TECHNICAL REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) REPORT

Held at

FEDERAL MINISTRY OF HOUSING AND URBAN

FATE ROAD ILORIN KWARA STATE

PREPARED BY

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Submitted to

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DEDICATION

This technical report is dedicated to **ALMIGHTY GOD** the "giver of knowledge and understanding to the prudent" for, keeping me alive throughout my training programmed and has made it a success.

I also dedicate this technical report to my beloved parents **MR & MRS AKEEM**

ACKNOWLEDGEMENTS

I wish to acknowledge the management of NASIRULAHI COMPUTER TRAINING CENTER for giving me the privilege to serve in their reputable laboratory which gave me more knowledge, may God continue strengthen and perfect your ways.

I thank my parent **MR. & MRS AKEEM** for their kindness and financial support. I pray God will spare your life so that you can eat the fruit of your labour (Amen).

ABSTRACT

This contains SIWES report which I undergo for **four months** at Federal **ministry of housing and urban development** The introduction of SIWES has generally enhanced my knowledge of practical in my course of study. During my attachment in the organization, I was able to know that all the theory aspect taught in school are simple if practice.

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CHAPTER ONE

1.1 INTRODUCTION

Generally, in a real sense what comes to mind about shedding is the aspect of practical learning which is now a general term used in studying at any level. S.I.W.E.S Denotes Student Industrial Work Experience Scheme.

It is a process in which student are required to undergo practical in their various field of study. It is made compulsory for all the science students and all other courses that practical are relevant to. The scheme is a programme, involving the student, the institution and the industries (employers of labor). It is funded by the federal Government of Nigeria but co-ordinate by the industrial training fund (ITF) and National Universities Commission (NUC) ITF

1.2 DEFINITION OF SIWES

SIWES can be defined as an important program organized by the industrial training fund (ITF) in order to impact and promote understanding practical for the experience gained in school. SIWES allows the students to acquire deep knowledge about what is taught in school.

1.3 AIMS and OBJECTIVES

The following are the aims and objectives of SIWES

- It to enable student to know much about the importance of its field
- To arouse students in practical aspect of their choose career
- To ensure that student are effective and efficient
- To train students how to handle real life situation
- To expose secretariat students duties in an organization

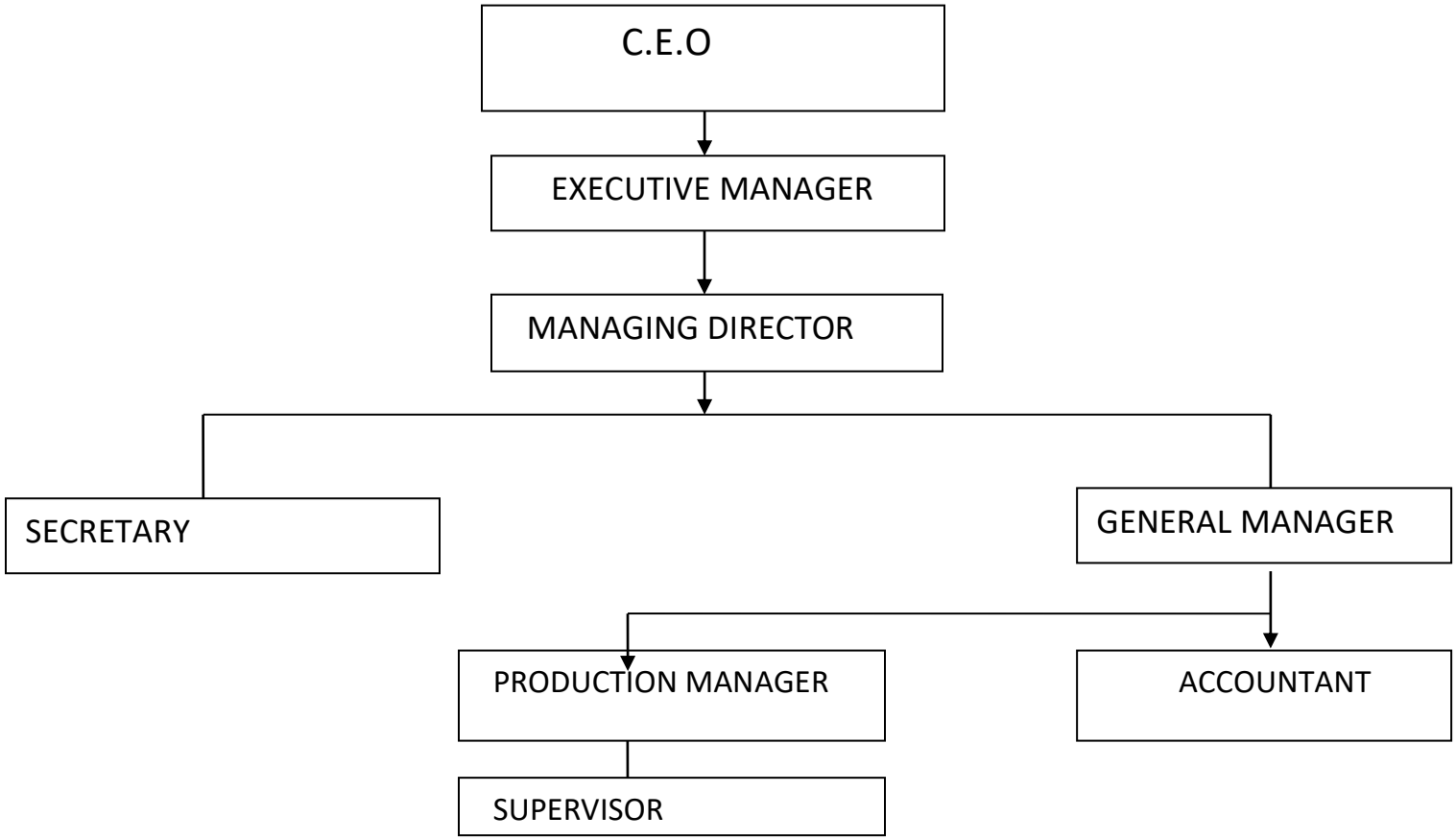
- To develop students skills on predicted knowledge
- It also gives students ideas of interaction and acquires knowledge on small scale business.

