



Power Point Application Skills need of Library and Information Science students for job performance in public services in Imo State, Nigeria

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ABSTRACT

This study sought to determine the power-point application skills need and Library science and information students for job performance in public service in Imo State. The purpose of this study was to determine the PowerPoint application skills need of library science and information students for job performance in public service in Imo State. A research question and a null hypothesis were formulated to guide the study. A

descriptive survey research design was adopted for the study. The population comprised 1,200 Library and information science students and lecturers with sample size of 360 (310 students and 56 lecturers) respondents selected using stratified random sampling from higher institutions of learning in Imo State. A structured and validated instrument titled "PowerPoint Application Skills need and Library and Information science students and lecturers' performance in the public service in Imo State. (POPSNLAISL)" was used to elicit data for the study. Cronbach Alpha procedure was used to establish the reliability of the instrument with a coefficient of 0.76 which showed that the instrument was reliable. Mean and Improvement Need Index (INI) were used to analyze the responses from the research question, while the null hypothesis was tested using the independent t-test at 0.05 level of significance. The result showed that PowerPoint application skills of Library and Information science Lecturers are highly needed with positive improvement index. The following recommendations were given amongst others: that Library and Information science students should be given awareness by their employers on the need to acquire PowerPoint application skills.

Keywords: PowerPoint, Application, Library and Information Science students, Job Performance, Public services, Imo State, Nigeria

1. INTRODUCTION

PowerPoint is one of the application software used these days in most offices for the purpose of presenting information. Olufemi, Chukwu, Quadril and Madinat (2013) stated that PowerPoint is developed, manufactured and marketed by Microsoft Corporation and it is bundled with some versions of the Microsoft office suite and is also available for purchase as a stand-alone product. They also stressed that Microsoft PowerPoint is available for both windows and other platforms.

Azuka (2016) noted that it enables users to incorporate animation and colours in other to stimulate and captivate the attention of the audience during the presentation. PowerPoint is used to display structural presentation for the purpose of enhancing verbal and written communication. In the same vein, Nwosu and Mbaezue (2016) stated that PowerPoint is a presentation programme forming part of the Microsoft suite of programmes. Nwosu and Mbaezue, also observed that the proficiency in PowerPoint presentation guarantees easy employment, efficient and effective job performance. According to Azuka (2016), PowerPoint is one of newest technologies or software that allows

teachers and trainers to display their lessons in graphical format to accompany an oral presentation. Azuka further opined that PowerPoint incorporate graphics, animation and colour (imagery).

Microsoft PowerPoint software application package is a Microsoft package which a secretary utilizes to effectively perform their office functions as to accomplish the organizational decision making. PowerPoint can be used for management meetings of all kind. It can also be used in conferences. Secretaries utilize PowerPoint presentations for conferences and presentation of their reports instead of duplicating papers for the staff. It is an application that can enable the secretary to create slides for making presentations.

Olufemi, Chukwu, Quadril and Madinat (2013) also stated PowerPoint presentation is a presentation created using Microsoft PowerPoint software, according to them the presentation is a collection of individual slides that contain information on a topic. The PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

Igiri and Ubani (2014) stated that the term PowerPoint is commonly used by presenters as a digital aid when presenting their topic to an audience. It is also called slide shows. PowerPoint is a software programme utilized by a lecturer in universities to interact, inform and disseminate information to the entire institute to enhance education activities. It is also used to inform the entire organization on date of meetings as well as designing and presenting organizational plan. PowerPoint can be used in functions such as charts, sound effects, graphic, transition effect etc.

It is used academically in presenting research papers and conferences in higher institutions of learning. Presentation with PowerPoint is a collection of data and information that is to be delivered to a specific audience in any organization. Presentation with PowerPoint is the process of collecting electronic slides which contain text, pictures of research study, graphs, tables, sounds, and animation for the purpose of enhancing the understanding of the audience.

Nwachukwu (2015) opined that the components of PowerPoint are as follows;

1. Microsoft office button executes many functions which would be given to it through the file menu of older version of PowerPoint. The button will enable the user to create a fresh presentation, open a running presentation, save as, print, send or close the icons.
2. The ribbon is the menu at the top portion of the document. The ribbon has seven tabs such as home, insert, design, animations, slide show, review and view and each of the above-mentioned tabs is divided into different groups which are systematically collections of features designed to carry out functions which can be utilized in development of the PowerPoint slides.
3. Quick access toolbar: The quick access toolbar is a customizable toolbar which contains commands which the secretary may want to use in performing their office duties. The PowerPoint presentation can be used in the presentation of conferences, and other official activities such as introduction of new courses and new projects and it can also be used in presentation of data from a database and spread sheet. In PowerPoint presentation a secretary can use a multiple-level to undo features by clicking undo button in the toolbar which can help him to avoid making mistakes.

