

REPORT ON

**STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)**

HELD AT

RELIABLE WORLD BEAUTY

**4, ALH JIMOH SHOPPING COMPLEX ILORIN, KWARA
STATE**

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SUBMITTED TO THE

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**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
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DEDICATION

This work is dedicated to Almighty GOD, who desired, designed and decreed my total liberation and enjoyment of divine wisdom.

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. MUH RAJI, my brothers and sister for their moral and financial assistance at all time.

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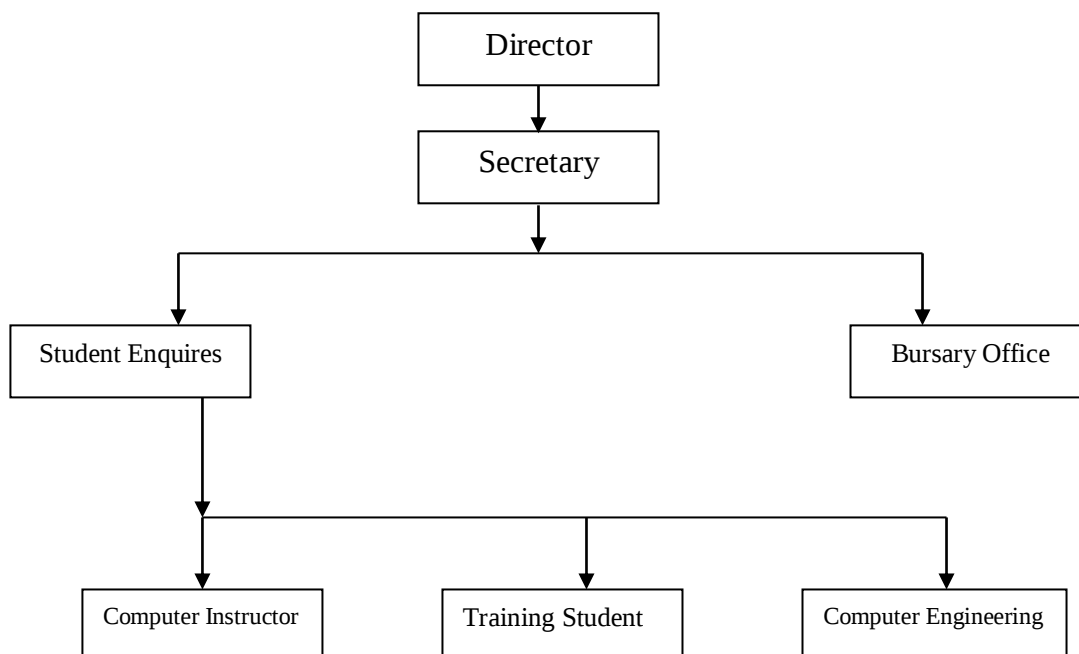
CHAPTER ONE

1.0 HISTORICAL BACKGROUND OF THE COMPANY

RELIABLE WORLD BEAUTY Located at AMILENGBE, ILORIN KWARA STATE. The organization began with five staff and the function then was mainly internet works (browsing the net, network etc)

By 2020, when the organization had already stood firm, it began to register candidate in different program, which includes programmers like diploma in computer programming, certificate in different duration of time e.g. 3 months, 2 months, 4 months etc. Later on they started gaining IT students.

1.1 ORGANIZATIONAL CHART



1.2 MAJOR ACTIVITIES OF THE COMPANY

The major activities of the organization includes;

- Data processing
- Computer Engineering
- Computer Training on several packages
- Business center (e.g Photocopy, Lamination, Spiral Binding)
- Internet Service

1.3 SECTIONS/UNIT OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTIONS

Network Computer Consult can be categorized into two specific functions:

- Computer Internet
- Computer Training

Computer Internet: The Organization specializes on the services on the services of internet to the individual, who desire to;

- Read Information on a wide range of topics including recent news, events etc.
- Send and receive E-mails
- Download useful programs
- Chat
- Listen to music and view interesting videos

Computer Training: It also dispenses computer knowledge to student who enroll to specialize on a particular programme e.g desktop publishing etc. The organization issues certificates to graduates after each session is completed.

