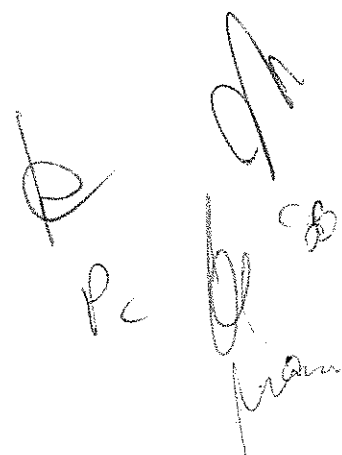


Il Piano Triennale delle Opere Pubbliche

L'Accesso Civico Generalizzato

My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to make sandcastles and watch the sailboats go by. Sometimes there are dolphins and whales in the water. Every morning we look for shells in the sand. I found fifteen big shells last year.

Una finestra che appare sullo schermo automaticamente e che solitamente può contenere messaggi informativi o pubblicitari, come viene chiamata?

Handwritten signatures and initials in the bottom right corner of the page. There are several distinct marks, including what appears to be a large 'P' or 'D' with a diagonal line, and other cursive signatures.

La motivazione dell'atto amministrativo

Gli obblighi di trasparenza da parte della pubblica amministrazione ai sensi del D.lgs. nr.33/2013

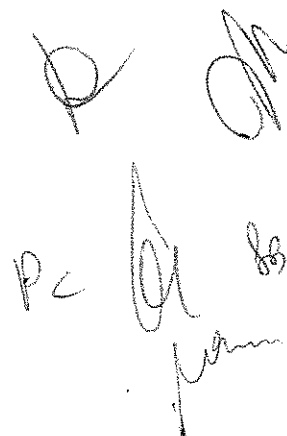
Jack put the eggs on the plate. He placed the plate on the dining room table. Jack loved looking at his eggs. They looked pretty on the white plate. He sat down in the large wooden chair. He thought about the day ahead. He ate the eggs with a spoon. They were good.

Quale delle seguenti estensioni è riferita a un file generato dal programma Word?

.doc

.dbf

.tst

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a stylized 'P' or 'R' at the top left, a signature 'Gh' at the top right, a signature 'Pc' at the bottom left, and a signature 'Bb' at the bottom right. Below the 'Pc' and 'Bb' signatures is a long, horizontal, wavy line.



Reclutamento del personale degli enti

Ai sensi della L.241/1990 cosa deve contenere l'avviso dell'avvio del procedimento?

British Isles include Great Britain, Ireland and 5000 small islands. Ireland is divided into Northern Ireland and the Republic of Ireland. Its capital is Dublin.

The seas that surround the UK are not very deep and they are warmed by the North Atlantic Current which comes from the Gulf of Mexico. Its climate is generally mild and temperate, but the weather changes frequently.

Cos'è un browser?



Pc M S
per

Le competenze della Giunta comunale

Finalità della disciplina riguardante gli obblighi di pubblicità, trasparenza e diffusione

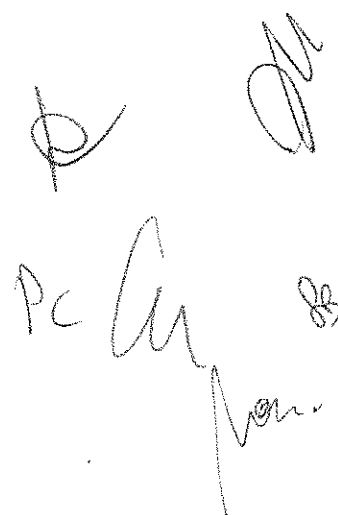
Great Britain consists of England, Scotland and Wales. England is the biggest part of Great Britain. People from England are English and its capital is London. Scotland is smaller than England. People from Scotland are Scottish. Its capital is Edinburgh. Wales is the smallest part of Great Britain. People from this region are Welsh. Its capital is Cardiff.

Che estensione hanno i file generati dal programma Excel?

.xls

.txt

.calc



Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a stylized 'P' or 'R' at the top left, a signature 'PC' at the bottom left, a signature 'G' at the bottom center, and a signature 'BB' at the bottom right.

A cosa sono soggetti i provvedimenti adottati dai responsabili dei servizi che comportano impegni di spesa?

I principi fondamentali della Legge 241/1990

Queen Elizabeth II functions are above all ceremonial and symbolic. However, she has the power to appoint the Prime Minister who is generally the leader of the majority party in Parliament. There are two main political parties in Great Britain: the Conservative Party and the Labour Party. All Prime Ministers live in London, at No. 10 Downing Street.

Stai usando un computer, illustra la procedura che svolgeresti per realizzare uno "screenshot" e inviarlo via mail a un collega.