Osuagwu, Onuodu and Ugwu (2008) stated that PowerPoint allows a speaker to design "Notes" to assist him in the presentation and that audience do not see the notes, but for the speakers' use only.

According to **Osuagwu, Onuodu and Ugwu** PowerPoint consists of multiple views to help the presenter in the creation, presentation and maintenance of presentations. PowerPoint enables the user to present and display their activity that requires visual apparatus to the entire public service

Rivers State University of Science and Technology (2009) stated that PowerPoint computer application skills are needed to create presentations using different media, such as slides, overhead transparencies and automated shows viewed on a computer or broadcast over the web. The author also stated that within a presentation file, one can combine the text, graphs organization charts, clip arts, word art and templates. According to **Nwosu and Mbaezue (2016)** PowerPoint application skills include the ability to open, interact, with close Microsoft PowerPoint, add and delete slide, cut, copy and paste slides and text, use the format painter, use find and replace, use different methods of savings, close presentation and use help screen for online and offline help.

Nwosu and Mbaezue also stated that PowerPoint is one of the programmes used for creating presentation for business meetings, schools, projects or creating personal family slideshows. The library and information science students also need the PowerPoint skills to enable them develop outlines. The library and information science students who have the skills for its utilization will also find PowerPoint applications similar to some other office suits application in terms of: title bar, names of applications and presentation of files. Other three (3) features of PowerPoint similar to the Microsoft Word application are as follows: Microsoft office button, the quick access toolbar and the ribbon.

It is worth noting that the skills of using this application is needed by library and information science students to enable them know that in using the application to design presentation, they need to begin with a title slide which contains the name and title of the topic to be presented among other things. It is therefore important for library and information science students to develop the skills to appropriately use Microsoft PowerPoint in order to enhance their job performance in public service after graduation.

2. LITERATURE SURVEY

Related work can be understood with the author's views as follows:

Nwosu and Mbaezue (2016), PowerPoint application skills include the ability to open, interact with close friends and business partners. Microsoft PowerPoint, add and delete slide, cut, copy and paste slides and text, use the format painter, use find and replace, use different methods of savings, close presentation and use help screen for online and offline help which enhance job efficiency and effectiveness.

The information systems help library and information science lecturers in public services to effectively and speedily carry out their office functions. The library and information science lecturers coordinate, implement, and supervise. The PowerPoint application skill therefore, enhance the library science and information graduates' job performance and the library and information science graduates' duties are confirmed to be perfect when the office activities are electronically and technically performed effectively for organizational decision making and enhancement and accomplishment of organizational desired aims. PowerPoint skill play a vital role in coordination and achievement of the aim and objectives of any organization, the roles of information system cannot be under estimated. It is an enabler for library science and information lecturers in pursuit and achievement of their daily job performance. PowerPoint is an application skill which has helped in advancing and widening the scope and practices by users in terms of speed, accuracy, quality, security and reliability.

Chukwumezie (2004) stated that for all LIS lecturers to be relevant in today's technological offices, they should be computer literate and be conversant with the various services and resources provided by the Internet. She also stated that these objectives can be realized if our schools are fully equipped with computers and other equipment needed for this purpose. The basic prerogative obligation of a secretary is to alleviate, solve, prevent or soften the cumbersome workload of the organization.

Consequently, **Askenas and Westelius (2003)** stressed that the roles of information are subjective. The authors opined that the roles of information systems partly depend to a large extent on the individual's user's information knowledge which forms the constructed image of the system in such a group as well as depends on the functional support of the information. Information systems can only be operated by a skilled and trained LIS lecturers and it is imperative for every LIS lecturer to acquire basic knowledge of office information system application skills so as to enable them carry out the fundamental office functions.

David and John (2014) opined that the major roles of information systems in any organization are as follows;

1. **Support business process:** Information in any organization needs to be processed for official decision-making. The information systems enhance information process for effective dissemination of such processed information. It propels the process of information to be fast and adequate and helps gather together the much needed information that will enhance the achievement of the organizational aim and advance in their production.
2. **Supportive in decision-making:** The use of information systems by secretaries enables them to efficiently carry out their daily functions which in turn enhance the organizational production and improves decision making.

