University Information
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Differences Between Windows 7 and Windows 10

This guide will highlight the key differences between Windows 7 and Windows 10. For more information on some of the new features of Windows 10, please refer to the *What's New in Windows 10* quick guide located at https://uits.kennesaw.edu/cdoc.

Start Menu

Windows 7

The start menu is located in the lower-left corner of the screen. From here you can click the **Start Menu** icon to access your programs, settings, user account, and power options.
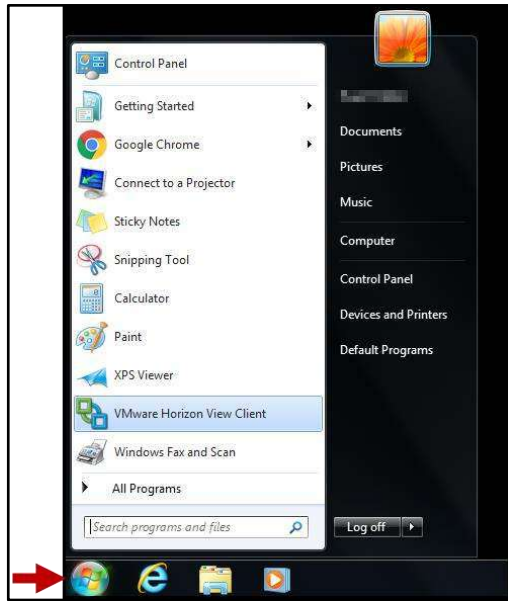
Windows 10

The start menu is located in the same place (lower-left corner of the screen), but the icon has changed. Clicking the **Start Menu** icon will display the new menu where you can access your apps, settings, user account, and power options.
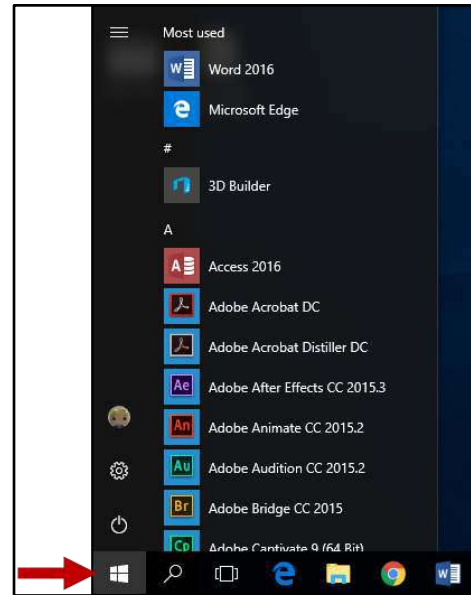

Figure 1 - Windows 7 Start Menu Location

Figure 2 - Windows 10 Start Menu Location

Sleep, Shutting Down, and Restarting the computer

Windows 7

The Sleep/Shut Down/Restart options can be accessed from the *Start Menu* by clicking the **arrow** to the right of *Log off*.
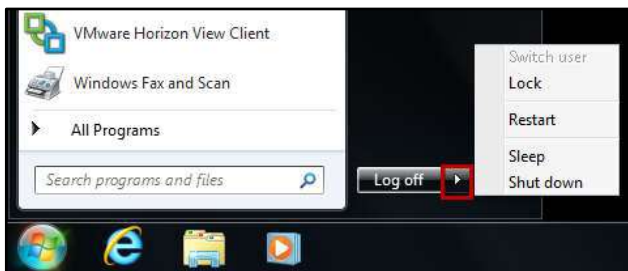
Windows 10

The Sleep/Shut Down/Restart options can be accessed from the *Start Menu* by clicking the **Power options** icon.