PC A SS
proh

Il fondo di riserva

Il principio di rotazione

Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym, and history. His mother packs a big backpack full of books and lunch for Lucas. Lucas is a good student and he would like to go to the University and become a scientist.

Mark Zuckerberg è il presidente di:

Facebook

Google

Microsoft

LinkedIn

Handwritten notes and signatures in the bottom right corner, including a circled 'D', 'PC', 'la', and a signature 'M'.

PC

I controlli interni dell'Ente Locale

La stipulazione del contratto negli appalti pubblici.

I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view.

Devi inviare a un collega un file ma è troppo pesante per essere allegato al servizio di posta elettronica. Quali soluzioni alternative potresti adottare?

PC
P
M
S

Le fasi dell'entrata

I principi per l'aggiudicazione e l'esecuzione di appalti e concessioni

English is the official language of the United Kingdom, but in Wales people also speak Welsh, in Scotland they also speak Gaelic and in Ireland they also speak Irish.

English is the most widely used language in the world. Approximately 370 million people speak English as their first language.

Quale fra questi è un dispositivo di input:

stampante

mouse

nessuno dei due

SA

PC CA

SB

Φ

ma

I debiti fuori bilancio: cosa sono e modalità di riconoscimento

L'autocertificazione e la dichiarazione sostitutiva di atto notorio

Lucas gets his break for lunch. He sits with Kyle while he eats. The principal, or the headmaster as some call him, likes to walk around and talk to students during lunch to check that they are all behaving. Usually, no one gets in trouble. Students are also used to sharing their lunch, so they can try different tastes.

Se nell'ambito di una conferenza si volessero presentare al pubblico i risultati di un'indagine statistica, quale software risulterebbe più adeguato?

PC
G
SS
D
fudm

Le determinazioni dirigenziali con impegno di spesa

Differenziazione fra dati personali, identificativi, sensibili, giudiziari

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister doesn't. She hates it! She prefers to read. She reads in the morning, in the afternoon and in the night. I prefer to watch a movie or chat with my friends. Sometimes my sister and I play Monopoly together. She always wins!





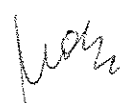
A quale di queste categorie appartiene il programma PowerPoint:

word processor

fogli elettronici

gestori di database

programmi di presentazione


Pc  
 

Le competenze del Consiglio comunale

Programma degli acquisti e programmazione dei lavori pubblici

First, I woke up. Then, I get dressed. I walk to school. I do not ride a bike. I do not take the bus. I like to go to school. Today it rains. I don't like the rain. I have lunch with a sandwich and an apple. In my freetime I like to play outside. I like to play and maybe read a book. I like to read books. My mother cooks soup for dinner. The soup is hot. Then, I go to bed.

In questo momento qual è la versione più recente del sistema operativo Microsoft Windows?

Windows XP

Windows 7

Windows 8

Windows 10

PC
P
M
S
M

Chi provvede alla nomina dei responsabili degli uffici e servizi?

La pubblica amministrazione può rifiutare l'accesso ai documenti amministrativi?

I have a younger brother. He just started high school. He is 14 and he lives with my parents. They live on Mulberry Street in Boston. Sometimes they visit me in New York. I am happy when they visit me. My mom always brings me sweets and candies when they all come together. I really miss them, too!

Che cosa indica l'acronimo PEO?

Handwritten signatures and initials in the bottom right corner, including a large stylized signature, "Pc" with a signature, a circled "P", and another signature with "803" below it.

I diritti e i doveri principali del dipendente dell'ente locale.

La determina a contrarre negli appalti pubblici.

The Smiths live in a house. They have a living room. They watch TV in the living room. The father cooks food in the kitchen. They eat in the dining room. The house has two bedrooms. They sleep in the bedrooms. They keep their clothes in the closet. There is one private bathroom, but sometimes it gets used by their nephews when they come to visit them.

Con quale accorgimento è possibile inviare un messaggio di posta elettronica a molti destinatari senza che questi ne vedano l'elenco?

Pc
b
M
83

Le funzioni dei responsabili dei servizi, titolari di posizione organizzativa.

Il disciplinare di gara.

I live in a big house on Ivy Street. It's near the college campus. I share the house with three other students. Their names are Bill, Tony and Paul. We help each other with homework. On the weekend, we play football together. When it rains, we stay at home and play with the Playstation.

Premendo il tasto etichettato "stamp" sulla tastiera del computer, cosa ottieni generalmente?

Handwritten signatures and initials at the bottom right of the page, including "P.L.", "G.", "B.", "M.", and "P.L.".

Quali sono le cause di cessazione del sindaco?