Computer Engineering: This is the unit or section where those who want to know how to repair faulty system are been trained.

Data processing unit: A unit were all sort of jobs like scanning of document, typing of document are carried out. Other things like letter headed paper, designing of cards are also done at this unit. Packages used are Ms_Word, Ms_Excel, Word perfect e.t.c.

CHAPTER TWO

2.0 DISCUSSION

STARTING MS-WORD

Before ms word package can be used on the system, it must be properly installed on your operating system. The following steps are required to activate ms word.

- ✓ Boot the system.
- ✓ Click start button (or press window button keyboard)
- ✓ Click on program (to display the program sub menu)
- ✓ Point to ms-word and click it.

ELEMENT OF MS-WORD SCREEN.

- Title bar: this is the upper most part of the entire ms-word screen. It contains the name of the current document by default it is usually document 1 for the blank page since the document has not been saved with a name.
- Menu bar: this is located directly below the title bar. It contains the operation that can be performed in ms-word. Each menu consists of sub menu. Example of the sub menu are file, edit , view e.t.c.
- Tools bar: these are the graphical representation of ms-word command. It includes standard tools bar, formatting tools bar
- E.t.c.

FILE OPERATION UNDER MS-WORD

Creating a new document

- i. Click file menu
- ii. Select new
- iii. Select blank document
- iv. Click on ok
- v. From the blank screen displayed, you can type the document.

SAVING DOCUMENTS

- i. Click on file
- ii. Select **SAVE AS**
- iii. Typed the name of document in the (file name) in the file box
- iv. Click on save

NOTE: document should be saving periodically when working. This is particularly important when there power failure.

SAVE AS: command is used for the first you save a document so as to enable you to give a name to the document.

OPENING AN EXISTING DOCUMENT (FILE)

- i. Click on file menu
- ii. Select open
- iii. Type the file name
- iv. Click ok

SELECTING/BLOCKING TEXTS

Selecting texts

- i. Position the mouse pointer to beginning of the texts.
- ii. Press and hold down the mouse button.
- iii. Drag the pointer to the end of the next.
- iv. Releases the left mouse button.

Selecting word

- i. Position the cursor to the word.
- ii. Double click on the word.
- iii.

Selecting line

- i. Position the mouse pointer to the beginning of the line.
- ii. Hold down the mouse button while you drag to the right.

MOVING, COPYING AND FINDING TEXTS

Copying texts

- i. Selects texts.
- ii. Click edit menu
- iii. Click copy
- iv. Position cursor to where you want the text to be.
- v. Click edit menu again
- vi. Click on paste.

Moving texts

- i. Select the text
- ii. Click on edit
- iii. Click on cut
- iv. Position the cursor to where you want the text to appear.
- v. Clicks on edit again.

- vi. Clicks on paste.

Finding texts

- i. Click edit menu.
- ii. Select find
- iii. In the find word box, type the word you want to find.
- iv. Selects all.
- v. Click find text.

Replacing text

- i. Click on edit menu
- ii. Select replace
- iii. In the replace box, type the word you want to replace
- iv. Types the new word that will replace the existing text.
- v. Click on replace all

Caution: be careful with replace and replace all command.

Replace simply the highlighted word while replace all change all the word in replace what box.

PREVIEWING AND PRINTING OF DOCUMENT

Previewing documents.