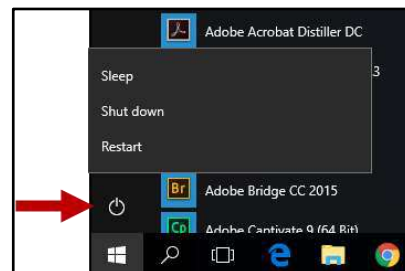
Figure 3 - Windows 7 Power Options

Figure 4 - Windows 10 Power Options

Locking the Computer

Windows 7

The *Lock* option can be accessed from the *Start Menu* by clicking the **arrow** to the right of *Log off.*
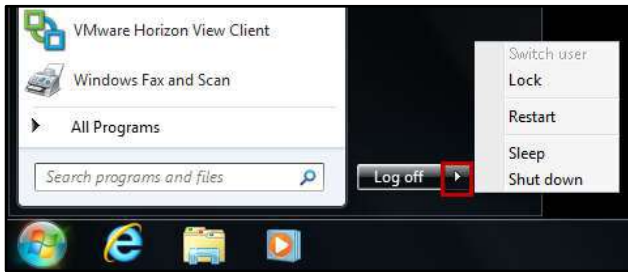

Figure 5 - Windows 7 Lock

Windows 10

The *Lock* option can be accessed from the *Start Menu* by clicking the **User Account** icon.
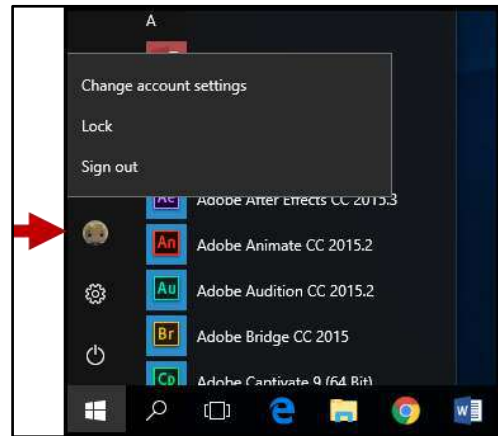

Figure 6 - Windows 10 Lock

Adding Shortcuts to your Desktop from Start Menu Programs

Windows 7

To create a shortcut to a Start Menu program:
1) Right-click the **program** from the *Start Menu;*
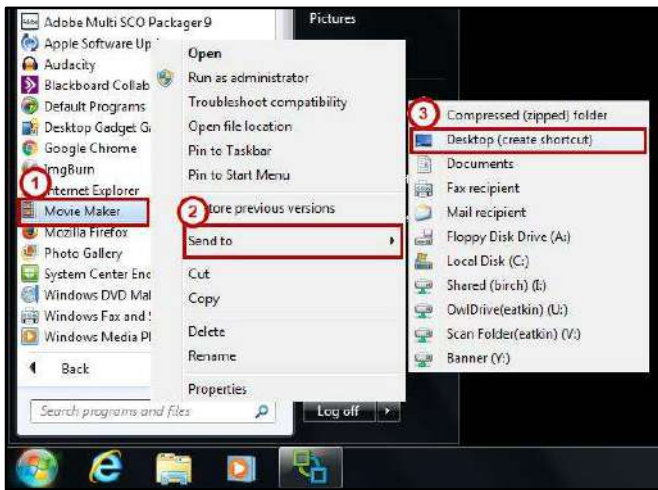2) Click **Send To**;
3) Click **Desktop (create shortcut)**.

Figure 7 - Windows 7 Creating a Shortcut

Windows 10

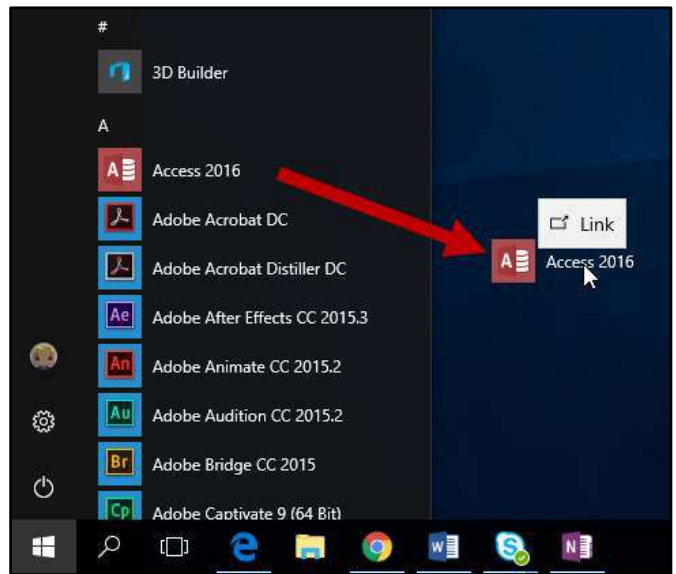To create a shortcut to a Start Menu app, drag the **app** to the desktop.