L'ANAC

Britain is a parliamentary democracy and a constitutional monarchy. Queen Elisabeth II is the Head of the State, but she has no real power. For example she is head of the Armed Forces, but her role is just honorary, it's Parliament that makes military decisions. The Queen doesn't express her political opinions. She takes no active part in politics, she doesn't even vote.

Quali tra questi gruppi è composto da applicazioni per la navigazione del World Wide Web:

Google Drive – Filezilla – GoogleMap

Internet Explorer – Mozilla Firefox – Google Chrome

Winzip – Winrar – 7zip

PC
Ch
SO
m
D

Cos'è un interesse legittimo

Soglie di rilevanza comunitaria

George is at the pet store. George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. Mice are what you call more than one mouse. He likes these animals because they are small. Birds live in cages too. George sees a parrot and a canary. He likes them both. He would like to bring them with him.

Descrivi alcuni comportamenti da mettere in atto per evitare di essere colpito da un virus informatico.

PL CH AP
SB

✓

Naz

I regolamenti comunali

Chi può fare domanda d'accesso agli atti amministrativi.

During our visit to Paris we took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

Chrome, Internet Explorer, Firefox, Opera, fanno tutti parte della una stessa categoria di programma. Quale?

Pc
A
S
P
M

Il Documento Unico di Programmazione

Principi in materia di trasparenza degli appalti

Parliament is the real government in Great Britain. It is made up of the House of Commons and the House of Lords. The 650 members of the House of Commons are elected, while the members of the House of Lords, that are more than 1000 members, are not elected at all. Most of the members of the House of Lords are hereditary members.

Si definiscano alcune delle caratteristiche principali di un software di elaborazione testo o "word processing".

SA

PC

GA

SB

PD

ME

Cos'è la conferenza dei servizi

L'art.10 bis della legge 241/1990: comunicazione motivi ostativi.

I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind.

Che cosa indica l'acronimo CCN in un programma di posta elettronica?

Pc
Al
BB

⊗
me

Il piano esecutivo di gestione

Il responsabile del procedimento

English is a global language. It is spoken mainly in the United Kingdom, Ireland, the United States, Canada, South Africa, Australia and New Zealand. In some countries English is not the first language but is an official language, as in India, Pakistan, Nigeria, Ghana and Kenya. English is the international language in many spheres: science, technology, business, tourism.

Un file con estensione .p7m che tipo di documento contraddistingue?

PC CA SB
E M

Può un cittadino non eletto assumere la carica di assessore?

La partecipazione al procedimento amministrativo

Hi! Nice to meet you! My name is John Smith. I'm 19 and I'm a student at college. I go to college in New York. My favourite courses are Geometry, French, and History. English is the hardest course. My professors are very friendly and smart. It's my second year in college now. I love it! I think that I will continue my studies by doing a doctorate.

In ambito informatico che cosa significa effettuare una installazione?

PC

GA

SB

PC

mu

Le fasi della spesa

Illustri il candidato il principio di legalità

Alan's having lunch in a restaurant near his office. He never goes home for lunch. His colleague Thomas is now coming to his table. There's another man with him.

Thomas: Hello, Alan.

Alan: Hi Thomas. How are you getting on?

Thomas: Pretty well, thank you. May we sit here?

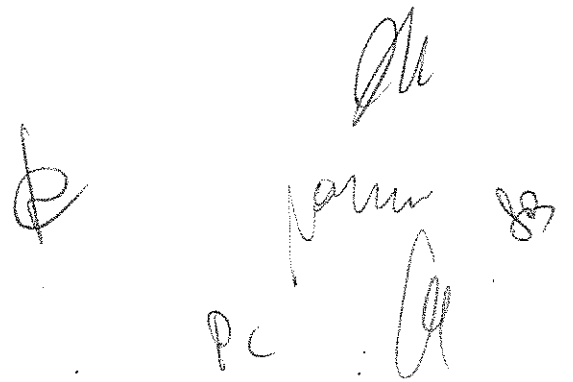
Alan: Of course you can.

Thomas: This is Mr Brown. Do you know him?

Alan: Sorry, I don't. Nice to meet you, Mr Brown.

Mr Brown: Nice to meet you, too.

Generalmente, gli errori non previsti che accadono utilizzando un software come vengono chiamati?

Handwritten signatures and initials at the bottom right of the page. There are several distinct marks, including what appears to be a signature 'Al', another signature 'Pam', and initials 'PC' and '83'.

Cos'è il diritto soggettivo

Posso affidare un lavoro, servizio o fornitura all'operatore economico uscente?

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I wanted to send you an email update to let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

Qual è la differenza tra hardware e software?

