# Steps Recorder

Time required: 15 minutes

The Steps Recorder records the steps taken when solving a problem or documenting a process for procedure. In IT, we are always creating documentation and procedures. Don’t keep it in your head, document it.

## Steps Recorder

1. Click **Start**, type **Steps Recorder**. Click **Steps Recorder** in the search results.
2. Click **Start Record**. The Steps Recorder starts recording all actions taken on the computer.
3. Click **Start**, type **Calculator**. Click **Calculator** in the search results. (You can use any other program if you wish. Name the resulting zip file appropriately.)
4. Add and subtract some numbers with the keyboard.
5. In Steps Recorder, click **Stop Record**. The Steps Recorder automatically opens up the file containing all the steps and information that was recorded.
6. Click **Save**. Save this file to your computer, name it **UsingCalculator.zip**.
7. Open **UsingCalculator.zip**. Review your recording, then close the file.
8. What do you think you might use Steps Recorder for?

Click or tap here to enter text.

## Assignment Submission

Attach this document and **UsingCalculator.zip** to the assignment.