- i. Click file (from menu bar).
- ii. Select print.
- iii. Select the number of page range you want.
- iv. Click O.K

SOME OF THE EXERCISES DONE IN MS-WORD

1. TYPESETTING OF LETTER IN MS-WORD

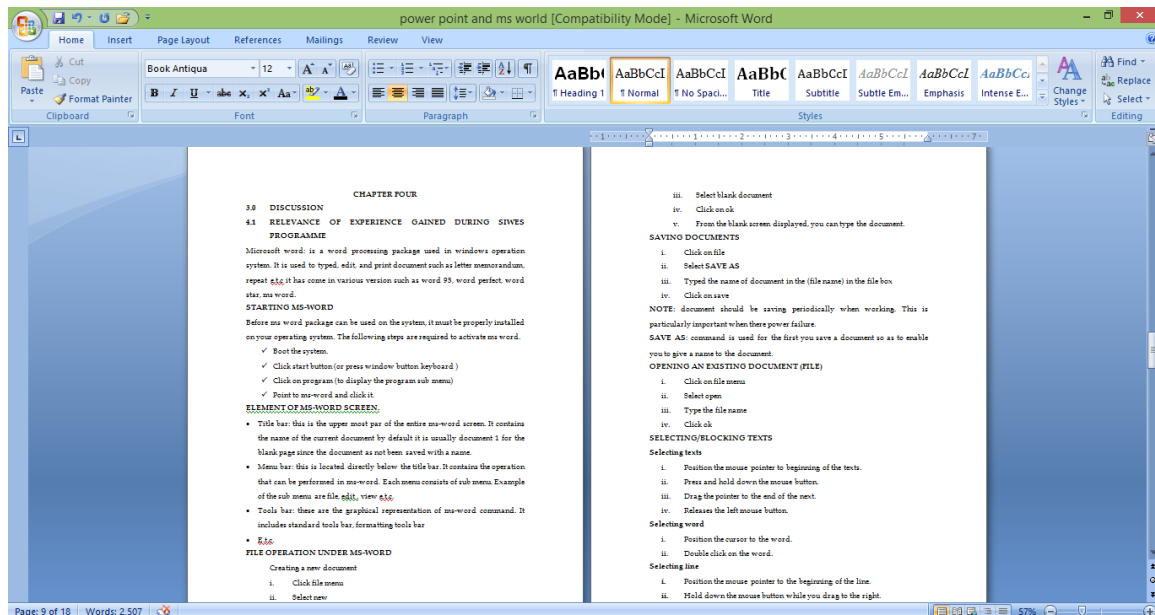


Figure 2.1: Example of type setting

2. CREATING TABLE IN MS-WORD

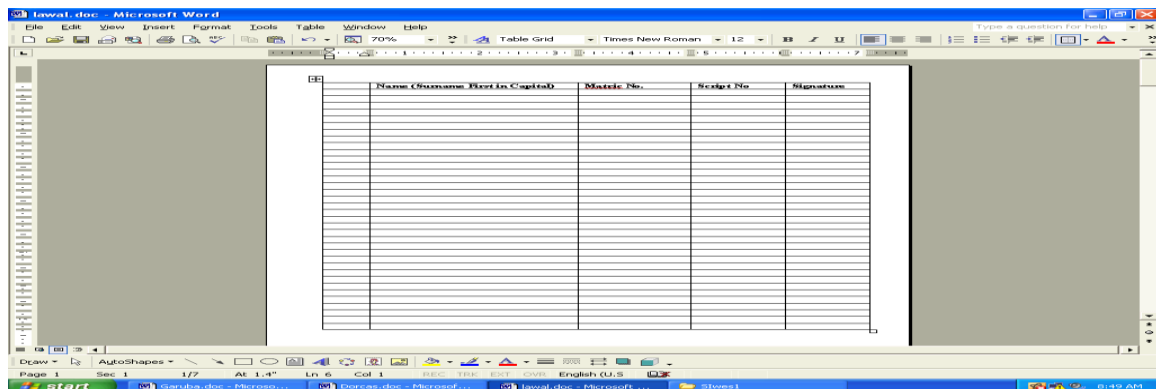


Figure 2.2: Example of Ms Word

INTRODUCTION TO POWERPOINT

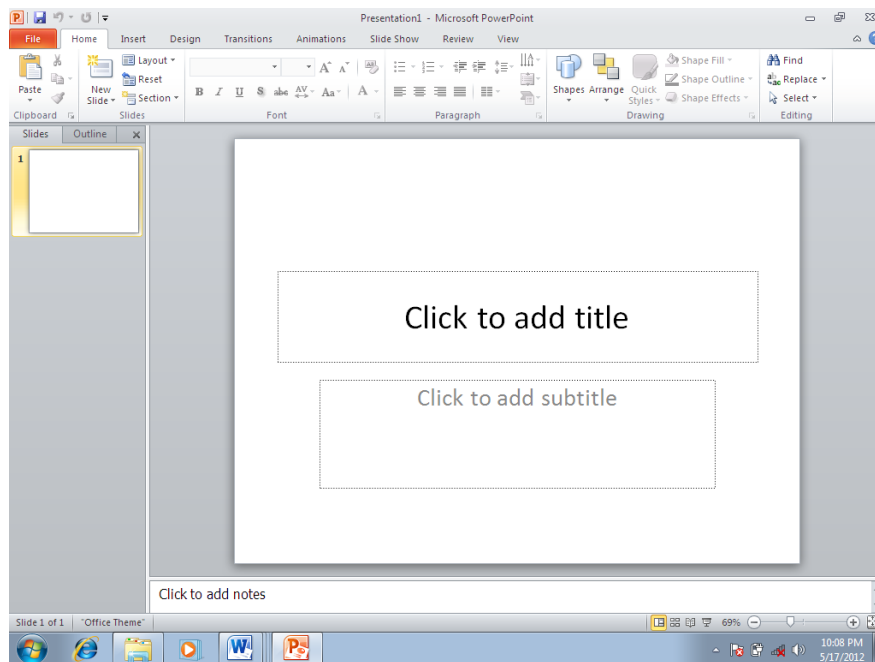


Figure 2.3: PowerPoint

To start power point

1. Click on the start button

The start menu display

2. Click on programs.

The programs menu display

3. Click on Microsoft PowerPoint

OPENING A PRESENTATION

To open a presentation

1. Click on the open tool button on the standard toolbar

The open dial ox box displays.

2. Double click on the desired file.

SAVING A NEW PRESENTATION

To save new presentation

1. Click on presentation open, click on the save tool button

The save dialog box display.

2. Double click on the desired file

3. Type of the file name.

4. Click on the save button in the save dialog box

CREATING A PRESENTATION

Auto content wizard

To create a presentation using the auto content wizard

- 1 Click on the file menu.
- 2 Click on the new command.
- 3 Click on the presentation tab along the top of the new presentation dialog box.
- 4 Double-click on the auto content wizard.
- 5 Follow the wizard instruction regarding the presentation you want to create.
- 6 Click on the finish button.
- 7 Add or modify text in the new presentation in outline view as necessary.

BULLETING TEXT

To add bullet to a top heading in a presentation

- 1 Click before the first letter of the topic you want add bullet to.
- 2 Click on the demote button.
- 3 Click on the bullet button.

COPYING TEXT

To copy text from a slide in the outline view

- 1 Highlight the text you want to copy.
- 2 Click on the copy tool button on the standard tool bar.
- 3 Click where you want the text to be copied.
- 4 Click on the paste tool button on the standard tool bar.

REARRANGING SLIDES

To rearrange slide in outline view

- 1 Select the icon slide you want to relocate.
- 2 Click on the icon and drag it to new destination.

MANIPULATING TEXT IN SLIDE VIEW

Inserting new text

To insert new text into a slide in slide view

- 1 Click on the placeholder text box.
- 2 Type in the new text.
- 3 Click any where outside the placeholder text box to deselect it.

CHANGING TEXT ATTRIBUTES

To change text attributes in slide view

- 1 Highlight the text you want to modify/change.
- 2 Choose the attribute you want to apply to the text.