Handwritten notes:

Mr. M
Pc
a 88

Le ordinanze sindacali

La comunicazione di avvio del procedimento amministrativo

"Are you exercising, Carlo? You look very fit!" asked Daniele. "Yes, I run two or three times a week, it is important to keep moving and burn calories!" replied Carlo. "Don't you ever eat fast food like pizza and French fries?" asked Daniele. "Yes, but only a few times: they contain a lot of fat and carbohydrates, so I avoid these foods," replied Carlo.

A cosa serve l'unità disco di un computer?

Oh
P.C. 88
Dan

Il controllo di gestione

Il candidato illustri i principi per l'aggiudicazione e l'esecuzione di appalti e concessioni

Michael went for a trip in Romania together with his best friend, Jim. They stayed mainly in Transilvania. They visited a lot of castles such as Dracula's. Michael bought a souvenir of the castle. He also saw some beautiful posters of the lands in a small shop, but he didn't buy any because they were too small. He was looking for poster sizes. In any case, he took a lot of pictures and spent his money on food and snacks.

L'operazione di inviare un file proveniente dal proprio computer verso un sito Internet come viene propriamente chiamata

OK

PC

PC

PC

PC

PC





Quali sono i diritti e i doveri principali del dipendente dell'ente locale.

Il contratto si può modificare in corso d'opera?

I usually like driving on the highway more than in the city. During the morning rush hour, though, it's not very enjoyable. The heavy traffic is a little bit annoying. So I always listen to my favorite classical music CD's in the car – Chopin, Mozart, and Bach. That cheers me up a lot. The drive to work takes about one hour. Going back home in the evening after work takes even longer, maybe around 70 minutes.

A cosa serve Outlook?

- creare pagine web
- navigare in Internet
- gestire appuntamenti ed attività
- gestire la posta elettronica

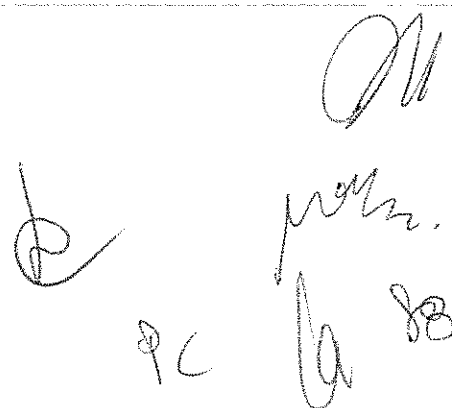


Pc 


Che Cos'è la firma digitale?

Il diverso ruolo svolto dagli organi politici rispetto agli organi burocratici del comune

Mattia is a 5-year-old boy who spends all his days drawing. In reality, Mattia does not put any more effort than necessary into drawing lines, getting the shapes right or making the people he draws look alike. Above all, Mattia loves to colour, and he associates specific colours with each person or thing he draws. Whenever his father Giuseppe draws, for example, he always uses the same colours.

Cos'è la firma digitale?

Handwritten signatures and initials in the bottom right corner. There are four distinct marks: a large stylized 'M' at the top right, a signature 'Mattia' below it, the initials 'GC' to the left, and the initials 'la 88' at the bottom right.

Cos'è la determinazione del responsabile di servizio?

Il decreto legislativo 33/2013 e la trasparenza.

Cardiff is the capital city of Wales, in the UK. Cardiff is a great city, but is very small, especially for a capital city! Its population is around 350,000. Cardiff is famous for its castle. It's very old, about 1,000 years old. It's also famous for the Millennium Stadium. That's important for festivals, sports, events and concerts. It is also famous for a TV show went online on MTV some years ago, a very trash one!

Un terabyte di dati equivale a circa:

- mille gigabyte
- cento megabyte
- cento gigabyte

Sh

P

PK

Nem

Ad SB

Quando diventano esecutivi i provvedimenti di impegno di spesa dei responsabili dei servizi?

La determinazione a contrarre

Hi Ian,

I'm at my new school in the USA!

We always get this yellow bus to school, every day. I never sit in the front because my friends are at the back. My best friend is Charlene. Her dad sometimes drives her to school. I see them in the car on Tuesdays, but she usually gets the bus on the way home and we do our homework on it!

Nel contesto del programma Microsoft Word, in una lettera dal contenuto comune da inviare a 100 destinatari, quale funzionalità possiamo utilizzare per inserire un indirizzo per ogni lettera?

- stampa unione
- collegamento ipertestuale
- importazione
- decodifica

Oh
PC
An SB

Che tipo di organo è la giunta.

La fase dell'aggiudicazione negli appalti pubblici.

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for people to take a midday nap right after a big meal. I am actually just waking up from my nap right now!

Quale tipo di dati puoi inviare via email?

