

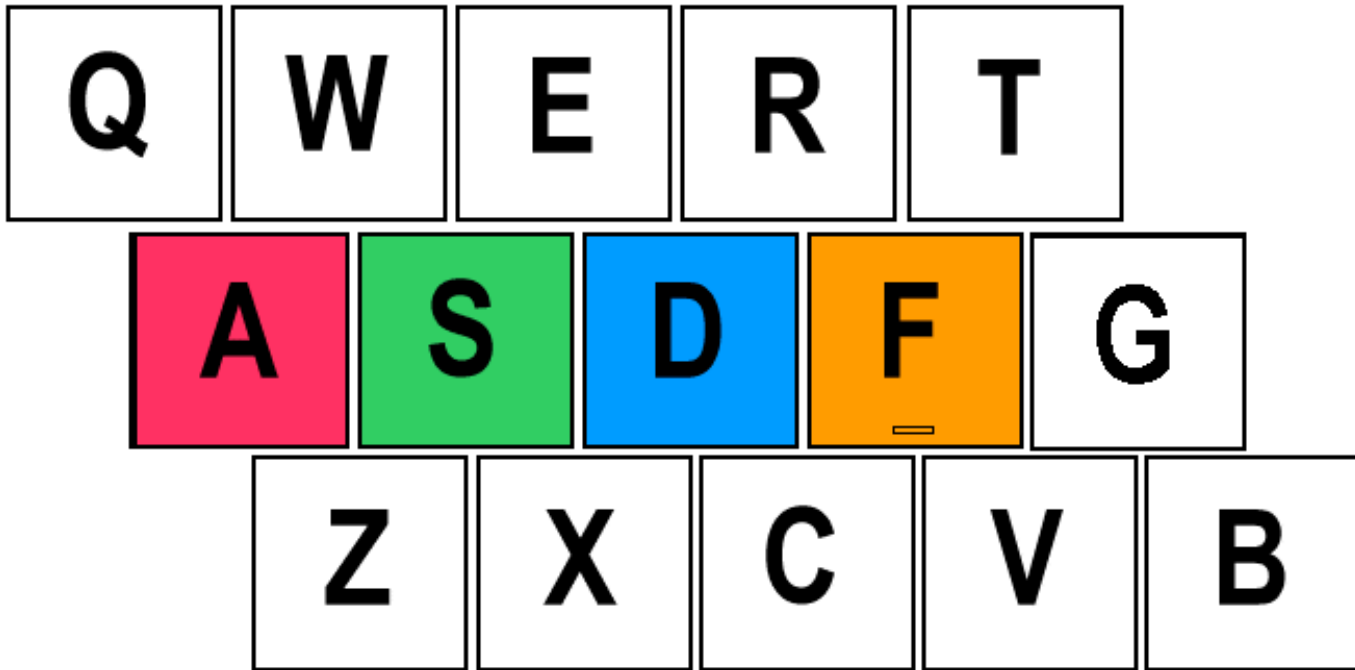
# Learn To Type In



Children  
**LEFT side**

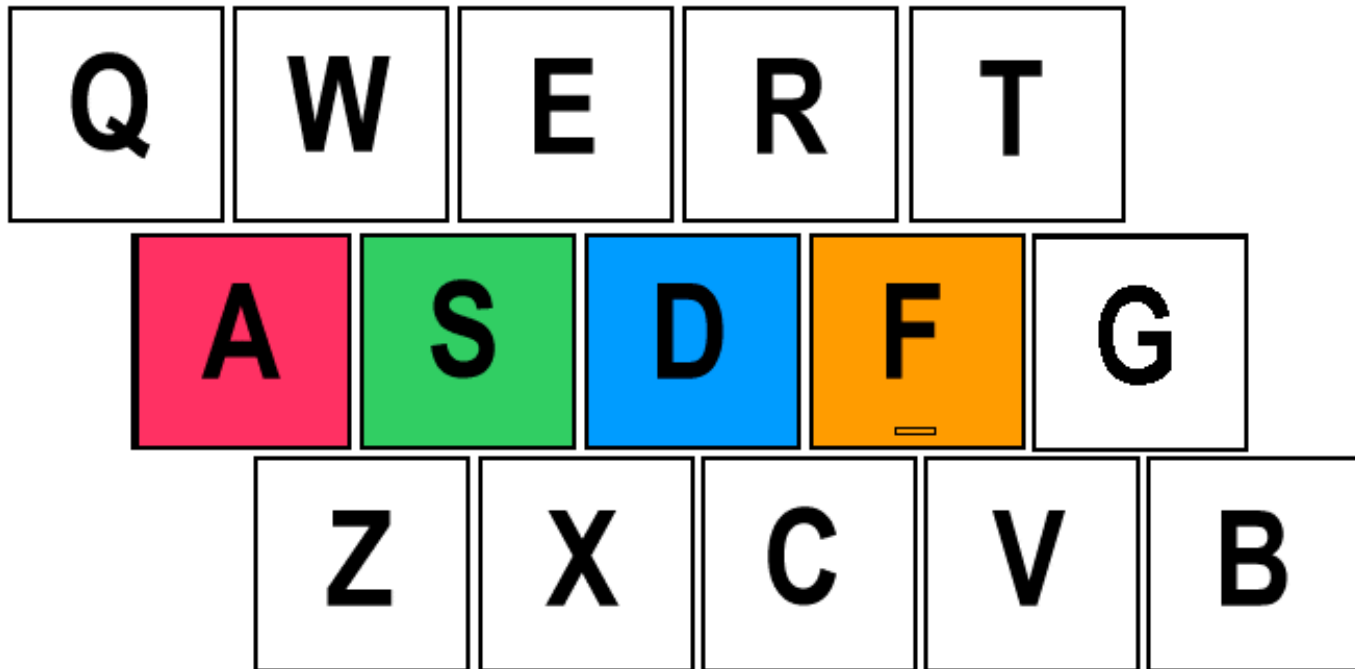
**NAIL IT NOW**  
[www.nailitnow.com.au](http://www.nailitnow.com.au)