3. **Support Competitive Advantage:** The utilization of information systems by a secretary is to enable him make a meaningful decision-making which enhances the organization's strategic advantage over other competitors by using new applications of information technology in gathering, analyzing and disseminating information that has to do with their rival competitors.

3. PROBLEM STATEMENT

In order to support the advancement in technologies, most higher institutions across the nation has invested in the procurement and maintenance of information communication and technology facilities used for information collection, processing, maintenance, storage and dissemination. Public services in Rivers State have one form of computer system or the other as well as networking cables or wireless connection. However, the researcher observed that most Library and information science graduates lack application skills as to enable them utilize the PowerPoint skills effectively in public services. Many of the computers in most public services in Imo State lie-down idle without being put to use and some library graduates only type textual documents, but find it difficult to store such information for future use because most of them cannot utilize PowerPoint application skills, thereby making them unproductive in that particular organization. The researcher thereby observed that utilization of applications and facilities are neglected. Most Library and information science graduates find it difficult to make available some vital document when needed by their superior.

Most Library and information science graduates in Imo State seem not to be trained as most of them lack the basic skills for utilizing the information systems for effective job performance. In same vein, most of the Library and information science graduates find it difficult to utilize and apply the skills in producing and storing official documents needed for office. This is because most of them lack the needed and required application skills that will enable them store information. Why will Library and information science graduates find it difficult to utilize PowerPoint application through information systems? Were they not taught and trained for it? If these problems are to be solved, there is need to ascertain the training and facilities used in training LIS graduates so as to help in determining why they find it difficult to utilize PowerPoint application skills to enhance productivity in the public service.

3.1 Purpose of the Study

The main purpose of the study was to determine the PowerPoint application skills need of Library and information science graduates for job performance in public services in Imo State, Nigeria.

3.2 Research Question

What is the PowerPoint application skills need of Library and information students for job performance in public service in Imo State?

3.3 Hypothesis

There is no significant difference in the mean responses of LSI Lecturers and Library and information science students on the PowerPoint application skills need for job performance in public service in Imo State.

4. METHODOLOGY

The study employed descriptive survey research design. A survey research design involves gathering information from the sample size through the population that is familiar with the ideas and issues relating to the objectives of the study. It is the act of eliciting questions from the respondents. The study was carried out in Imo State of Nigeria. The population for the study comprised 1200 Library and Information science students and lecturers from higher institutions that offer Library and Information science programme in Imo State. The sample size of the study comprised (366) Library science and information students and Lecturers (i.e., 310 LIS Students and 56 LIS Lecturers) in Imo State. A structured 4 points scaled questionnaire titled "PowerPoint Application Skills need and Library and Information science students' performance in the public service in Imo State. (POPSNLISS) was developed and used for the study. The instrument was face validated by two experts in measurement and evaluation; their comments indicated that the instrument was suitable for use for the study. A coefficient of 0.78 was obtained using Cronbach Alpha method. The instrument was administered to the respondents. A return rate of data collected was 95.5%. Mean and Improvement Need Index were used to answer the research questions, while t-test statistical tool was utilized to test the hypotheses.

Research Question

1. What is the PowerPoint application skills need of Library and information science students for job performance in public services in Imo State?

5. RESULTS AND DISCUSSION

Table 1: Mean and INI on PowerPoint Application Skills Need of Library and Information Science students for Job Performance ((N₁ = 56; N₂ = 310)

S/N	Items	\bar{X}_1	\bar{X}_2	$\bar{X}_1 - \bar{X}_2$ (INI)	Remark
1	Ability to create slides	1.68	1.66	.02	Needed
2	Skills to manipulate Teleconferencing	2.72	2.76	-.04	Not needed
3	Skills to manipulate over-head projector	2.68	2.34	.34	Needed
4	Skills in presentation of pictures	3.64	3.88	-.24	Not needed
5	Ability to change files' name	2.86	2.65	.21	Needed
6	Ability to incorporate graphics	2.48	2.69	-.21	Needed
7	Skills in manipulating animation	3.46	3.27	.19	Needed
8	Skill in manipulating colours	2.64	2.46	.18	Needed
9	Ability to paste slide	2.68	2.34	.34	Needed
Cluster Mean		2.76	2.67	.09	Needed

Sources: Researcher's Field Survey, 2018

Data in Table 1 showed the Mean opinion ratings of the respondents and the INI on PowerPoint application skills need of Library and information science students for job performance. The INI for PowerPoint application skills are positive except in skills to manipulate teleconferencing (- .04), ability in presentation of pictures (- .24) and ability to incorporate graphics (- .21). The negative INI indicates that the level of performance by Library and information science students exceeds the level of the required skills for the applications; hence, there is no need for improvement. But with a cluster mean INI of 0.09, the skills are needed to improve the programme of the Library and information science students on PowerPoint application.