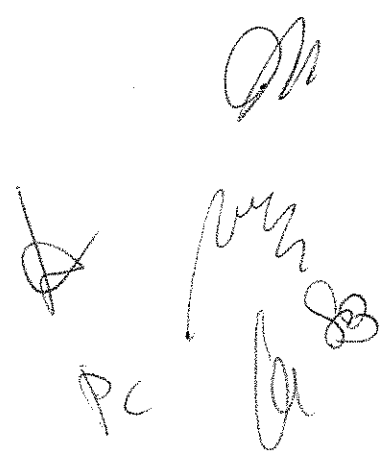
Audio

Immagini

Video

Documenti

tutte le precedenti

Handwritten signatures and initials in the bottom right corner. There are three distinct signatures: one at the top right, one in the middle right, and one at the bottom right. Below the bottom signature, the letters 'PC' are written.

Quali sono i compiti dell'anagrafe e dello stato civile.

Il piano triennale di Prevenzione della corruzione e per la trasparenza ai sensi della legge 190/2012.

In a traditional wedding the woman is the bride and the man is the groom. The bride is in a white dress, with a long veil and the groom is in a special suit and a top hat. Traditional weddings are in churches but modern weddings are in many different places, including castles. The bride is usually late for the wedding. This is a custom. There is a special music for her entrance, usually on an organ.

Che cosa si intende per software "freeware"?

Sh
PC
SB

L'efficacia e l'esecutività del provvedimento. I pareri dei responsabili dei servizi.

L'iter di un procedimento amministrativo.

Maria is on holiday in Naples, and admires the gulf of the sea, and the beautiful monuments of the city. Maria is walking along Via Roma, arrives at Piazza Plebiscito, and thinks it is very beautiful. Now she would like to return to the central area, via Spaccanapoli, but she doesn't know how to do this. She decides to ask the lady at the pizzeria 'Bella Napoli' for directions.

Quale strumento è appropriato per comunicare in tempo reale con un amico?

- Instant Messaging
- E-Mail
- Forum
- Mailing list

Handwritten signatures and initials:

- Top right: A stylized signature.
- Middle left: A signature starting with 'D'.
- Bottom left: The letters 'P.C.'.
- Bottom right: A signature and a circular stamp.

La determinazione di accertamento di entrata.

L'indagine di mercato

Carlo is happy because he is starting to lose weight thanks to the new diet he is following. "What do you eat for breakfast?" asked his friend Daniele. "For breakfast I eat yoghurt and some biscuits!" "Good!" replied Daniele, "And what do you eat for lunch instead?" asked Daniele. "Usually a plate of pasta with tomato sauce, followed by a steak," answered Carlo.

Quale di questi non è un motore di ricerca:

- Google
- Yahoo
- Firefox
- Bing

OM

p
fc
Ca 88

Le variazioni di bilancio

L'albo dei fornitori

My parents' house is really big! On the ground floor there is an entrance hall, kitchen, dining room and a bathroom. On the first floor there are three bedrooms and two bathrooms. In one bedroom are my parents, their room is the biggest in the house. I share a room with my sister and my older brother has a bigger room for himself. He is about to leave home and his room will become mine.

Un file con estensione zip indica quale tipo di contenuto?

Handwritten signatures and initials: M, PL, and a signature that appears to be "Mazz" followed by "BB".

Le funzioni del Comune

Le procedure sotto soglia

Doctor Klein: Good morning, Cecilia, how are you feeling today?





Cecilia: I do not feel very well, Doctor Klein. I hope that you can treat my illness.

Doctor Klein: I'm sorry that you feel very sick. Tell me some of your symptoms so that I can give you a proper diagnosis.

Cecilia: I have not felt well since yesterday afternoon. The symptoms began with a headache and a gradual sore throat. I drank tea with lemon and honey, and I went to bed early. However, I am extremely exhausted, and I don't feel any better today.

A che cosa corrisponde l'unità "C" di un computer?

- hard disk
- floppy disk
- lettore cd
- chiavetta usb

 
Pc 
man 

Le funzioni del Sindaco nella veste di Ufficiale di governo

L'accesso civico

Marta: Hi Silvia, we haven't seen each other in a long time! How are you?

Silvia: Fine, thank you. What a pleasure to see you! I just came back from London. I was there for three months to study English.

Marta: And how was it?

Silvia: It was a very interesting experience. I improved my English and met a lot of people.

Marta: Happy for you, Silvia! I will probably go as well next year!

Un file con estensione mpg indica quale tipo di contenuto?

[Handwritten signatures and initials]
PC Cu 88
non.