The **LEFT** side



To start, open Microsoft Word  
and increase the font size to **20 pts**

Place your FOUR fingers  
on the FOUR Home keys, **A S D F**



Feel the “bump” on the **F** key  
to help you place your fingers on the right keys

TYPE **A S D F** and SAY ALOUD  
**Animals** in the **Snow Dig** for **Food**  
Do this 10 times



To help you remember this sentence,  
THINK many **Animals** eat grass and, in the **Snow**,  
they would have to **Dig** for **Food**

Now, you TYPE five **WORDS**,  
**WITHOUT** looking at the keyboard



Place your fingers on the Home keys  
TYPE **add as dad fad sad**

Between words, press the space bar  
with your **RIGHT** thumb

Your **F**ood finger does DOUBLE the work  
and moves over to **G**



Place your fingers on the Home keys  
TYPE **A S D F G** and SAY ALOUD  
**Animals** in the **Snow Dig** for **Food** like **Grass**

Do this 10 times

Now, you TYPE three **words**,  
**WITHOUT** looking at the keyboard



Place your fingers on the Home keys  
TYPE **gag gas sag**

Your Home key fingers move  
UP to the top row and DOWN to the bottom row



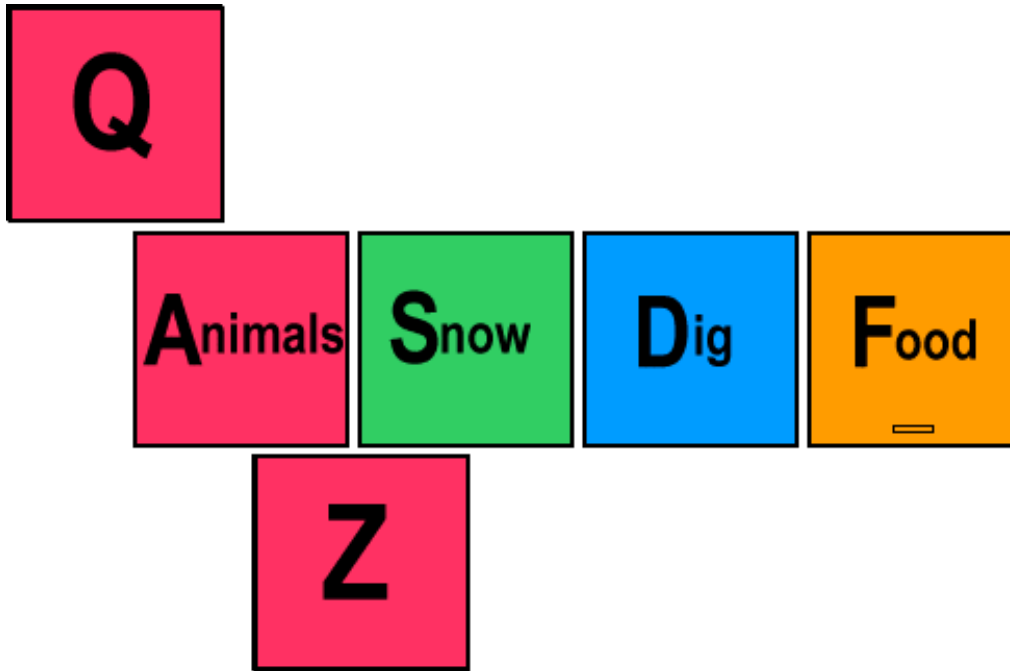
What finger moves UP to **Q** and DOWN to **Z**  
and does it move in a straight line?

Your **Animals** finger moves  
UP LEFT to **Q** and DOWN RIGHT to **Z**



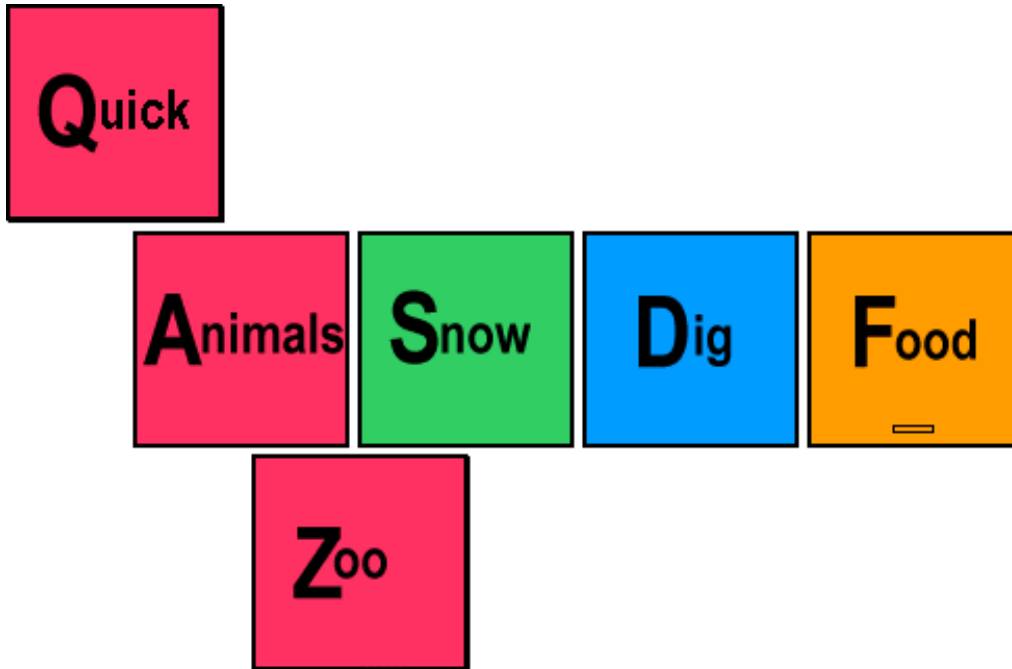
To find **Q** and **Z**,  
your fingers **MUST** be on the Home keys