CHAPTER TWO

2.1 HISTORICAL BACKGROUND OF THE ORGANIZATION

Federal Ministry of housing and urban development is located directly at Fate ILORIN, KWARA STATE. The organization was founded in the year They produced building material like (e.g. pvc pipe and nails). This organization helps people around by providing job opportunity.

2.2 ORGANIZATION CHART



2.3 AREA OF SPECIALIZATON/ MAJOR ACTIVITIES OF THE ORGANIZATION

The organization specialized in the following areas:

- Building material
- PVC pipe
- Nails

  But I worked and specialized myself in the company database department.

2.4 SECTION/UNIT OF THE ORGANIZATION AND SPECIFIC FUNCTION

The organization has three (3) sectors which are also sub divided into many partition, each division carry out their own respective operation without affecting others.

The following are the sectors:

1. Consultant section
2. PVC pipe production section
3. Nail production section

CHAPTER THREE

3.1 STUDENT SPECIFIC INVOLVEMENT AT VARIOUS SECTOR

IDENTIFICATION OF COMPUTER SYSTEM COMPONENT

A computer is an electronic machine capable of storing data and information performing calculations and retrieving information at a very high speed. The calculations you can perform include Addition, Subtraction, Multiplication, Division and Exponential.

A computer is a machine that cannot do anything on its own. It will do exactly what a user asks it to do and it will do beyond that. We ask the computer to do something by giving it set of instruction which is called PROGRAM. A program is defined as a step by step series of instruction given to the computer to perform a specific task.

The computer is divided into two. These are SOFTWARE and HARDWARE.

SOFTWARE

Software is the general terms which are, used to describe all programs which can be used on a computer and which makes it to function the way it does. Without software, the computer hardware cannot perform any function. Software is made by software developer and programmers.

Types of software are;

- Operating system software and
- Application software

But I was specific about application software and was thought how to use Excel.

Excel allows you to create spreadsheets much like paper ledgers that can perform Automatic calculations. Each Excel file is a **workbook** that can hold many **worksheets**.

The worksheet is a grid of **columns** (designated by letters) and **rows** (designated by Numbers). The letters and numbers of the columns and rows (called **labels**) are displayed in gray buttons across the top and left side of the worksheet. The intersection of a column and a row is called a **cell**. Each cell on the spreadsheet has a **cell address** that is the column letter and the row number. Cells can contain text, numbers, or mathematical formulas.

I was thought how to Add and Rename Worksheets

The worksheets in a workbook are accessible by clicking the worksheet tabs just above the status bar. By default, three worksheets are included in each workbook. To add a sheet, select Insert Worksheet from the menu bar. To rename the worksheet tab, right-click on the tab with the mouse and select Rename from the shortcut menu. Type the new name and press enter.

