

## Reading Is Job One

### Reading demands of our school secretary, 1980s

Memos

Handwritten notes

Typed papers

Typed inventories and budgets

### Reading demands of our school secretary today

Memos

Handwritten notes

Typed papers

Typed inventories and budgets

E-mail

Microsoft Office

- Word
- Excel
- PowerPoint
- Outlook

Internet

- Access other school districts
- Access county office
- Access research
- Transcripts
- Web sites

Calendar Maker

CD-roms

Stores (warehouse ordering system)

Bi-Tech (inventory tracking system)

Access (database)

Photoshop

Scanned materials

Clip art