You feel your way slowly UP to **Q**,  
back to the Home keys and DOWN to **Z**



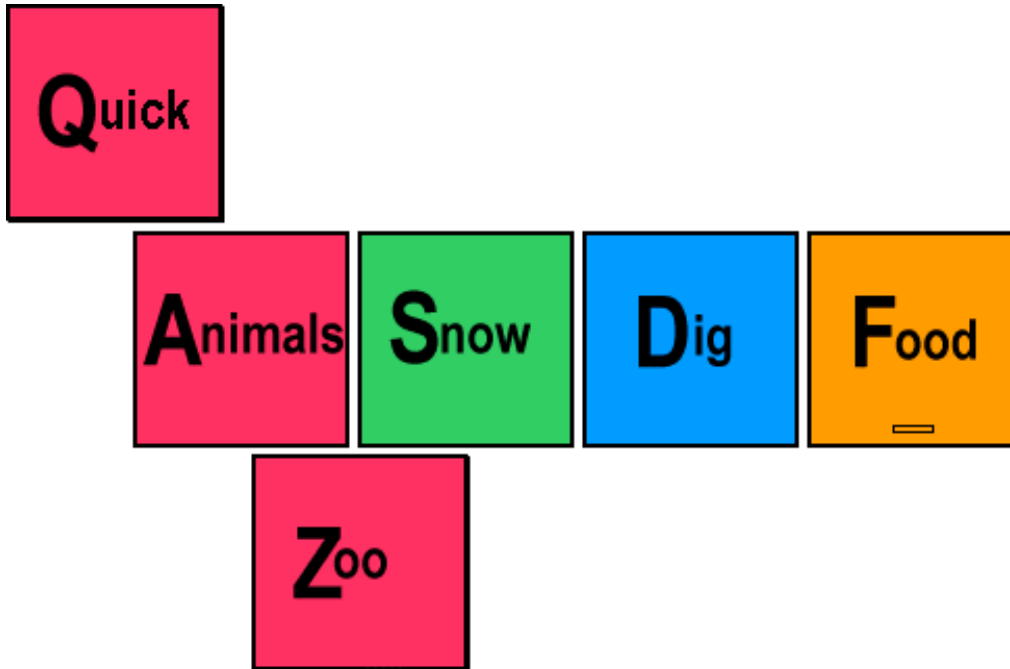
OK, BUT . . . how do I remember **Q** and **Z**?