To change the alignment of text

- 1 Click in the placeholder that contains the text to align.
- 2 Select the text.
- 3 Click on the desired alignment tool button.

Finding text

To find a text string within a presentation

- 1 Click on the edit menu.
- 2 Choose the find command.
- 3 Type the text string to locate in the find what text box.
- 4 Click on the find next button.

Replacing text

To replace a text string in the presentation

- 1 Click on the edit menu
- 2 Click on the replace command.
- 3 Type the text you want to replace in the find what text entry box.
- 4 Press tab on your key board to move to replace with text entry box.
- 5 Type the new text string in the replace text entry box and press enter key or click on the find next button.
- 6 Click on the replace all button.

Inserting slides

To insert a new slide in slide view

- 1 Click on the slide sorter view button.
- 2 Click on the slide that you want the new slide to precede.
- 3 Click on the slide button
- 4 Choose the layout you want.
- 5 Click on the ok button.

Other Introduction engage in are:

- Shielding light on Coreldraw
- Opening of Mail Address
- Preparing a Payroll in Excel.
- Browsing e.t.c.

Understanding Workbook and Worksheet?

Excel automatically starts with a new workbook containing three worksheets.

A worksheet is essentially a very large table, consisting of rows and columns. Rows are identified by numbers while columns are identified by letters. This is where you would enter your data. Within Excel, you can have up to 65,536 rows and 256 columns.

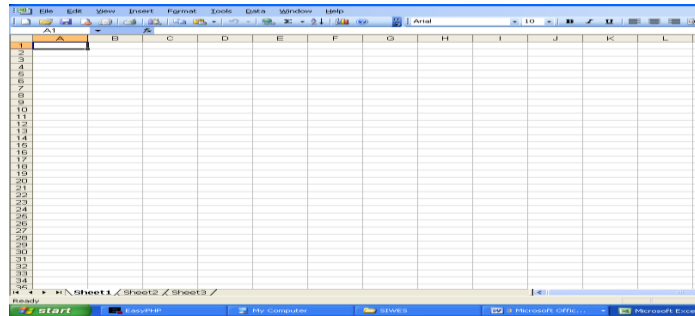


Figure 2.4: Excel homepage

A workbook consist of one or more worksheets. The name of the worksheet is displayed on the sheet tabs at the bottom of the excel window. By default the worksheet in a new workbook will be named Sheet1, Sheet2, sheet 3

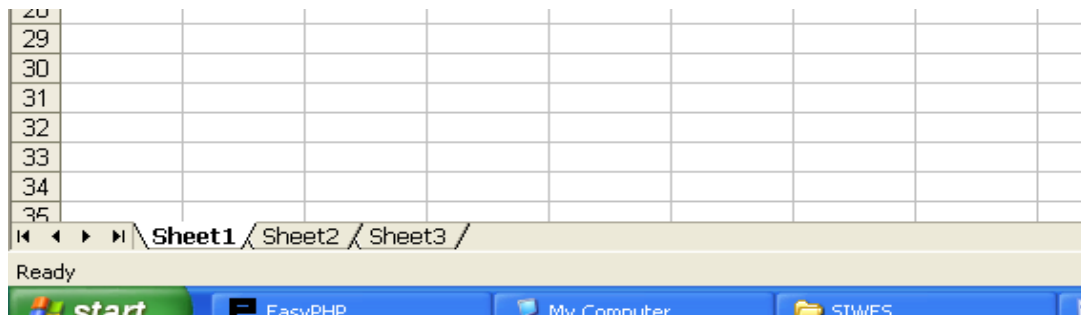


Figure 2.5: Excel sheet

OPENING AN EXISTING WORKBOOK

Opening a workbook

To open a workbook:

- 1 click on the open button on the standard toolbar.
- 2 select the file name from the open dialog box.
- 3 click on open or press enter.