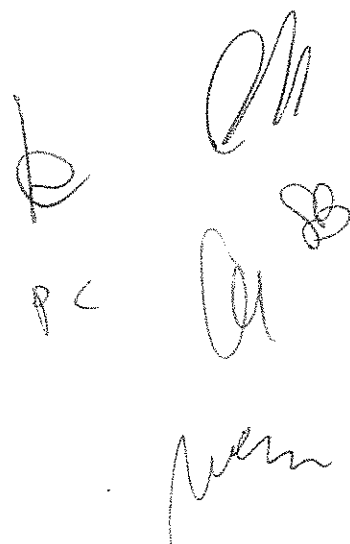
Il bilancio di previsione

Chi è la figura dell'incaricato al trattamento dei dati secondo la normativa della privacy.

I attend classes and very often study in the library with my friend Lucia. I usually have lunch at the university canteen. In the afternoon I walk home because I like walking a lot. On Wednesday evenings I go to yoga class and when I get home I take a nice relaxing bath before going to bed. After the bath I enjoy a cup of tea with some honey and biscuits, then I go to sleep..

Un gigabyte di dati equivale a circa:

- dieci megabyte
- cento megabyte
- mille megabyte

Handwritten signatures and initials in the bottom right corner of the page. There are several distinct marks, including what appears to be a large 'M' or 'N' at the top right, a 'PC' in the middle left, and a long, flowing signature at the bottom right.

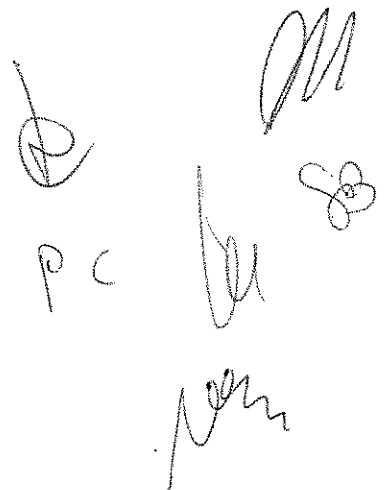
Quali sono gli organi di governo di un comune?

La procedura aperta

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. The first section she comes up with, Martha sees apples, bananas, cherries, grapes, and strawberries. She checks her list:

- 6 apples
- 1 bag of cherries
- 1 bag of grapes
- 2 cartons of strawberries

Che cosa indica l'operazione di "copia e incolla"?

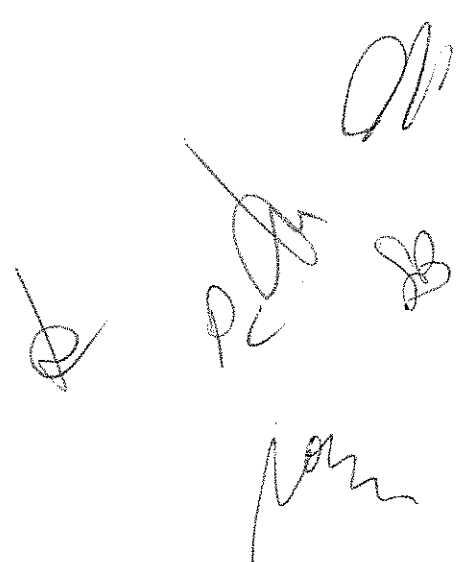
Handwritten signatures and initials in the bottom right corner. There is a circled 'P' with a checkmark, the letters 'PC', a signature that looks like 'M', a signature that looks like 'S', a signature that looks like 'L', and a signature that looks like 'N'.

Il consigliere comunale: ruolo e entrata in carica.

I responsabili del procedimento.

On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me. At first, I struggled to comprehend their Spanish, but now I understand most of our conversations. They have commented that my Spanish has improved a lot since we first met. Now, I am more confident to use the language in other places like stores and restaurants.

L'operazione di memorizzare un file proveniente da Internet sul proprio computer come viene propriamente chiamata?

The bottom right corner of the page contains several handwritten marks. There are four distinct signatures or initials in the upper right, and a larger, more stylized signature or set of initials below them. The handwriting is cursive and appears to be in ink.

L'autonomia regolamentare del Comune.

Il soccorso istruttorio

During an interview I was asked what my favourite band was and do you know what I answered? I answered that my favourite band was Ligabue and I told them about the time I went to a concert with my friends in Rome. There were more than 10,000 people at the concert and I must say that it was an unforgettable experience for me!

L'operazione informatica di "compressione" di uno o più file quale obiettivo mira a raggiungere?




PC
M
G
B
M

Parte corrente del bilancio.

L'esercizio del diritto di accesso ai dati personali e delle modalità dello stesso.

