

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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.

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.



Figure 1 - Windows 7 Start Menu Location

Start Menu

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 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*.



Figure 3 - Windows 7 Power Options

Windows 10

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

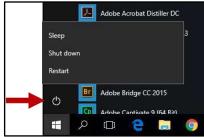


Figure 4 - Windows 10 Power Options

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.*



Windows 10

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



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).

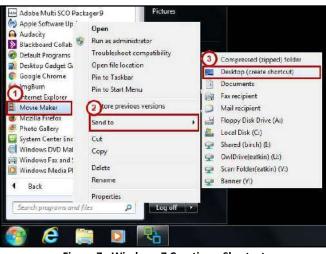


Figure 7 - Windows 7 Creating a Shortcut

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.

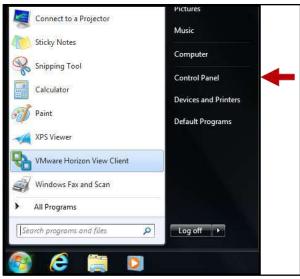


Figure 9 - Windows 7 Control Panel

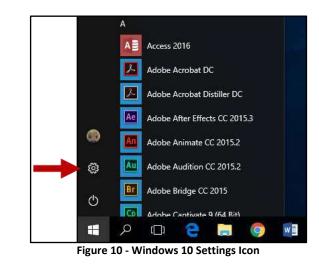
From the *Control Panel,* click a **category** to access additional options.

Adjust your computer's settings	S View by: Small icons *		
Action Center	a Administrative Tools	AutoP	
Backup and Restore	BitLocker Drive Encryption	Color	
Configuration Manager	📴 Credential Manager	🔗 Date a	
👩 Default Programs	Bell Auclio	Deskte	
🚪 Device Manager	Bevices and Printers	🛄 Displa	
S Ease of Access Center	🖌 Flash Player (32-bit)	Folder	
A Fonts	📇 Getting Started	🔥 Home	
🔒 Indexing Options	🔁 Internet Options	🛓 Java	
鎁 Keyboard	100 Location and Other Sensors	🕐 Mail 🤅	
🗵 MathPlayer (32-bit)	J Mouse	Vetwo	
Notification Area Icons	Performance Information and Tools	Persor	
Phone and Modern	Power Options	Progra	
PRecovery	Begion and Language	Remot	

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.



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

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	Windows	s Settings	
	Find a setting	R	
	E	A	
System Display, notifications, apps, power	Devices Bluetooth, printers, mouse	Network & Internet Wr Ti, airplane mode, VPN	Personalization Background, lock screen, colors
8	₽ P	G	8
Accounts Your accounts, email, sync, work, other people	Time & language Speech, region, date	Ease of Access Narrator, magnifier, high contrast	Privacy Losation, camera

Figure 12 - Windows 10 Settings

Logging Out

Windows 7

The log off option is located within the Start Menu.



Windows 10

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

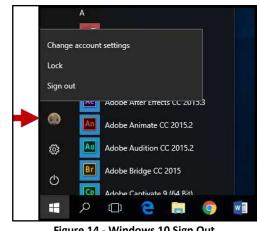


Figure 14 - Windows 10 Sign Out

Windows 7

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

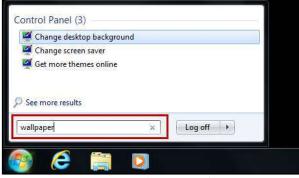


Figure 15 - Windows 7 Search Bar

Search Bar

Windows 10

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

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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

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For additional support, please contact the KSU Service Desk		Page 4 of 4
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