Windows 7 and Windows 10

This guide focuses on the most prominent and visible changes between the operating systems Windows 7 released in 2009 and Windows 10 released in 2015.

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The Windows 10 Start Menu lists apps and folders in alphabetical order. Folders can be expanded by clicking on the downward arrow.

Above the Start button there is a Power button, a Settings button and a button for your account. The Life at a glance tiles on the right showcase your most visited apps.
Taskbar

Left side
The new task bar features a search bar where you can search for apps, documents and web pages. The Task View button to the right of the search bar will show all of your opened windows allowing you to navigate in between them.

Next to Task View there is the default web browser Microsoft Edge, File Explorer (provides access to your folders), the self-service tool ZENworks and Microsoft Word.

Right side
The right side of the taskbar features icons for OneDrive, ZENworks, battery life, Wi-Fi settings, audio volume, time and date and notifications. Opening notification will take you to the Action Centre where you can access the Tablet mode, notes and settings.

Windows Settings
The Windows Settings component can be accessed by clicking the Settings cog in the Start menu. You can search for a setting or select one of the setting items:

- **System** – Find information about your device, change the brightness, layout, resolution, notifications, and more.

- **Devices** – Turn your Bluetooth on or off, adjust audio settings, mouse settings, touchpad sensitivity, autocorrect, USB connection, auto play, Windows Ink Workspace and more.

- **Network & Internet** – Information about connecting to Wi-Fi, Ethernet cables, VPN, flight mode, mobile hotspot, data usage, setting up a proxy server and a dial-up connection.

- **Personalisation** – Change your background picture, colours, themes and more.

- **Apps** – Manage your apps.
• **Accounts** – Add more information to your account such as an image, email accounts, and adjust your sign-in options.

• **Time & language** – Adjust your time zone, show additional calendars, change your country or region, set your speech language, text-to-speech and microphone for speech recognition.

• **Ease of Access** – Set up and adjust the narrator feature which reads all the elements on your screen. Also set up the closed captions feature and other options.

• **Privacy** – Make adjustments to your privacy options, location, camera, microphone, notifications, account information, contacts, calendar, call history, email and more.

• **Update & security** – View and manage your updates, backups, troubleshooting, recovery and more.

**Accessibility**

In Settings there are a number of useful features you can adjust to meet your accessibility needs. These include:

• **System > Scale and layout** – Alter the size of text, apps and other items.

• **Devices > Touchpad** – Raise or reduce the touchpad sensitivity.

• **Personalisation > Background** – Change your background to a picture, solid colour or a slideshow.

• **Personalisation > Colours** – Choose an accent colour (background of the tiles in start menu).

• **Personalisation > Start** - Reduce or increase the amount of apps in the start menu.

• **Time & language > Region & language** – Add a language, choose the language for your device to speak and change the default voice for apps.

• **Ease of Access > Narrator** – Turn narrator on or off and adjust the speed and pitch.
• **Ease of Access > Magnifier** – Turn magnifier on or off.

• **Ease of Access > High contrast** – Choose a high contrast for your text, hyperlinks, disabled text, selected text, button text and background.

• **Ease of Access > Closed captions** – Change the caption colour, transparency, style, size and effects.

• **Ease of Access > Keyboard** – Adjust the on-screen keyboard, sticky keys, toggle keys and filter keys.

• **Ease of Access > Mouse** – Change the pointer size and colour.

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**Internet browsers**

The default internet browser for Windows 10 is Microsoft Edge, which can be accessed from the taskbar. On Microsoft Edge’s toolbar it has four key components:

• **Settings and more**

• **Share**

• **Make a Web Note**

• **Hub (favourites, reading lists, history and downloads)**
Similar to other web browsers, Edge allows you to create new windows, new private windows, zoom, and search for a word or term on a page and print.

A useful feature is the **What's new and tips** that showcases image based tips that aim to improve your productivity, organisation and safety.
The Share button located near the top-right corner of the window allows you to share pages to different applications.

**Make a Web Note**

Add Notes and select the pen, highlighter, or add a note to mark up the page. Select the eraser to delete marks or notes or clip to copy part of the marked-up page to your clipboard.
Hub (favourites, reading lists, history and downloads)

The Hub displays your favourite web pages, reading list, e-books, browsing history, and current downloads.

Change the default browser

To change the default browser go to Settings, Apps and select Default apps. Scroll down to Web browser and change the browser to your preferred one.
Wi-Fi

To access the network and internet settings click the Wi-Fi icon on the bottom left corner of the taskbar.

Control Alt Delete

As an added security feature all Windows users will have to hold down Ctrl, Alt and Delete simultaneously to unlock their screen to sign in.

You may not see the Ctrl, Alt and Delete screen when you first log in but it will appear after your initial login.
As an added security feature when accessing your locked computer please hold the same buttons.