In many schools, the uniform is very simple. Boys and girls wear black trousers and a sweatshirt. The sweatshirt is usually in the school colours and it has got the name of the school. In other schools boys and girls wear black or grey trousers or skirts and a jacket with the school logo on it. Boys and girls sometimes also wear ties.

Indica cosa distingue un sito Internet da un sito Intranet


P.C.

man.

88

Quali sono gli atti che possono essere emanati dalla Giunta Comunale, dal Consiglio Comunale e dai Responsabili del comune.

Il capitolato speciale

Marta: Why don't you come to Marco's birthday party too?

Silvia: I don't know, we weren't invited.

Marta: I'm sure Marco will be pleased to see you again and meet your friend.

Silvia: What should I wear? I don't know what to wear. Is this an elegant party?

Marta: No! It's a party with friends! I'll wear a short black skirt with a red pullover and high boots.

Silvia: Then, I will wear a t-shirt and my favourite pair of blue jeans!

Che cosa indica l'operazione di "taglia e incolla"?

PC

Al

BB

PC

Al

BB

Differenze tra bilancio di previsione e conto consuntivo.

L'offerta economica più vantaggiosa

Most parents encourage their children to practice some kind of sport. Sport develops their sense of teamwork and fair play. But not all sports ask for physical strength. Some need a lot of mental ability for example, like chess for example. As a matter of fact, at the Roxbury Youth Club, Angela and Alice are playing a final today. Everyone is sure that Alice will win the game. She is brilliant at chess!

Internet Explorer è:

- una qualsiasi persona che naviga su Internet
- un Web browser
- un programma di grafica
- una app per cellulari

PC

Handwritten signatures and initials:

- A circled 'P' with a checkmark
- Initials 'PC' below the circled 'P'
- A large stylized signature 'M'
- Initials 'BB' below the 'M'
- A large stylized signature 'A'
- A large stylized signature 'Nell'

Le attività dell'organo di revisione dell'ente locale

Cosa si intende per silenzio-assenso ai sensi della L.241/90

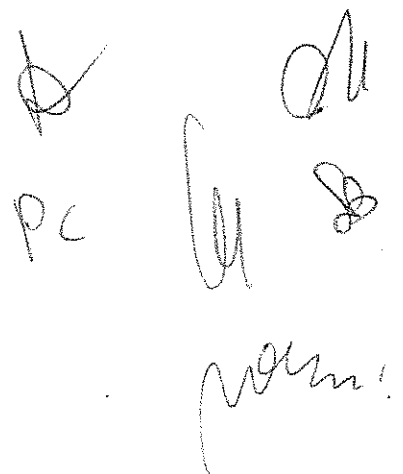
Cecilia: What is the best way to cure my symptoms?

Doctor Klein: You will need plenty of rest, and you should drink fluids frequently in order to stay hydrated. You've also just started to show symptoms, so I can prescribe you a medication that can reduce fever and shorten the duration of your illness.

Cecilia: Should I stay home from work as well?

Doctor Klein: Yes, you should remain in bed until the fever breaks. You should also wait until 24 hours after the fever has broken before you return to work. You do not want to risk getting your coworkers sick as well.

Indica la strumentazione informatica generalmente necessaria per partecipare a un meeting online.

Handwritten signatures and initials in the bottom right corner. There are several distinct marks, including what appears to be a checkmark, the letters 'PC', and various cursive signatures.



Competenze del Sindaco ai sensi del TUEL.

Motivi di esclusione dalla partecipazione alle gare di appalto

Mr and Mrs Wright live in Tifton, in Georgia. Today they are starting on a trip to the seaside, with their child, Jimmy. They are leaving for Atlantic Beach, a small town near Jacksonville, in the north of Florida. They will reach the location by car. They are going to stay there for a week. It seems that the weather will be ok. They are very happy about that.

Un milione di byte rappresenta circa?

- Un megabyte
- Un gigabyte
- Un terabyte
- Un kilobyte


PC

G. M. 88

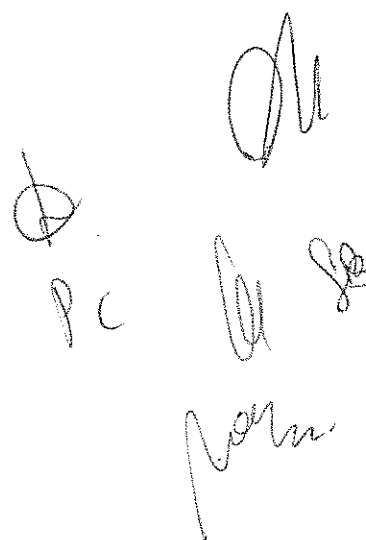
Nomina, ruolo e funzioni del Segretario comunale

Una volta aggiudicata la gara d'appalto è possibile stipulare subito il contratto?

