

A GUIDE TO WINDOWS 10 FOR NEW USERS

If you're used to working on Windows 7, the transition to Windows 10 can be a little overwhelming. There are many new features and the navigation of the system is quite different. In this guide, we'll highlight some of the major differences to help you adjust to Windows 10.

A new look

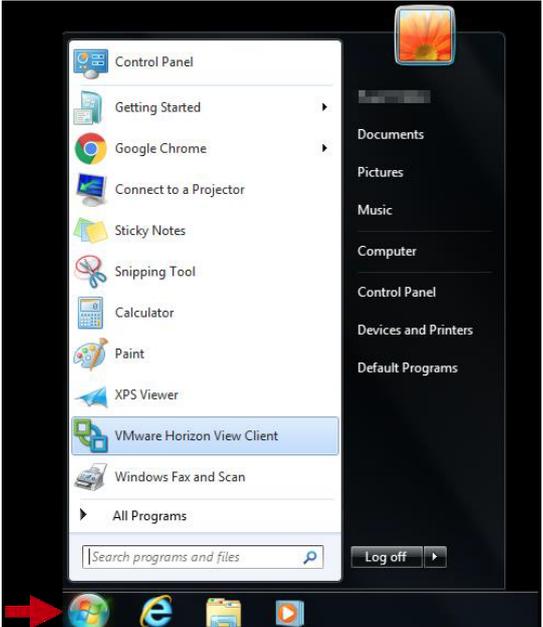
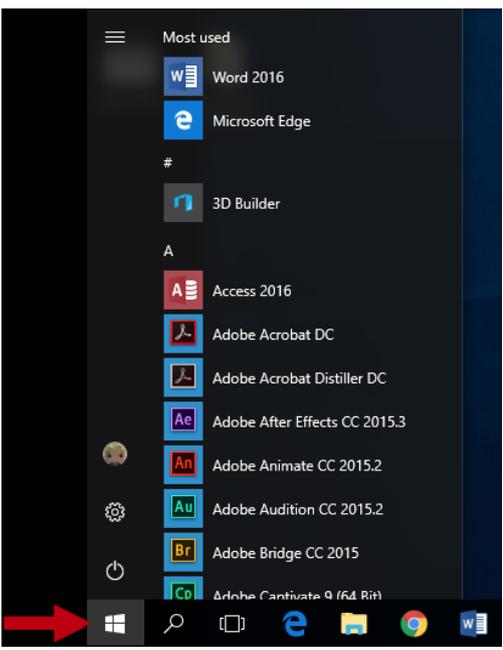
The most striking difference between the two Windows versions is the overall design. Whereas Windows 7 was glossy and rounded with gradient backgrounds, everything in Windows 10 is flat, colourful, and squared.

Windows 10 icons have been simplified into flat squares, but the actual icon symbols are still easily recognisable.

How to revert to the old look

If you prefer to stick to a more familiar Windows 7 look, find out how to adjust the design settings by watching [this video](#).

A comparison of Windows 7 and 10 *

Windows 7	Windows 10
Start Menu	
<p>The start menu is located in the bottom left corner of the screen. From here you can click the Start Menu icon to access your programs, settings, user account, and power options.</p>  A screenshot of the Windows 7 Start Menu. It is a vertical list of application icons and folders. At the bottom, there is a search bar with the text "Search programs and files" and a "Log off" button. A red arrow points to the Start button in the taskbar at the bottom left.	<p>The start menu is still located in the bottom 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.</p>  A screenshot of the Windows 10 Start Menu. It is a vertical list of application tiles. At the bottom, there is a search bar and a "Log off" button. A red arrow points to the Start button in the taskbar at the bottom left.

