TECHNICAL REPORT ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

HELD AT

JKTECH INVESTMENT

(AKUO MORO LOCAL GOVERNMENT OFF KWARA POLY ILORIN, KWARA STATE)

BY:

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ND/23/COM/PT/0031

SUBMITTED TO:

THE DEPARTMENT OF COMPUTER SCIENCE, INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY (IICT)
KWARA STATE POLYTECHNIC, ILORIN.

IN PARTIAL FULFILMENT FOR THE AWARD OF NATIONAL DIPLOMA (ND) IN COMPUTER SCIENCE, KWARA STATE POLYTECHNIC, ILORIN

2024/2025 SESSION

DEDICATION

      This report is dedicated to God Almighty for His blessings, and mercies bestowed on me right from womb till this very moment and for always been there for me and got my back always and ever. and special thanks to my parent and departmental lecturers as well.

ACKNOWLEDGEMENT

I really thank God Almighty for making this vision a reality. The foundation of everything in life is of utmost importance. Therefore, I give credit and thanks to the Director of the center for his leadership attitude which provides a conducive and uninterrupted academic Centre for which students can acquire knowledge in different kind of field of study.

Special thanks to the supervisor from the school management for checking up on me and special thanks to my industrial base siwes coordinator.

PREFACE

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to enable student of tertiary institution to have basic technical knowledge of industrial work basic on their courses of study before the completion of their program in their various institutions.

In the early stage, students are graduating into institution without any technical knowledge of working experience, this make them to undergo further training after servicing an employment with the reason.

I did my SIWES programme at Jktech investment located at Akuo moro local government off kwara poly Ilorin, kwara state.

TABLE OF CONTENTS

2.0   WORK DONE

2.1   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.

2.1.1   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

2.1.2   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.

2.1.3   HOW TO FORMAT A TEXT

Formatting is when you want to change the characters of your text such a 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
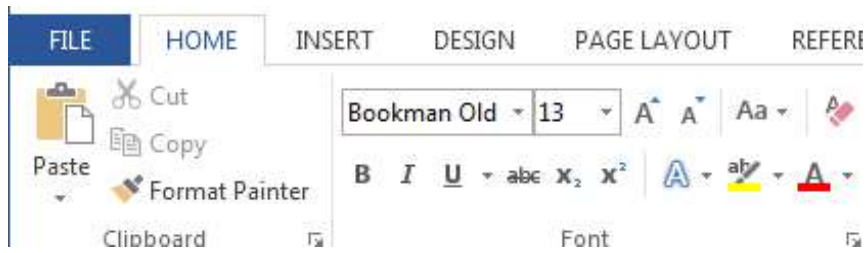
2.1.4 HOW TO SAVE A DOCUMENT

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"

2.1.5 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
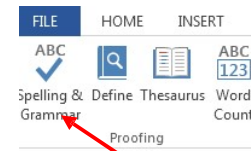
2.1.6 PRINTING OF FILE

- Open the file you want to print

- Click file from the menu bar

- Select print from the file menu

- Click print.
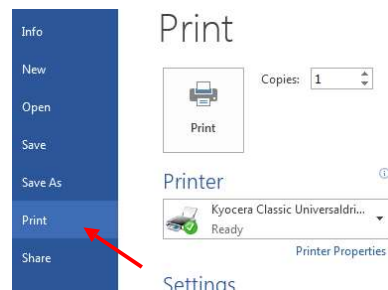
2.1.7 SPELLING AND GRAMMER CHECKING

- 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.

2.1.8 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.
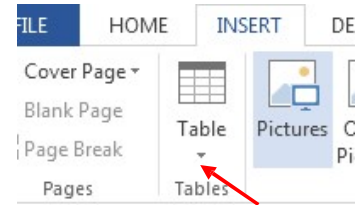
2.1.9 EXITING MICROSOFT WORD

- Select the file command from the main menu

- Select exit and click it take you back to the window menu

2.1.10 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.

2.1.11 TO INSERT SYMBOL

- Select insert from the main menu

- Select symbol from the sub menu

- Click the desired symbol

- Select close
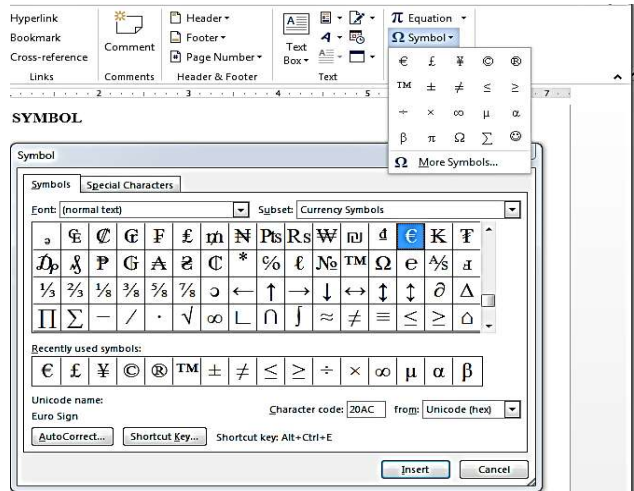
2.2   MICROSOFT POWERPOINT

This is a presentation software package that uses a graphical approach to present it file in the form of slide show.