Test of Hypothesis

1. There is no significant difference in the mean responses of LSI Lecturers and Library and information science students on the PowerPoint application skills need for job performance in public service in Imo State.

This null hypothesis was tested using the independent t-test at .05 level of significance performance. The hypothesis was tested in the Table below;

Table 2: The t-statistic testing the difference between the Mean responses of LIS lecturers and Library and information science students on Microsoft PowerPoint application skill needs of Library and information science students (N₁ = 56; N₂ = 310)

S/N	Items	\bar{X}_1	\bar{X}_2	SD ₁	SD ₂	t-calc.	t-crit.	Decision
1	Ability to create slides	1.68	1.66	.46	.86	1.33	1.96	NS
2	Skill to manipulate Tele-conferencing	2.72	2.76	1.11	2.16	-1.74	1.96	NS
3	Skill to manipulate overhead projector	2.68	2.34	2.06	5.16	1.48	1.96	NS
4	Skill in presentation of pictures	3.64	3.88	1.82	2.18	-1.20	1.96	NS
5	Ability to change files' name	2.86	2.65	1.22	2.14	1.24	1.96	NS
6	Ability to incorporate graphics	2.48	2.69	1.28	1.26	-1.31	1.96	NS
7	Skill in manipulating animation	3.46	3.27	.85	1.09	1.36	1.96	NS
8	Skill in manipulating colours	2.64	2.46	1.16	.98	1.20	1.96	NS
9	Ability to paste slides	2.68	2.34	2.06	5.16	1.46	1.96	NS
Cluster t						0.42	1.96	NS

NS = Not Significant at .05 alpha level df = 364

Data in Table: 2 shows the t-statistic testing the difference between the Mean responses of LIS lecturers and students on PowerPoint application skills need of Library and information science students for job performance. The test yields calculated t-values that are less than the t-critical values at .05 level of significance at degree of freedom = 364. Based on this, the null hypothesis revealed that there is no significant difference between the Mean responses of LIS lecturers and LIS students on the Microsoft PowerPoint application skills need of Library and information

science students for job performance. The null hypothesis therefore is retained. Since the LIS lecturers and students do not significantly differ in their opinion, it is concluded that the PowerPoint application skills are needed by Library and information students for job performance.

6. CONCLUSION

According to Nwosu and Mbazue (2016), PowerPoint application skills include the ability to open, interact, with close friends and business partners. Microsoft PowerPoint, add and delete slide, cut, copy and paste slides and text, use the format painter, use find and replace, use different methods of savings, close presentation and use help screen for online and offline help which enhance job efficiency and effectiveness.

PowerPoint is application software used these days in most offices for the purpose of presenting information. Azuka (2016) stated that PowerPoint enables users to incorporate graphic, animation and colours in order to stimulate and captivate the attention of the audience during the presentation. PowerPoint is used to display structural presentation for the purpose of enhancing verbal and written communication. According to Nwosu and Mbazue (2016), PowerPoint application skills include the ability to open, interact with close friends and business partners. Microsoft PowerPoint, adds and delete slide, cuts, copies and pastes slides and text it also uses the format painter, uses different methods of savings, closes presentation and uses help screen for online and offline help which enhances job efficiency and effectiveness.

7. RECOMMENDATIONS

Based on the findings of the study, the following recommendations are made:


1. Employers of Library and information science Lecturers in the public service should be given awareness on the need to train their employees on the PowerPoint application skills in order to keep them abreast of new features of updated versions. This will enable them know the importance of the PowerPoint application skills in their career development.
2. Training institutions should develop programmes that would assist Library and information sciences Lecturers update their application skills at convenient time and space.
3. Employers of labour should collaborate with training institutions on developing contents and instructional strategies for improving the PowerPoint application skills of their Lecturers.
5. Federal and State governments should come up with policies that will ensure standards in the training and employment of graduates for the public sector of the economy, especially as it relates to application skills acquisition.
6. Library and information Lecturers science and those aspiring to be Lecturers should make concerted efforts to develop their PowerPoint application skills in order to be proficient on the job.

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