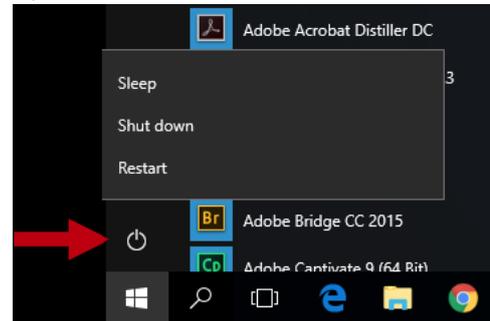
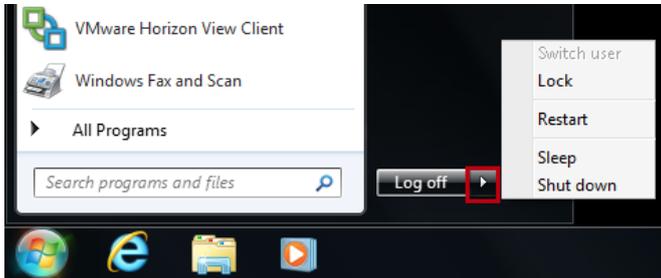
Windows 7

Windows 10

Sleep, Shutting Down, and Restarting the computer

To access the Sleep/Shut Down/Restart options from the Start Menu, click the arrow to the right of **Log off**.

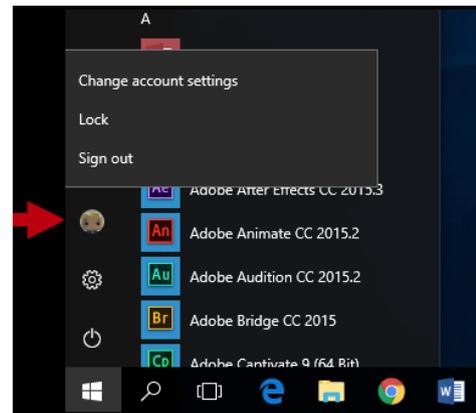
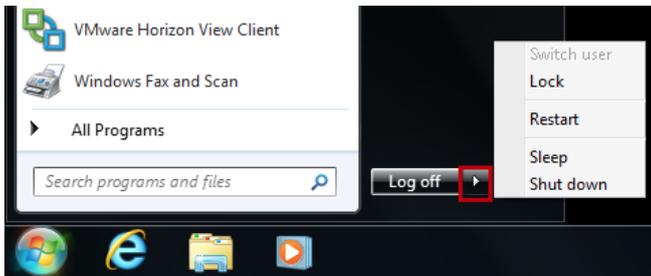
To access the Sleep/Shut Down/Restart options from the Start Menu, click the **Power** icon.



Locking the Computer

To access the Lock option from the Start Menu, click the arrow to the right of **Log off**.

To access the Lock option from the Start Menu, click the **User Account** icon.



Alternatively, press the Windows key on your keyboard + L

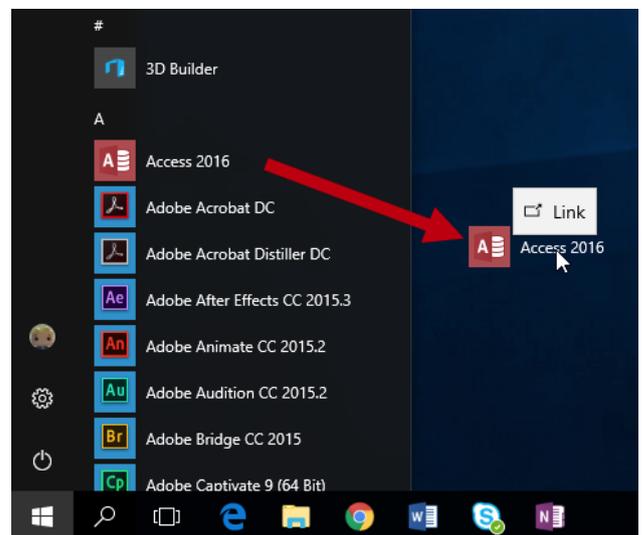
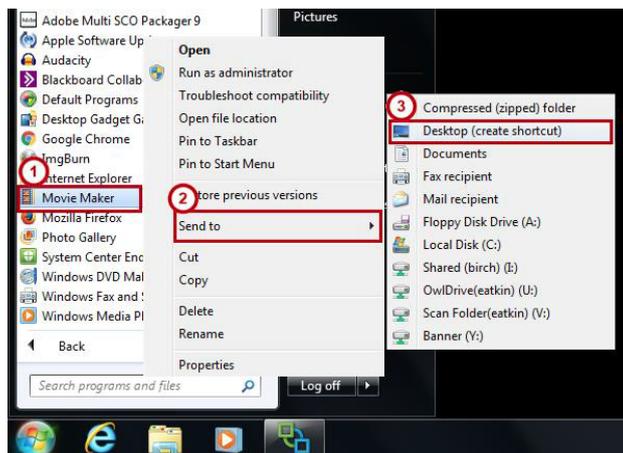
Alternatively, press the Windows key on your keyboard + L