You TYPE **A Q Z**  
and SAY ALOUD **Animals Quick Zoo**



THINK the **Animals** have escaped,  
**Quick**, get them back to the **Zoo**

# Animals Quick Zoo

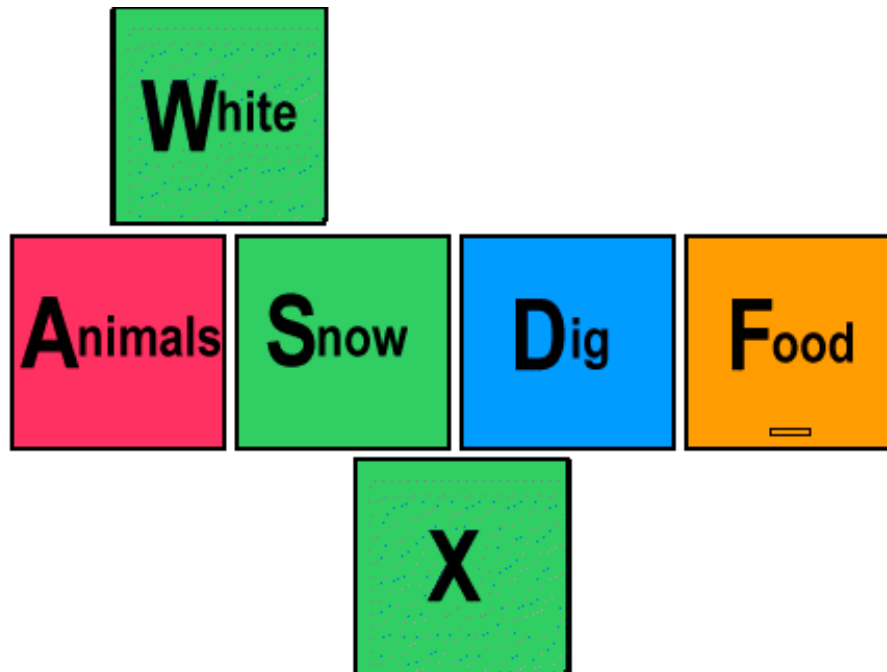


Place your fingers on the Home keys  
TYPE **A Q Z** and SAY ALOUD

**Animals Quick Zoo**

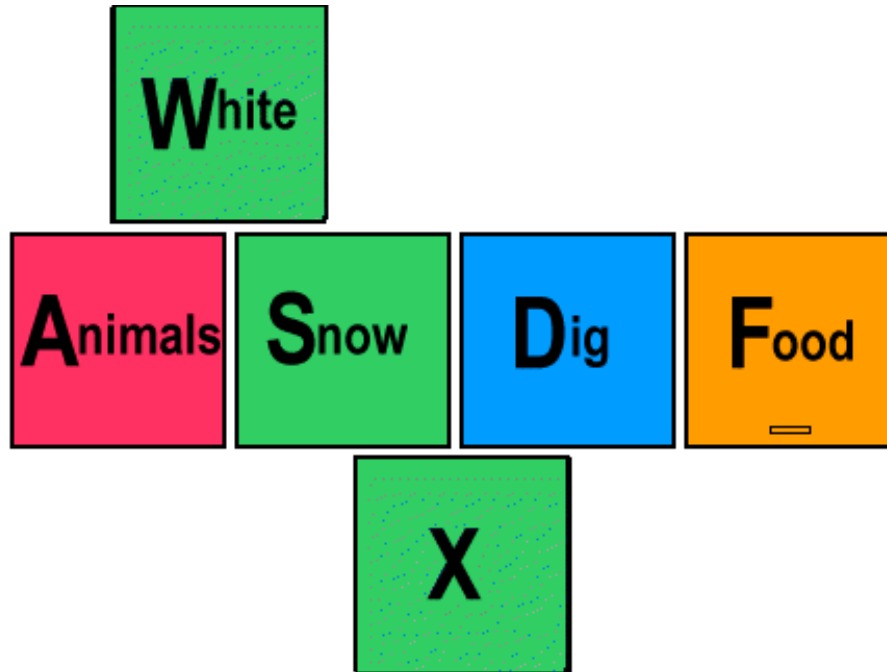
Do this 10 times

You are going to TYPE **S W X**  
and SAY ALOUD **Snow White X**



THINK, in the **Snow**,  
if you draw a **White X**, you won't see it

# Snow White X



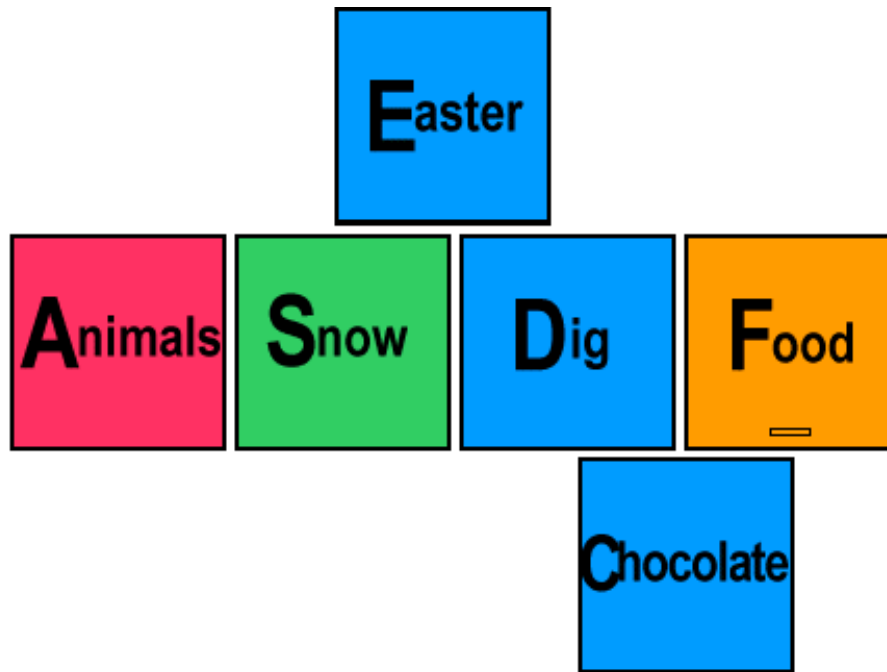
Place your fingers on the Home keys

TYPE **S W X** and SAY ALOUD