Arrangement of Tools in Power Point

- ➢ **Microsoft Button**: This contains the main file functions. Example: New, open, save, save as, print preview etc.

- ➢ **Quick Access Tool Bar**: Contains shortcut to save, undo and redo or repeat.

- ➢ **Ribbon**: Is used to issue command.

- ➢ **Title Bar**: Displays the name of current working presentation.

- ➢ **Ruler**: Is used to determine where to place object.

Slides, Placeholder and Notes

- ➢ **Slides**: Appears in the center of the window where you create your presentation.

- ➢ **Status Bar**: Displays the name of slide your are working on.

- ➢ **Outline Bar/Tab**: Displays the text command in presentation.

- ➢ **View Button**: Is used to change between normal view slider sorter view and the slide show view.

- ➢ **Zoom**: This allows you to zoom in and out on the window.

- ➢ **Minimize Button**: Used to remove a window from view.

- ➢ **Maximize Button**: Used to cause a window to fill the screen.

- ➢ **Close Button**: Used to exit the window and close program.

- ❖ **To Create a New Presentation:** ◇Click on MS-Office button◇Choose "*Blank Document*"◇Click on "*Create*".

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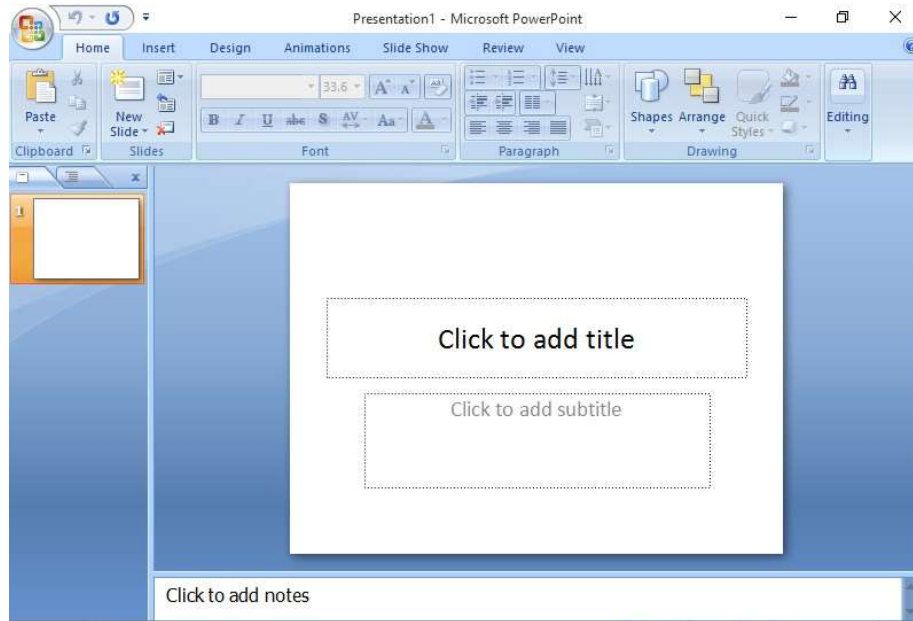
- ❖ **To Open an Existing Presentation:** <>Click on MS-office bottom<>Click on open <>Find your presentation file in the open window.

- ❖ **To Add a Background:** <>Click on design tab <>Click the background style button <>Click on the background of your choice.

- ❖ **To Add Animation**: <>Select the object you want to laminate <>Click on the animation tab <>Click on custom animation button <>Click on the add effect menu

  <>Choose your desire effect type <>Click on the effect and apply.

- ❖ **To Save Slide Document:** <>Click on MS-Office Button <>Select save <>Specify a name for the file <>Select file extension <>Click on save.

- ❖ **To Add Image from a File:** <>Click on insert tab on ribbon <>Click on illustration <>Click on picture <>Find the picture file you want <>Click on OK.

- ❖ **To Add Bullets/Numbering:** <>Click on ribbon <>Click on bullet or number <>Click on your preferred format. 12

- ❖ **To Add Table:**<>Click insert table icon on the menu bar <>Select the number of row and column you want.

- ❖ **Transitions between Slide:** <>Click on Animation <>Click on the bottom button in the column of 3 to the right palette <>Click on transition of your choice.

- ❖ **Make Changes to Slide:** <>Place the mouse pointer at the point at which you would like to add text <>Type the information you want to add.

- ❖ **To Print Out Slide:** <>Click on the MS-office button <>Choose print   <>Click on print preview <>Do the necessary set-up <>Click print to print out the document.

| Navigating the Slide Show	
Task	**Procedure**
Go to the next slide	Pres the right arrow, enter or page down key
Go to the previous slide	Press the left arrow, backspace or the page up key
End the slide show and return the PowerPoint	Press the Esc (Escape key)
To run your slide	Press the F5 key
To cut your slide	Press the CTRL + X key
To duplicate your slide	Press the CTRL + D key

2.3 MICROSOFT EXCEL 2010

Excel Microsoft office also known as spreadsheet or worksheet program is used to store and retrieved numerical data in a grid format of rows and columns. It is also used for entering calculation and analyzing data.