Figure 8 - Windows 10 Creating a Shortcut

Accessing System Settings (Control Panel)

Windows 7

Clicking **Control Panel** from within the *Start Menu* will open the Control Panel and display additional options for customizing your Windows 7 settings.
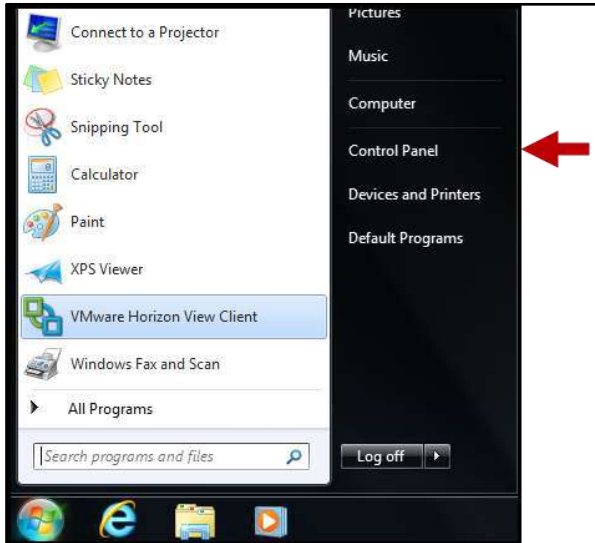

Figure 9 - Windows 7 Control Panel

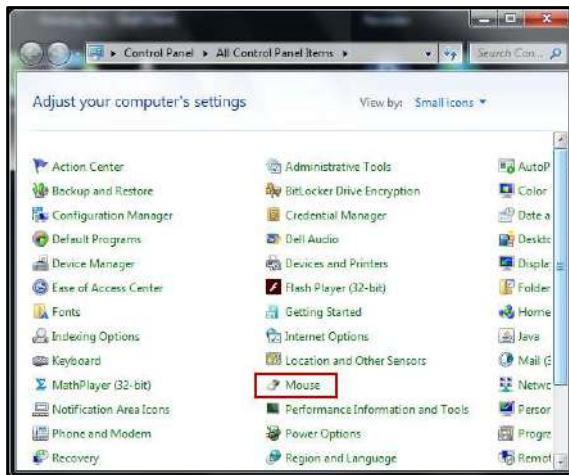From the *Control Panel,* click a **category** to access additional options.

Figure 11 - Windows 7 Control Panel Options

Windows 10

Clicking the **Settings** icon from within the *Start Menu* will open the *Windows Settings* and display a streamlined list of options for customizing your Windows 10 experience.
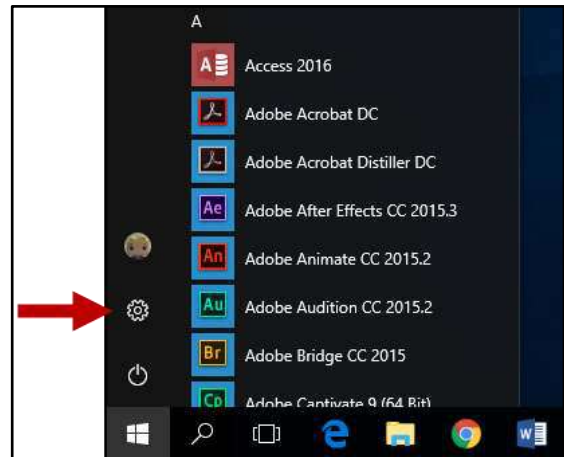

Figure 10 - Windows 10 Settings Icon

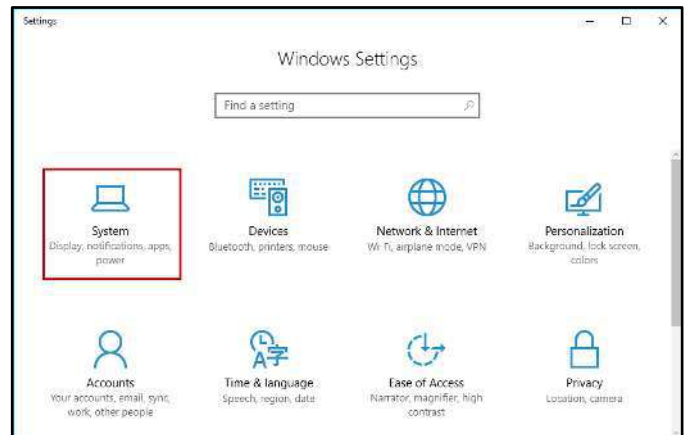From the *Windows Settings* page, click a **category** to expand additional options.