Adding Shortcuts to your Desktop from Start Menu Programs

To create a shortcut to a Start Menu program:

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

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

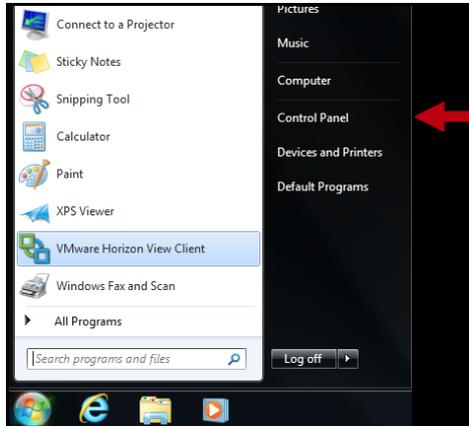


Windows 7

Windows 10

Accessing System Settings (Control Panel)

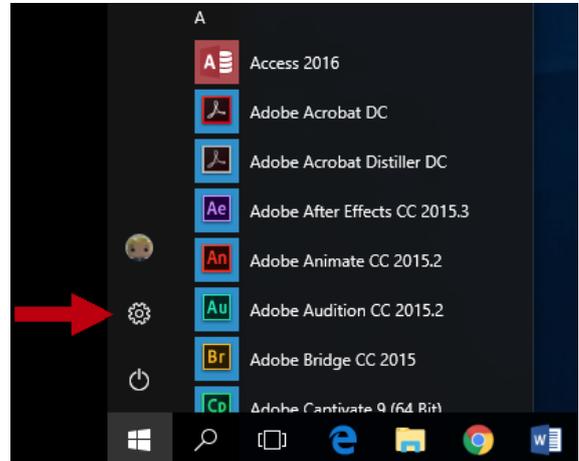
Clicking **Control Panel** from within the **Start Menu** will open the Control Panel and display additional options for customizing your Windows 7 settings.



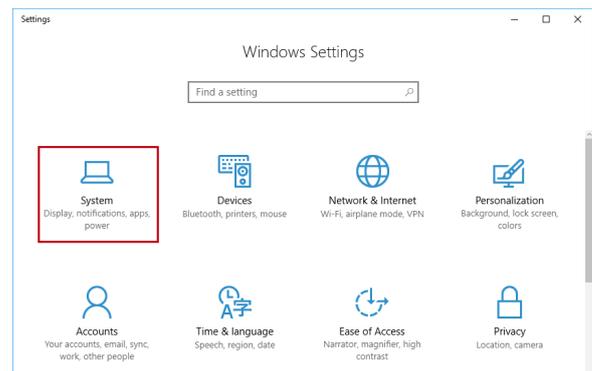
From the **Control Panel**, click a **category** to access additional options.



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.