I was thought how to Move Through Cells

When moving through cells, you do not have to use the mouse to constantly

Choose the cell you wish to add information to:

Movement	**Key stroke**
One cell up	Up arrow key

One cell down	Down arrow key or **Enter**
One cell left	Left arrow key
One cell right	Right arrow key or **Tab**
Top of the worksheet (cell A1)	**Ctrl + Home**
End of the worksheet (last cell with data)	**Ctrl + End**
End of the row	**Ctrl +** right arrow key
End of the column	**Ctrl +** down arrow key
Any cell	**File Go To** menu bar command

Formatting

Adding Worksheets, Rows, and Columns

Worksheets

Add a worksheet to a workbook by selecting **Insert Worksheet** from the menu bar.

Row

To add a row to a worksheet, select **Insert Rows** from the menu bar, or highlight the row by clicking on the row label, right-click with the mouse, and choose **Insert**.

Column

Add a column by selecting **Insert Columns** from the menu bar, or highlight the column by click on the column label, right-click with the mouse, and choose **Insert**.

I learnt how to Resize Rows and Columns

There are two ways to resize rows and columns:

Resize a row by dragging the line below the label of the row you would like to resize.

Resize a column in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize.

- OR -

Click the row or column label and select **Format Row Height** or

Format Column Width from the menu bar to enter a numerical value for the height of the row or width of the column.

How to Select Cells

Before a cell can be modified or formatted, it must first be selected (highlighted).

Refer to the table below for selecting groups of cells.

Cells to select	**Mouse action**
One cell	Click once in the cell
Entire row	Click the row label

Entire column	Click the column label
Entire worksheet	Click the whole sheet button

Performing Calculations

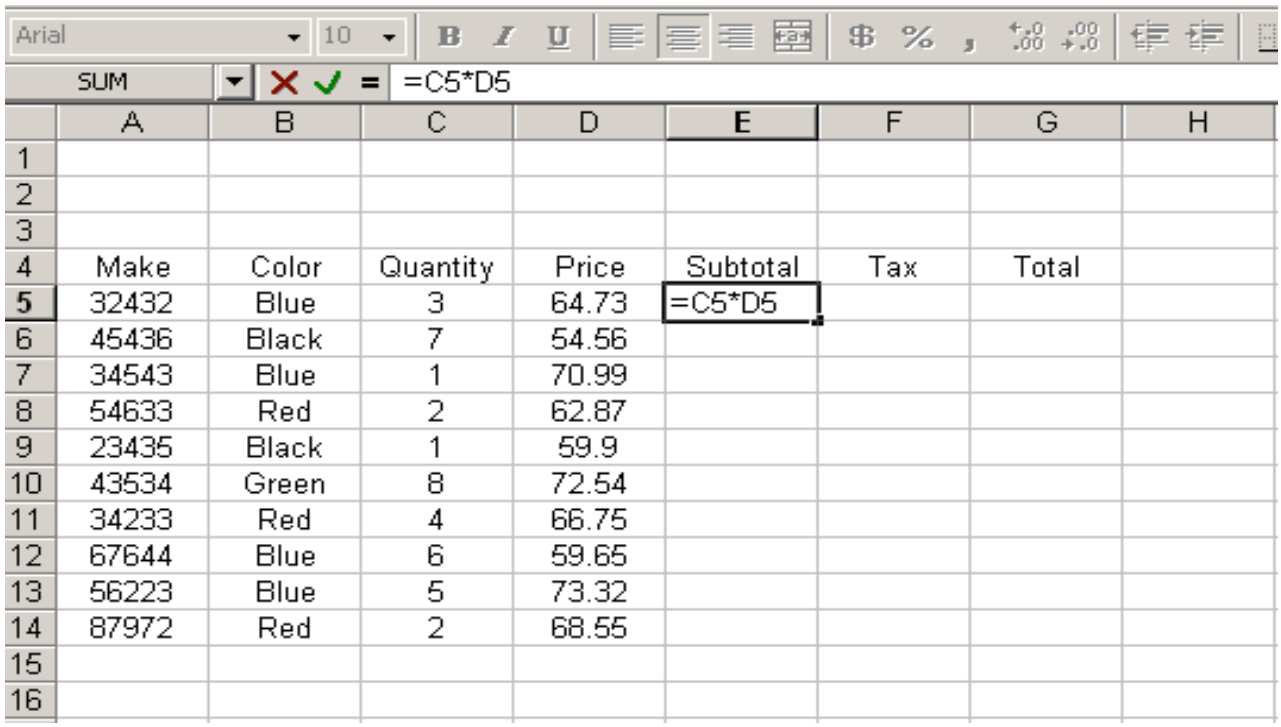
Formulas and functions allow calculations to be performed in an Excel sheet.