❖ **To Start or Launch the Program**: <>Click the start button <>Select all programs <>Select Microsoft office <>Click on Microsoft Excel.

2.3.1 Microsoft Excel Tools

➢ **Title Bar**: Displays the name of the current program and worksheet you are working on in the computer system.

➢ **Menu Bar**: Displays the name of the excel menu.

➢ **Standard Bar**: Displays the buttons of the most frequently used functions.

➢ **Name Box**: Displays the coordinates of the active cell.

➢ **Formula Bar**: Displays the contents of the active cell.

➢ **Status Bar**: Displays information about a selected command as well as the status of certain keys. *Example*: cap-lock, number lock.

➢ **Scroll Bar**: Used to move through the worksheet.

➢ **Selected All Button**: This selects every cell in a worksheet.

➢ **Sheet Tabs**: Displays the names of the worksheet within a workbook.

➢ **Tab Scrolling Button**: Used to scroll through the worksheet in a workshops.

➢ **Worksheet**: This is a single page in a workbook, which is divided into rows and columns.

➢ **Active Cells**: This is the cell surrounded by a border where you enter and edit data.

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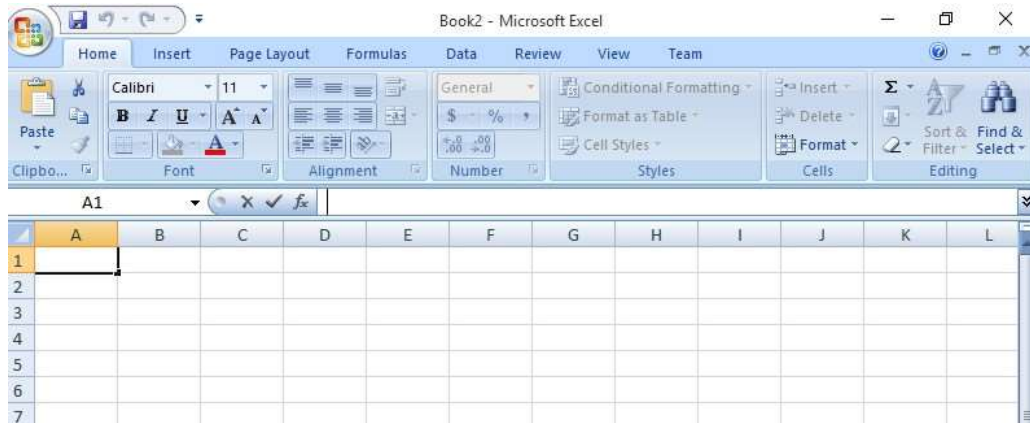
❖ **Creating A Worksheet**

➢ *Entering Data***:**<>Select a cell<>Enter the data <>Click on Ok.

➢ *Entering a Range of Data*: <>Select the cell <>Enter the data<>Click on enter <>Continue until the entire cell is filled.

➢ *Editing Data*: <>Double click on the cell or click on it.

❖ **Saving A Document on Microsoft Excel** : <>Click on the file menu <>Click on save as <>Click on the save in drop down list to select the specific drive <>Name your document <>Select "MS-Excel workbook from the file type <>Click on OK.

❖ **Inserting, Deleting and Merging of Cells**

➢ **Inserting Cell:** <>Select the cell <>Click on the insert menu <>Click on cells <>Click on OK.

➢ **Inserting Rows and Columns**: <>Select the cell <>Click on the insert menu <>Click on columns and rows.

➢ **Deleting Cells:** <>Select cells to delete <>Click on edit <>Click on delete <>Click on OK.

➢ **Deleting Rows and Columns:** <>Select at least on cell <>Click on the edit menu <>Click on delete <>Click on OK.

➢ **Merging Cells:** <>Select the cells you want to merge <>Click on merger and center button on the tools bar.

❖ **Adding Header and Footer:** <>Click on the view menu <>Click on header and footer <>Click on OK.

❖ **Changing Margin:** <>Click on the file <>Click on page set-up <>Click on margin tab, change it to your preferred choice <>Click on OK.

❖ **Printing Worksheet and Workbook**

➢ **Printing:** <>Click on the file menu<>Click on print, a dialogue box will appear<>Select the option you wish to change (i.e. page name, name of printer etc)<>Select the number of copies<>Click on OK.

EXPERIENCE GAINED

I learnt how to create and work with PowerPoint slides

I was able to practice all the theoretical aspect have been learning from class

before I was able to develop research using online and apply different effect

I was able to use MS-Excel to solve calculations by myself

I was able to learn how I can apply formula to excel spreadsheet with different forms

of calculations

I can now use and print data of varies from both MS word, excel and PowerPoint

level I was able to add and develop my typing skills

I was able to know what each menu on Microsoft office are working

for I understand the concept of hyperlink, paging, merging etc.