick tool, share tool, zoom tool, pencil tool, rectangle tool, circle tool.

STARTING COREL DRAW

- Click on start on the screen
- Select program from the menu being display
- Click on current graphics suit folder
- Click on the version of Corel Draw

NOTE: The difference between the versions of Corel Draw is some additional features and tools.

WHAT COREL DRAW WILL FIRST DISPLAY

1. **NEW GRAPHIC:** This is used to start a new graphical publication in Corel Draw.
2. **OPEN LAST EDITED:** This will automatically open the last graphic file that is being operated on, before the program is closed.
3. **OPEN GRAPHIC:** this will display list of files that are being save on system in Corel Draw, in which you can click on one that you want to operte on, and click on opens
4. **TEMPLATE:** this Will open some graphic design that are being save on the version on the Corel draw by the manufacturer which can use in designing
5. **COREL TUTOR:** The option will display an existing write ups that are capable of teaching you how about to go about in Corel draw
6. **WHAT'S NEW:** This option will likewise display the feature tht makes the version of Corel draw you are working on to be different from other version.

OBJECT ON TOOLBOX

- a) To pick: This looks like the normal mouse pointer and it is black on default. It is used to pick and select object.
- b) Shape tool: as the same implies, it is used in shaping object or form a perfect curve or special bent.
- c) Zoom Tool: this is used to pub the zoom tool bar, this can be use to zoom in or out of the printable page.
- d) Free-hande: this is used in drawing free form object. other tools under it are; Bezier, artistic media, dimension connector and interactive connector.
- e) Rectangle tool: this is used in drawing rectangle and square easily.
- f) Eclipse tool: this tool is used in drawing circles of different shape and size without stress.
- g) Interactive fill tool: this is used in applying special fill effects like shadow of different forms in application.
- h) Outline tool: this is used for creating and assigning outlines of an object.
- i) Color fill: this tool is used for filling object with different color pattern and texture.

WORKING ON COREL DRAW

1. SAVING FILE:

- a) Click on file from the menu bar
- b) Click on save as
- c) Type the name you want to use in saving the document on the dialog box being displayed.
- d) Click on save.

2. OPENINING AND EXISTING DOCUMENT

Press CTRL+O on the keyboard

- a) Search for the name used in saving the document from the dialog box being displayed.
- b) Click on the file and click on open.

3 IMPORTING A FILE

- a) Click on file
- b) Select import from the menu you want to import
- c) Locate the file or the object you want to import
- d) Click on the object and click on import

4. EXPORTING FILES

- a) Click on file
- b) Select export
- c) Select a location to save the exported file.
- d) Type a file name to be exported
- e) Click on export and follow the instruction that will be displayed after

5. UNDO, REDO AND REPEAT

These are task that is being created by mistake can be undo, redo and repeated

- a) Click on edit
- b) Select ondo (ctrl+shift+z) or
- c) Select repeat(ctrl+r)

6. DROPPING A GAP

- a) Type the txet to be formatted in the f8 typing border
- b) Select the paragraph you want to edith
- c) Press (ctrl t) on the keyboard
- d) Click on effect from the dialog box being displayed
- e) Under the effect click on effect type
- f) Then click on dropping cab
- g) Click on apply and then click ok

7. DRAWING AND ARC/SECTOR

- a) Select the eclipse tool (f7)
- b) Draw an eclipse
- c) Select the shape
- d) Point to the node, click and drag to an ard/sector

8. DUPLICATING OF AN OBJECT

- a) Select the object
- b) Select duplication
- c) Drag the dsvuppllicated object to its desired position

9. SKEWING

- * Click on the object twice to bring the skewing and rotate node
- * Point to any of the middle node

- * Click on up/down for vertical skewing or right/left for horizontal skewing.

10. Cloning Object

- * Select the object to the clone
- * Click on Edit
- * Select clone
- * Drag the clone to a new location

Note: In case is any change on the original objects, the changes will automatically be apply to the clone one.

11. Switching Page Orientation

- * Click on layout
- * Select switch page orientation
(Its function is to change the current setting of a page and there is only two ways of doing it, it is either in landscape or portrait).

12. Inserting page

- * Click on layout
- * Select Insert page
- * Specify the number of page(s) to be inserted
- * Specify weather it should be before or after the current page
- * Select an oriented form (Landscape or portrait)
- * Select a paper size (A4, A3, Letter and Custom)
- * Specify the width and the height value for the customized paper
- * Click OK

13. GROUPING OBJECT (CTRL + G)

- * Select two or more object
- * Clock on Arrange
- * Select Group

14. UNGROUPING OBJECT (CTRL+L)

- * Click on the grouped object
- * Click on Arrange
- * Select Ungroup

15. COMBINING OBJECT (CTRL + L)

- * Select two or more different objects
- * Click on Arrange
- * Select Combine

16. SEPERATING OBJECT (CTRL + K)

- * Click on the combine object/text
- * Click on Arrange
- * Select Break Apart

17. BITMAPPING IN CORELDRAW

- * Select the object or picture you want to bitmap
- * Click on Bitmap
- * Select convert to bitmap
- * Click on the option of the bitmap either Grayscale (Black or White),RCG (Red, Green, Blue) or CMYB (Cyan, Magenta, Yellow, Black) and click on OK.

CHAPTER FOUR

4.0 DISCUSSION

4.1 RELEVANCE OF EXPERIENCE GAINED TO STUDENTS FIELD OF STUDY

The establishment of Trusted Café and more has improve my knowledge in a standardize way in most aspect that is not very clear to me before. After the SIWES program, I gained how to operate in CorelDraw and a bit experience on how to operate on MS_excel e.t.v

I can also say, I am an aspect of CorelDraw because my graphical sensitive has improved a lot since the conclusion of the program.

Furthermore, I was introduced to other section of the company, I was taught how to do minor installation on a computer system and how a computer system can be maintain day to day.

In a general term, my level of understanding in computer is greatly improved.

4.2 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION

During all my period at Trusted Café And More, I enjoy every bit of it till the last hour of my departure as a SIWES student.

Starting with the Chief Executive Officer (CEO) to the secretary shows us all the love and care parent gave to their siblings.

My cordial relationship with the instructor in my section helps a lot in the sense that, he never relent in attending to me both the theoretically and the practically. The company is so interesting to the extent of nicknaming themselves with quarrel.

CHAPTER FIVE

5.0 CONCLUSION

Even though there was a little hardship especially when the work of the organization is piled up on me and payment was very meager for transportation.

The SIWES program at the organization, give me a wonderful and everlasting experience. The program as readily helped to bridge the gap between the theoretical aspect and the aspect of the practical experienced in the industrial training.

5.1 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

The organization has the potential do increase within hundred time. There is also even tendency that way other standard undergoing SIWES would want to choose the form in future.

The polytechnic is well respected because of integrity in the academic field and that has shown in the respect organization here for her student. The organization should however encourage the industrial training (IT) student with payment since they constitute their work force. In this part of the school they should prepared for student industrial funds on time.

5.2 RECOMMENDATION TO THE ORGANISATION

Since the computer usage cannot be overemphasized, in all aspects in the recent time, I therefore think it is standard enough for any student of computer science to seek for a place for his or her industrial attachment to acquire maximum practical experience to back up the theoretical aspect that he or she might have learnt.

5.3 POLYTECHNIC CONCERNING THE SIWES

There is every tendency for student (IT) to have more knowledge about their field of study thus, preparing them for the future and enabling the students to determine to succeed in their chosen field of study, so I enjoin the polytechnic to continue the SIWES program and not allow it to go into extinction. Also, the supervision of the student in the place of attachment should materialize.