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.

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.
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).

Windows 10
To create a shortcut to a Start Menu app, drag the app to the desktop.
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](image)

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

![Figure 11 - Windows 7 Control Panel Options](image)

**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](image)

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

![Figure 12 - Windows 10 Settings](image)
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.

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.

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.