**Snow White X**

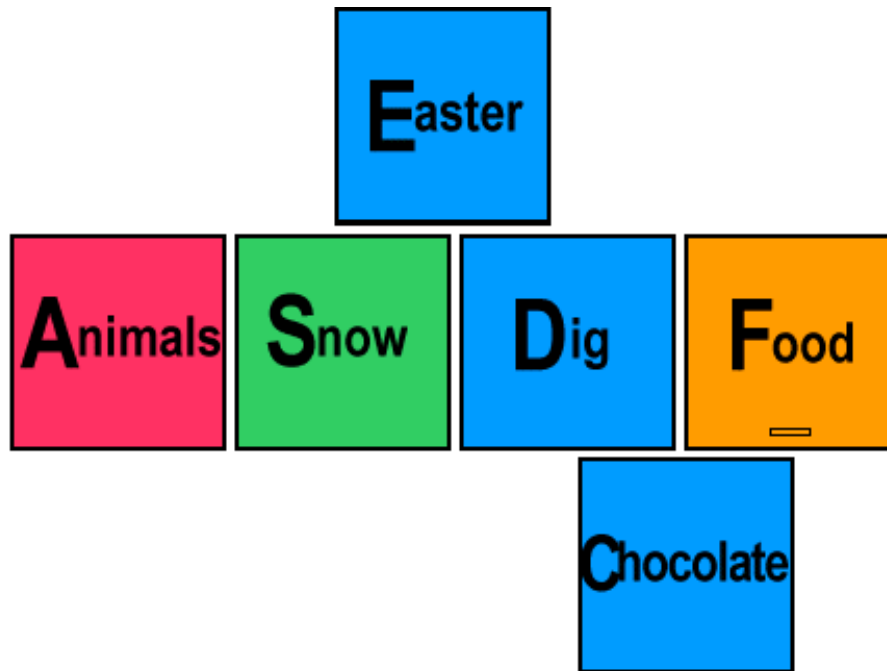
Do this 10 times

You are going to TYPE **D E C**  
and SAY ALOUD **Dig Easter Chocolate**



THINK, at Easter time, children **Dig**  
in the garden for **Easter Chocolate**

# Dig Easter Chocolate

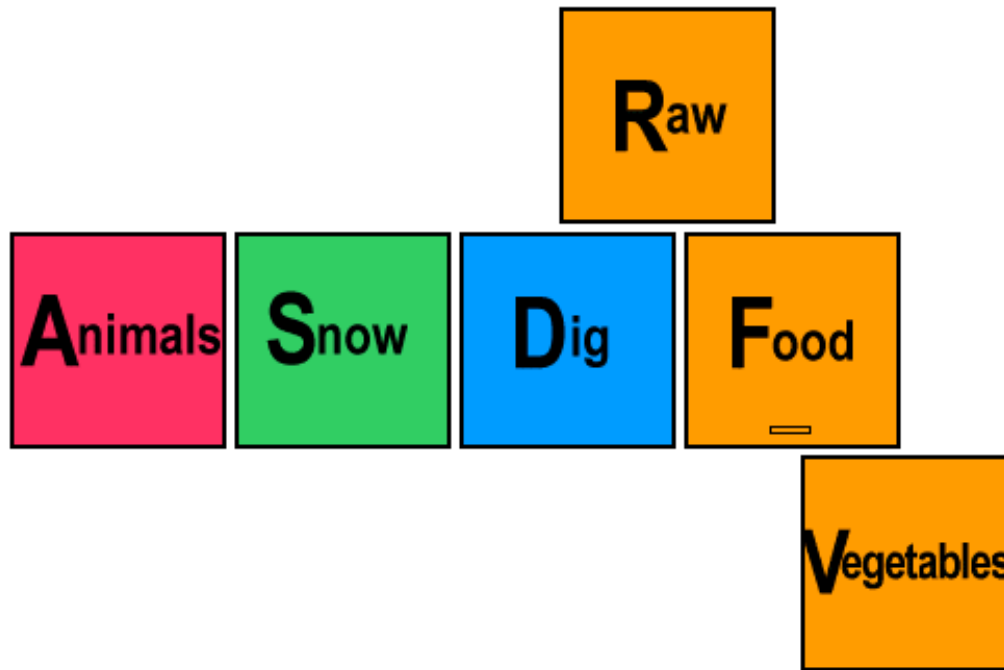


Place your fingers on the Home keys  
TYPE **D E C** and SAY ALOUD

**Dig Easter Chocolate**

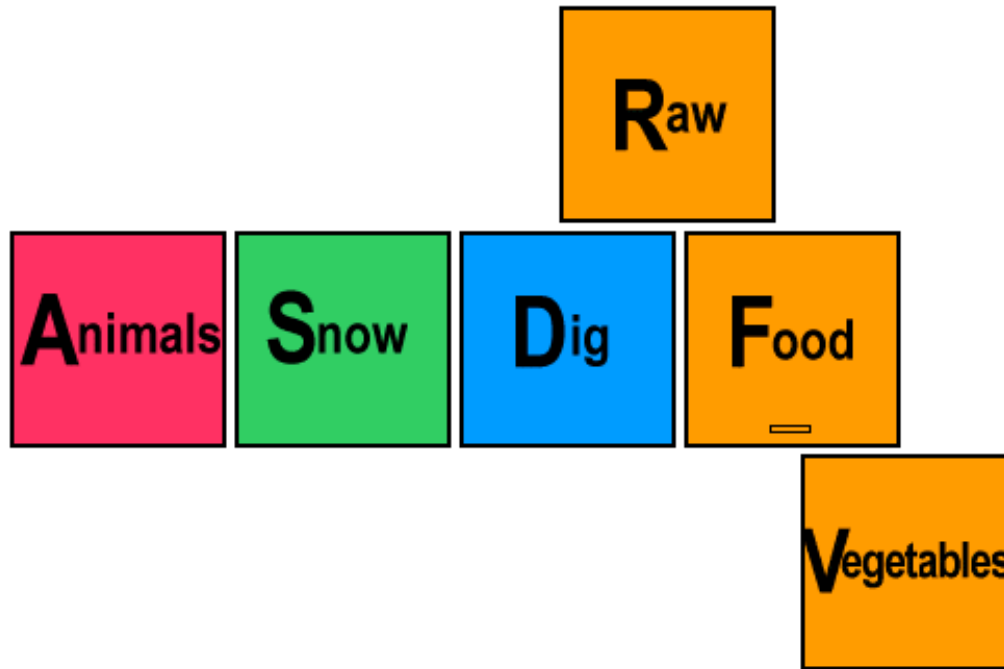
Do this 10 times

You are going to TYPE **F R V**  
and SAY ALOUD **Food Raw Vegetables**



THINK, do you like eating **Food**  
like **Raw Vegetables**?

