**CENTRO EDUCATIVO GUILLERMO ENDARA GALIMANY**

**COMMERCE DEPARTMENT**

**COMPUTER BUSINESS APPLICATIONS MODULE**

**LEVEL: 12º. GRADO**

**DATE: MARCH 16, 2020**

**PROF. LESBIA VÁSQUEZ**

**POINTS: 75.**

**INSTRUCCIONES:**

1. INSTALL THE MECANET PROGRAM ON YOUR COMPUTER. (GET IT FREE FOR DOWNLOAD)
2. SPEED AND ACCURACY: PRACTICE THE THREE FIRST LESSONS, APPLYING THE CORRECT POSTURE, BOTH OF THE BODY AND THE FINGERS. YOUR FINGERS MUST BE PLACED ON THE HOME KEYS.
3. MEASURE YOUR TIME AND SPEED REACHED DURING AT LEAST THREE TIMES OF A WEEK. YOUR GOAL IS 40 WORDS PER MINUTE.
4. TAKE VIDEOS AND PHOTOS WHERE IT IS SHOWN THAT YOU ARE WORKING IN MECANET, AND OF THE RESULTS ON IT (LESSON BY LESSON). (25 points each one) GO MAKING A FILE OF THOSE EVIDENCES. AT THE END OF EVERY WEEK YOU MUST SEND IT TO MY EMAIL. (lesbia.vasquez@meduca.edu.pa)