Or

- 1 Click on the file menu.
- 2 Click on the open command.
- 3 Select the file name from the open dialog box.

- 4 Click on open or press enter.

To open a recently used workbook:

Click on the file name from the file menu.

Previewing a worksheet

To preview a work sheet by the file name:

- 1 Click on the preview tool button in the open dialog box.
- 2 Click on the file you want to open.

Searching for a worksheet

To search for a worksheet by the name:

- 1 In the open dialog box, type in the file name in the file name: field
- 2 Click on the files of type: field.
- 3 Click on the all files option.
- 4 Click on the command and setting tool to search an entire drive.
- 5 Click on the search subfolder command.

Copying a worksheet

To copy a worksheet to a new location in the same workbook:

- 1 Right-click on the worksheet tab you want to copy.
- 2 On the shortcut menu, click on move or copy.
- 3 In the before sheet box, click the sheet before which you want to insert the move or copied sheet.
- 4 Click on the create a copy option at the button of the dialog box.
- 5 Click on ok.

Entering formulas

Tip: you may also click on the function wizard tool button on the standard toolbar. This button is also indicated by the (fx).

Using functions

The auto sum function can be used to add automatically a series of number in a row or column.

- 1 Click on the desired cell.
- 2 Hold the shift down and click on the desired cell.
 - The cells are selected.
- 3 Click the auto sum tool button on the standard toolbar
 - This button is indicated by the sigma sign.
 - The sum will appear in the desired cell.

To enter a formula into a cell:

- 1 Clicks on the desired cell. (this cell will contain the formula.)
- 2 Type an equal sign (=).
 - The text appears in the formula bar and in the selected cell.
- 3 Click on the paste function button on the standard toolbar. The paste function button is indicated by the (fx).
 - A paste function dialog box appears; this is the first of two dialog boxes.
- 4 Click on the most recently used category.
 - A list of function name will display on the right side of the dialog box.
- 5 Click on the sum function name.
 - The sum function will appear in the formula bar and in the selected cell.
- 6 Click on the ok button.
 - The second paste function dialog box will appear
- 7 Type the first argument in the text area labeled number 1.
- 8 Press tab to move the cursor to number 2 text areas.
 - The value appears in the gray box at the end of the text area.
- 9 Type the second argument in the text area labeled number 2 and press tab to move the cursor to the number 3 text area.
 - The value appears in the gray box at the end of the text area.
- 10 Type the text third argument in the text area labeled number 3 and press tab to move the cursor to the number 4 text area.
 - The value appears in the gray box at the end of the text area.
- 11 Type the fourth argument in the text area labeled number4.
 - The value appears in the gray box at the end of the text area.
- 12 Click on the ok button in the second paste function dialog box.
 - The paste function close and you are returned to the worksheet.
- 13 Press enter or click on the enter button beside the formula bar to lock in the formula.
 - After you have pressed enter, the sum will appear in the desired cell.

2.1 RELEVANCE OF EXPERIENCE GAINED TO STUDENTS' FIELD OF STUDY

The organization is composed of several sections as earlier stated; which include café section, data processing section, graphics section, spiral binding and laminating section e.t.c

During my stay in the organization, in the data processing section, I engage in scanning of document, typesetting of letters and document of any kind.

At the café section I sometime engage in the sales of minutes to the customers, and attend to customer in case their arise any problem on the system they are using.

My involvement in the organization is not limited here, is also serve as an helping hand in the business section such as making Photocopy, Lamination and spiral binding of documents.

My involvement in the almost touches every section of the organization.

CHALLENGES, CONCLUSION, RECOMMENDATION

CONCLUSION

At this juncture, one cannot ask what is SIWES and why is it so important in life of technology? As it was mentioned earlier, the training exercise has been an interesting phenomenon for it embraces both theory and practical aspect which is the good forum for learning logically. It means that there cannot be advancement in the absence of SIWES. Indeed, the program has been solving many problem in numerous field of the student.

Recommendation

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.