# Food Raw Vegetables

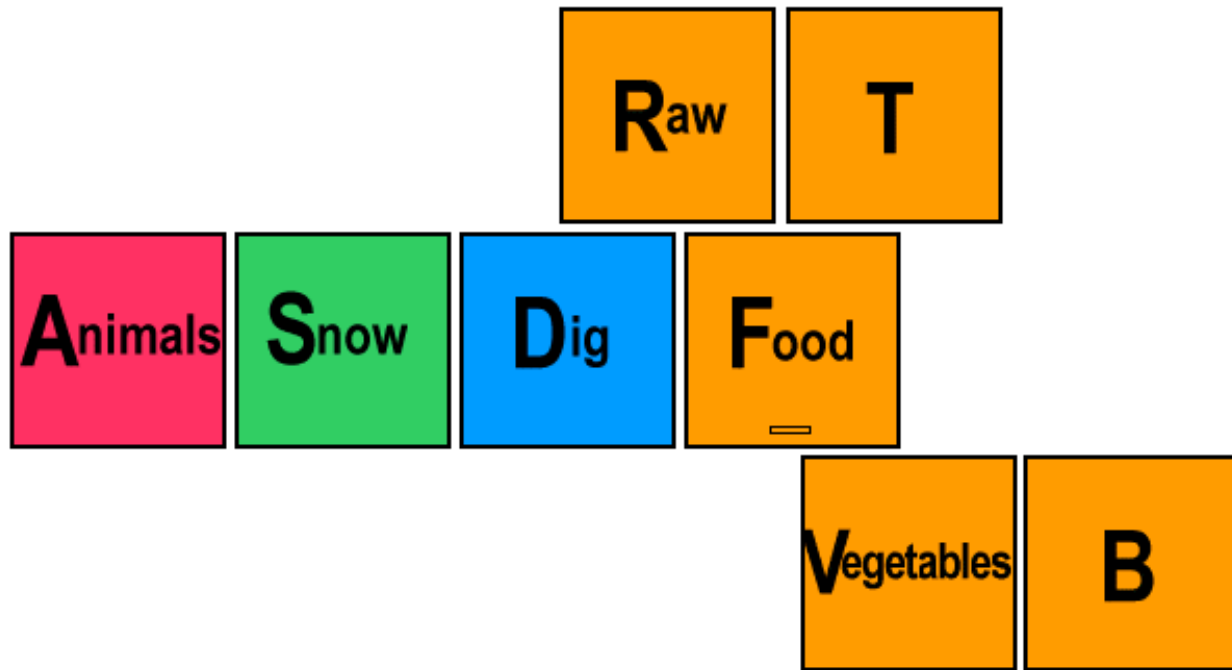


Place your fingers on the Home keys  
TYPE **F R V** and SAY ALOUD

**Food Raw Vegetables**

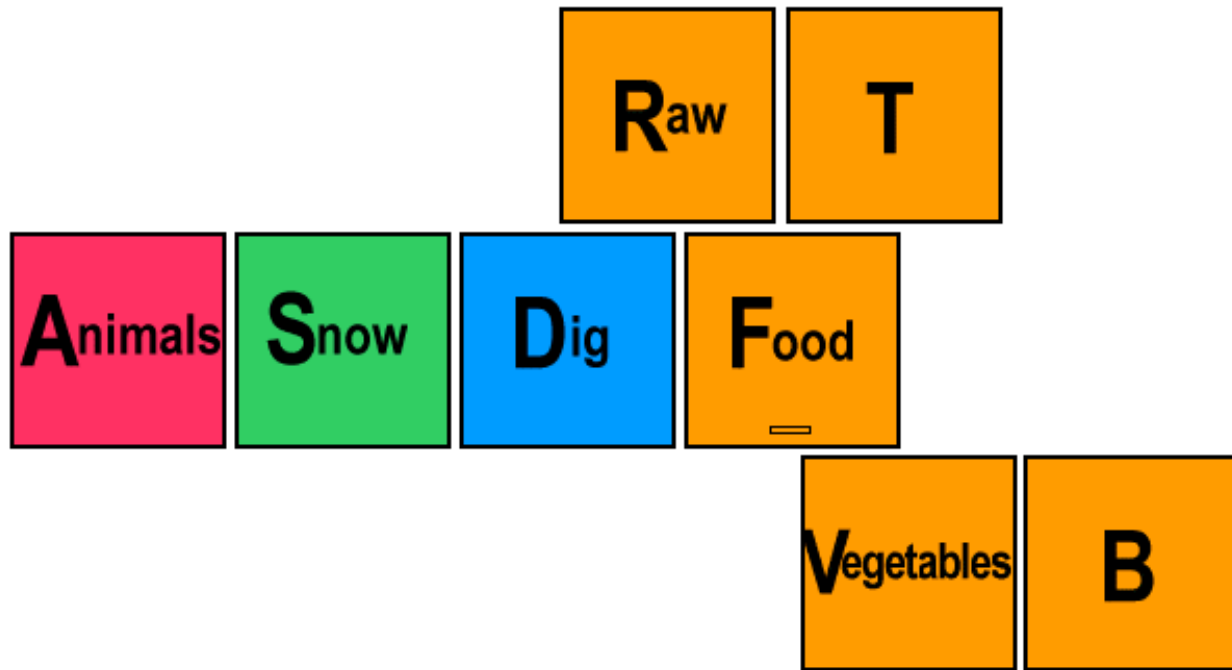
Do this 10 times

Now, the last two keys, **T** and **B**  
Again, your **Food** finger does DOUBLE the work



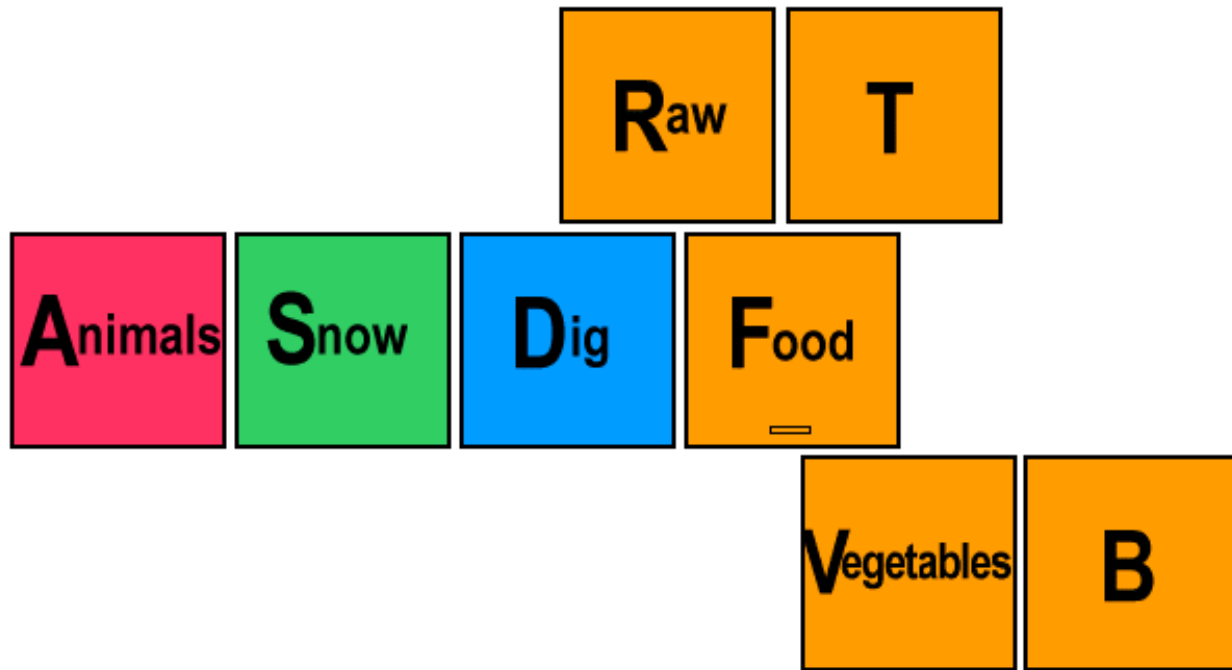
BUT, wait! Your **Food** finger already moves  
UP LEFT and DOWN RIGHT to **Raw Vegetables**