Formulas and functions are typed in the Formula Bar and are always preceded by an equal sign (=). Formulas use arithmetic operators such as “+”, “-“, “*”, and “/”, while functions use a particular word such as SUM or AVERAGE followed by the selected cells or range of cells to generate similar results

Formulas

A formula is an equation that performs calculations on values in a sheet. For example, to create a formula in the sample sheet that will calculate the quantity times the price, select cell E5. In the Formula

Bar type “=C5*D5”.This will ensure that cell E5 displays the total subtotal for the entire quantity.



	A	B	C	D	E	F	G	H
1								
2								
3								
4	Make	Color	Quantity	Price	Subtotal	Tax	Total	
5	32432	Blue	3	64.73	=C5*D5			
6	45436	Black	7	54.56				
7	34543	Blue	1	70.99				
8	54633	Red	2	62.87				
9	23435	Black	1	59.9				
10	43534	Green	8	72.54				
11	34233	Red	4	66.75				
12	67644	Blue	6	59.65				
13	56223	Blue	5	73.32				
14	87972	Red	2	68.55				
15								
16								

Auto fill

After hitting Enter, the Subtotal will calculate. Rather than typing in the same formula

for all the subtotals, you can simply point the mouse at the bottom right hand corner of

the cell (E5) where the arrow is, and drag down to E14:

Quantity	Price	Subtotal	Tax	Total
3	64.73	194.19		
7	54.56			
1	70.99			
2	62.87			
1	59.9			
8	72.54			
4	66.75			
6	59.65			
5	73.32			
2	68.55			

Quantity	Price	Subtotal	T
3	64.73	194.19	
7	54.56	381.92	
1	70.99	70.99	
2	62.87	125.74	
1	59.9	59.9	
8	72.54	580.32	
4	66.75	267	
6	59.65	357.9	
5	73.32	366.6	
2	68.55	137.1	

The cells should all auto fill with the correct formulas. Even if you change a price or quantity, the Subtotal will still be correct because you used the cell address rather than the value in the formula.

How to Link Worksheets

You may want to use the value from a cell in another worksheet within the same Workbook in a formula. For example, the value of cell A1 in the current worksheet and cell A2 in the second worksheet can be added using the format "sheetname! celladdress".

The formula for this example would be "=A1+Sheet2!A2" where the value of cell A1 in the current worksheet is added to the value of cell A2 in the worksheet named "Sheet2".

Basic Functions

Functions can be a more efficient way of performing mathematical operations than formulas. For example, if you wanted to add the values of cells A1 through A10, you would type the formula "=A1+A2+A3+A4+A5+A6+A7+A8+A9+A10". A shorter way would be to use the SUM function and simply type "=SUM(A1:A10)". These are some of the most commonly used functions:

Function Example Description

SUM =SUM(A1:100) Finds the sum of cells A1 through

A100

AVERAGE =AVERAGE (B1:B10) Finds the average of cells B1 through

B10

MAX =MAX(C1:C100) Returns the highest number from cells

C1 through C100

MIN =MIN(D1:D100) Returns the lowest number from cells

D1 through D100 TODAY =TODAY () Returns the current date (leave the parentheses empty) IF =IF(E1<100,"OK","Over Budget") If condition (E1<100) is met, returns true (“OK”), or false (“Over Budget”)

3.2 PROBLEM ENCOUNTERED DURING SIWES

I encountered numerous problems during my Industrial training programme at the Nasirulahi computer training center. The major payment areas are highlight

1. PROBLEM S OF LIGHT: Light is the major things an establishment needs for proper running, and also for comfort of the guest and functioning of the facilities and equipment in an establishment but the absent of light bring about discomfort of guest and poor management o the establishment.

2. INADEQUATE ACTIVITIES: The establishment didn't provide any accommodation for the I.T. and SIWES Students.

3. COMMUNICATION: There was poor and ineffective information dissemination due to complex links the establishment.

4. POOR SECURIT: The establishment did not provide security, which makes SIWES Students to be at risk, m robbers so disturb at night most times which is a threat to the lives of Students.

5. PROBLEM OF ACQUIRING A PLACE OF ATTACHMENT: I had most of problem searching for a place of attachment for my SIWES, because most establishment my placement request.

3.3 CONCLUSION

In conclusion, the industrial training programme has further enlightened my practical and educative programme which the government and the institution should try to sustain and continue.

It has shed more lights on my field of study OFFICE TECHNOLOGY MANAGEMENT.

Every request in the recommendation should be granted to enhance the running of programmed.

3.4 RECOMMENDATIONS

For the polytechnic to play their roles effectively in SIWES, I therefore recommend the following:

- The school should give a thorough orientation about the SIWES to broaden their mind and better understanding on the course.
- There should be accurate information collected from their liaisons office.