Figure 12 - Windows 10 Settings

Logging Out

Windows 7

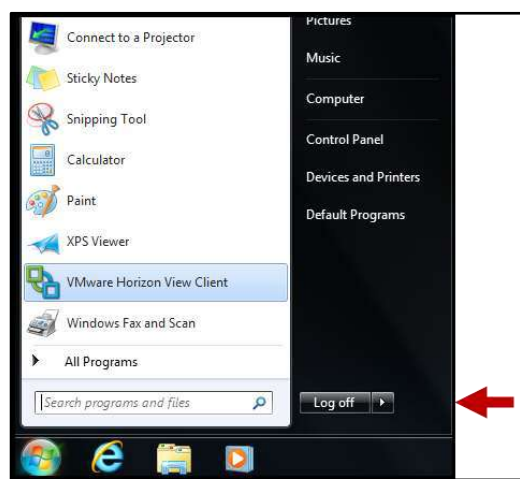The log off option is located within the *Start Menu*.

Figure 13 - Windows 7 Log Off

Windows 10

The log off option has been renamed *Sign out*. From the *Start Menu*, click the **User Account** icon to access.
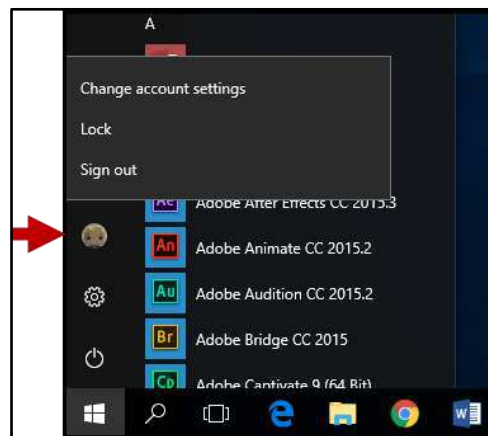

Figure 14 - Windows 10 Sign Out

Search Bar

Windows 7

The search bar is located within the *Start Menu* and can be used to search for files and programs on your computer.
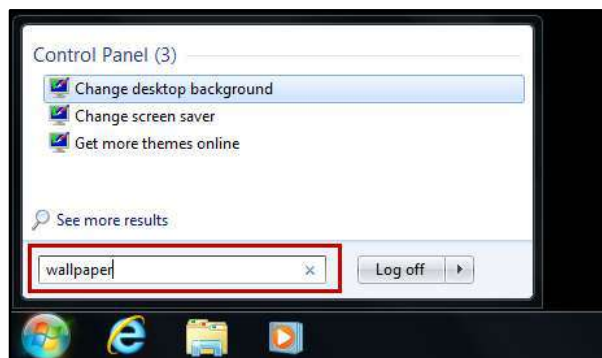

Figure 15 - Windows 7 Search Bar

Windows 10

The search bar is now located outside the *Start Menu.* Click the **magnifying glass** to open the search bar.

The search bar will open and you can enter your search in the provided field. In Windows 10, search results will return files, folders, pictures, and settings, in addition to giving you options to filter your search further.
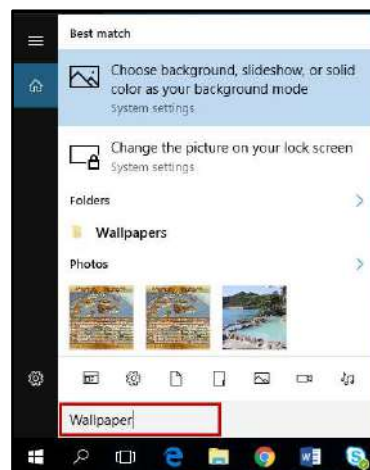

Figure 16 - Windows 10 Search Bar