This time, your **Food** finger moves  
UP RIGHT to **T** and DOWN BIG RIGHT to **B**



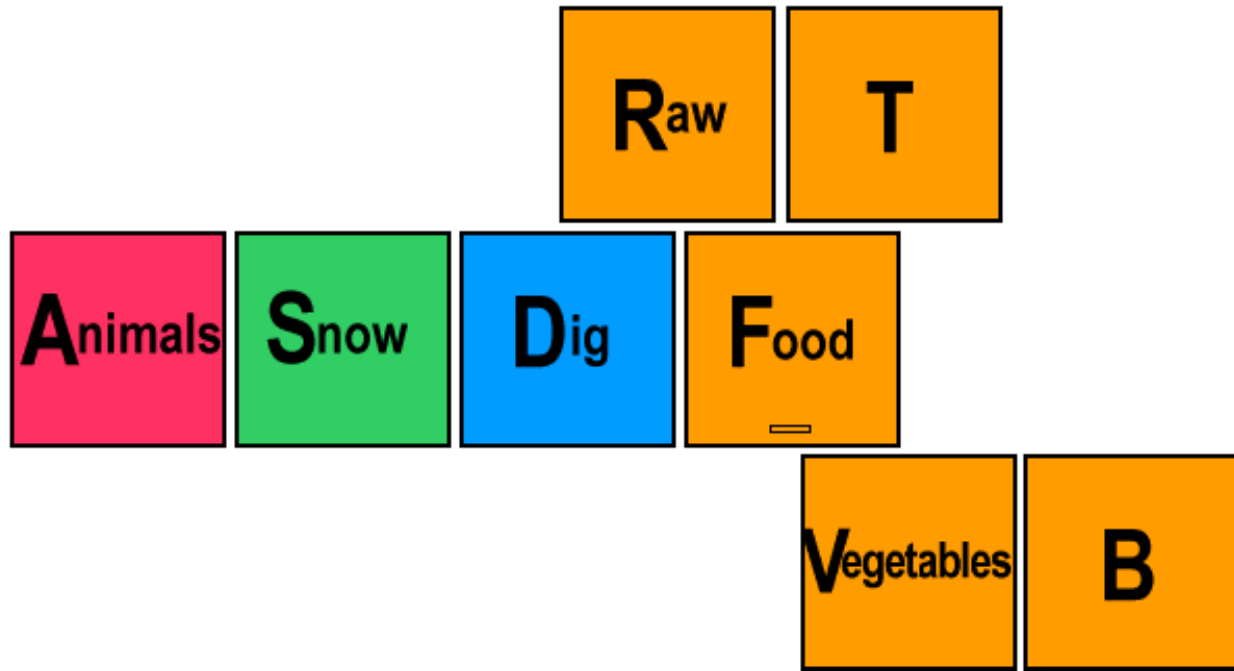
You move RIGHT to BOTH keys  
and moving DOWN BIG RIGHT to **B** is hard

OK, BUT how do I remember  
the **Food** finger moves RIGHT to BOTH keys?



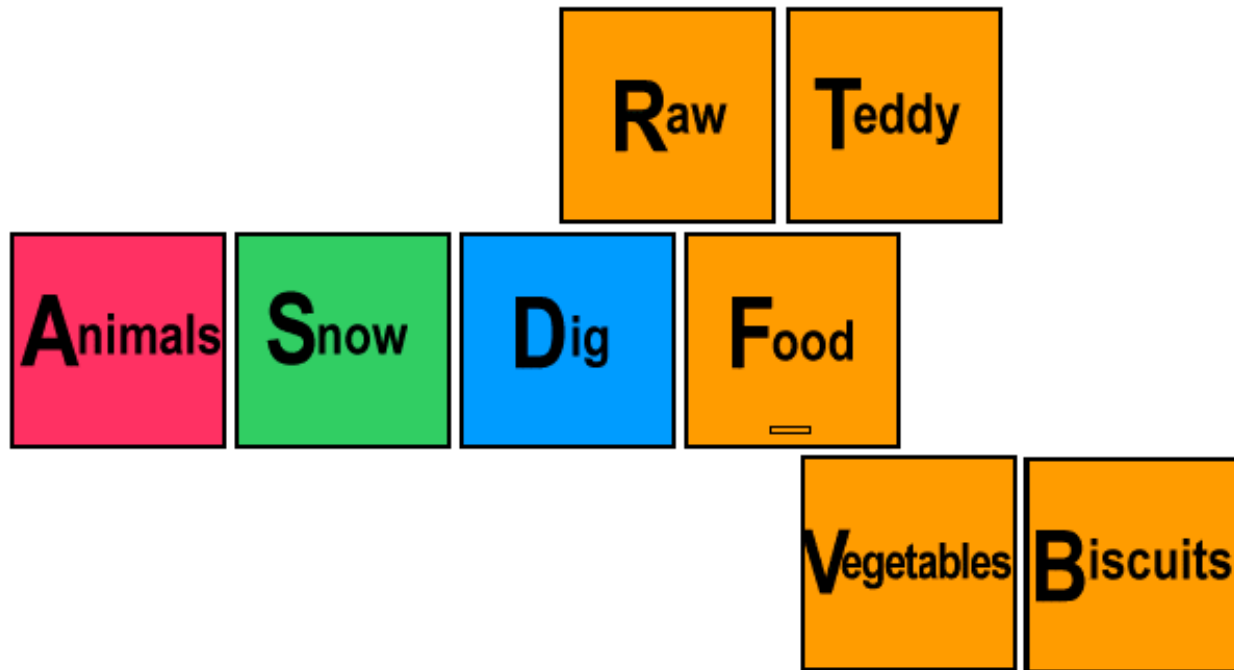
Easy, your **Food** finger is on your LEFT hand  
and you move in the other direction, RIGHT

OK, BUT how do I remember  
the **F**ood finger moves DOWN BIG RIGHT to **B**?