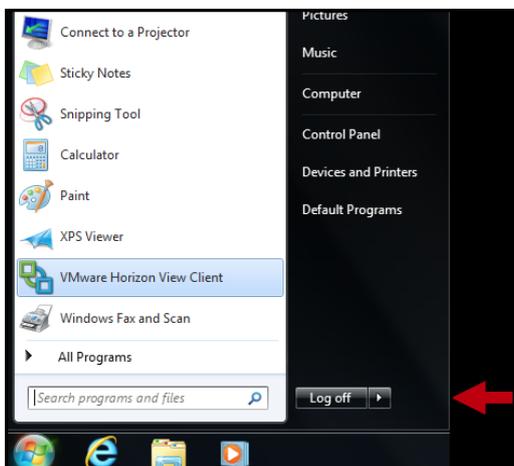


From the **Windows Settings** page, click a **category** to expand additional options.

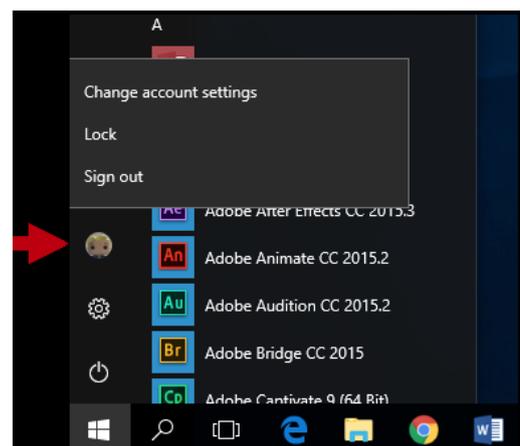


Logging Out

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



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

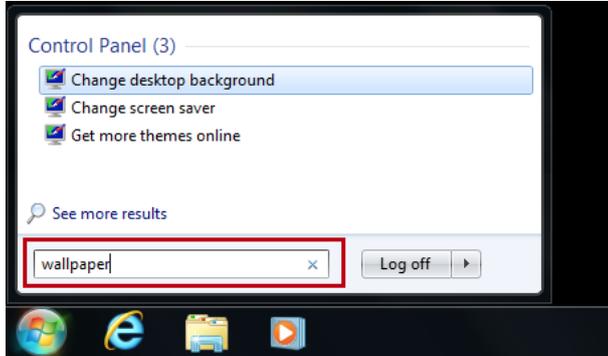


Windows 7

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Search bar

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

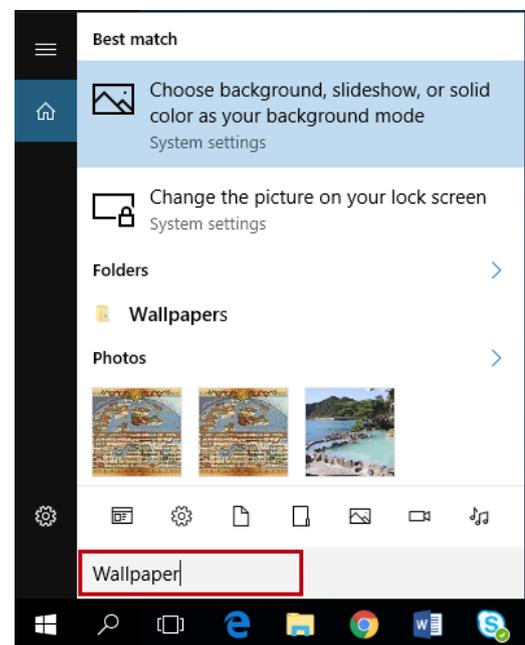


The search bar is now located outside the **Start Menu**.

Open the Start Menu, start typing a search term or click the **magnifying glass in the task bar at the bottom** 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 – giving you files, folders, pictures, apps, programs and settings related to your search – will be displayed. You also have options to filter your search further.



Extra resources

There are many good videos you can access on Lynda.com, which will help you learn about the new operating system. Some of these include:

- [Windows 10 Essential Training](#)
- [Migrating from Windows 7 to Windows 10](#)

There are also some good YouTube videos on the subject:

- [Comparing Windows 10 to Windows 7](#)
- [Windows 10 Overview and Basic Help Tutorial - Differences between 7 and 10](#)
- [Windows 10 - Beginners Guide \[Tutorial\]](#)

*Information courtesy of [Kennesaw State University Information Technology Services](#)