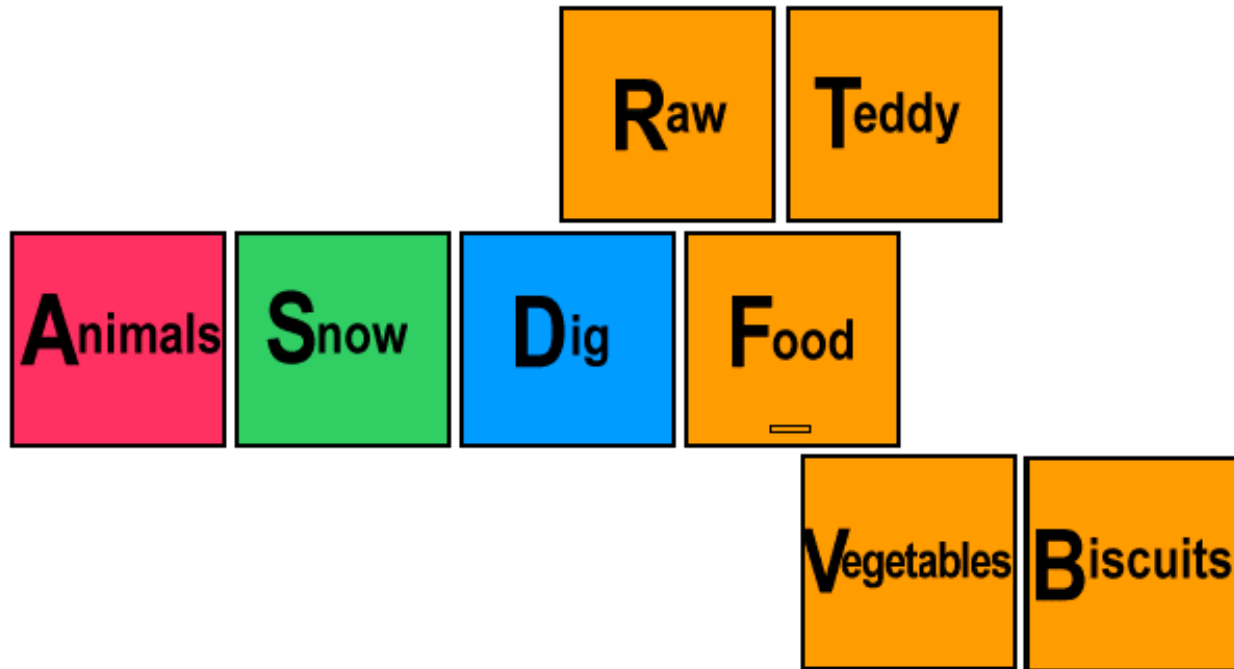
Easy, the word BIG starts with **B**

You are going to TYPE **F T B**  
and SAY ALOUD **Food Teddy Biscuits**



THINK this is the hard **Food** finger move,  
so a reward of **Teddy Biscuits** would be nice

# Food Teddy Biscuits

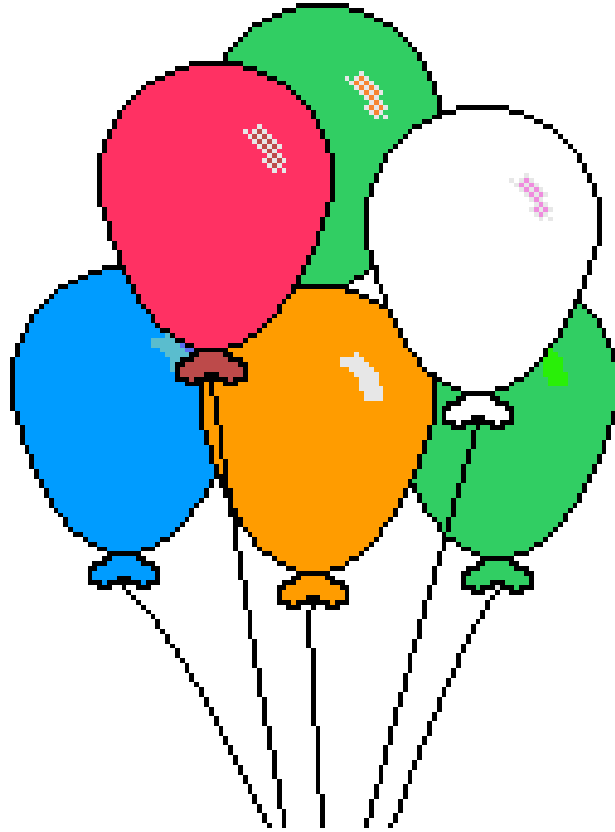


Place your fingers on the Home keys  
TYPE **F T B** and SAY ALOUD

**Food Teddy Biscuits**

Do this 10 times

Well done!



You have learned ALL the **LEFT** side keys  
and correct finger use

Now, you TYPE the **LEFT** side exercises

You type words, NOT random letters,  
arranged in word patterns  
with regularly repeated letters  
to assist familiarity  
eg: bee, beef, beer, beet

You will be amazed at how quickly  
you remember the keys. **Have fun!**