Mrs Lee is speaking with her friend about her children, Kate and Henry. Kate is out on her bike. Henry is on holiday in Scotland. Now Mrs Lee is reading a letter from Henry. He is very well and is having a very good time. "Yesterday", he writes, "we went on an excursion and I bought a lot of souvenirs. I also saw some beautiful posters but I didn't buy any because they were too expensive."

Quale dei seguenti è un supporto di memorizzazione?

- Chiavetta USB
- Hard disk
- CD registrabile
- Tutte le precedenti

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a stylized 'P' or 'C' with a circle around it, a large 'M' or 'H' signature, a signature that looks like 'Lu' followed by 'SB', and a signature that looks like 'Pom'.

Statuto e regolamenti dell'ente locale

La commissione giudicatrice

Sally: It was a good idea to rent a car in Dallas.

Jim: Are you enjoying yourself, dear?

Sally: Oh, very much. Just think: from Heathrow to Kennedy Airport... New York, Washington, and then inland... two days' trip to the Mississippi... Everything was splendid.

Jim: But America is really full of surprises: big cities, green plains, and now a land which looks like an African desert.

Sally: I agree, it is wonderful!

Quale delle seguenti ricade nella categoria hardware?

- Monitor
- Programma
- Sistema operativo
- Microsoft Office

PC
SB
par

Cos'è la deliberazione?

Cenni sui contenuti del Piano Anticorruzione

I love my hometown. I moved from it only for studies, but then I returned. My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

Il tasto etichettato come "block num" o "num lock" sulla tastiera di un computer, quale funzione svolge?

Handwritten notes and signatures at the bottom right of the page:

- A large, stylized signature or mark at the top right.
- A circular stamp or mark below it.
- The text "Man" written vertically.
- The text "Pc" written below "Man".
- A signature or mark at the bottom right, possibly "la".

Chi approva la definizione degli indirizzi per la nomina e la designazione dei rappresentanti del Comune presso enti, aziende ed istituzioni?

L'iter di un procedimento amministrativo.

Saturday is the most highly regarded day of the week. Because Sunday follows it, everyone is free to stay out until late at night, having fun with plans or other leisure-related activities. To be sure, Saturday is generally thought of as a day to partake in hobbies that couldn't be enjoyed during the regular week. Sunday is the final day of the week, and is used by most as a day of rest.

Quale dei seguenti non è una periferica di output?

- Scanner
- Monitor
- Stampante
- Altoparlanti

Non
PC
SB

Il piano esecutivo di gestione

Quali criteri devono rispettare le pubbliche amministrazioni per garantire la qualità delle informazioni riportate nei siti istituzionali in fase di pubblicazione?

The mountains are very high. When you climb to the top, the temperature drops and it gets colder and colder. The area between two mountains is called a valley. At the top of the mountain there is only ice and rock and even in summer snow falls. At the top there are pine and fir forests: they are fir trees with very thin leaves called needles; they can withstand the cold and are always green.

Il metodo più facile e rapido in Word per localizzare una particolare frase o parola è tramite il comando:

- sostituisci
- trova
- ordina
- seleziona

du

PC

Le fasi della spesa

Chi sono il responsabile per la prevenzione della corruzione e il Responsabile per la trasparenza?

Children use their pocket money to cultivate their interests and hobbies, to buy cassettes, sport equipment, or other things they like. Tom and his friends are particularly busy these days. They are going to organize a treasure hunt in their village and need money to buy cups for the winners and to prepare everything.

Tramite quale delle seguenti operazioni è più probabile contrarre un virus informatico?

- installare un gioco da un CD
- aprire l'allegato di una e-mail
- scaricare immagini dal cellulare
- inviare un e-mail

[Handwritten signatures and initials]

Distinzione tra i poteri di indirizzo e i poteri gestionali

Principi per l'aggiudicazione e l'esecuzione di appalti

My name is Stefania, I am 13 years old and I live in Bologna. I am tall and thin. I have a small nose and a small mouth. I have long blond and curly hair. My eyes are small and blue. Stefania's best friend is Francesco. They have been going to school together for many years. He is tall and strong. He has a small nose and a slightly big mouth. His hair is short, straight and brown. His eyes are big and brown.

Tramite la combinazione di tasti control+X e control+V che operazione viene svolta al computer?

PC
Al
Non
B
M

Scioglimento e sospensione del Consiglio comunale

Le autodichiarazioni presentate dai concorrenti in sede di gara sono soggette a verifica?

George is at the pet store, looking at that kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big. Therefore, he is at the pet store to look for a dog or cat. George likes them because they are easy to take care of. He is not sure yet on which one to get.

Internet Explorer ricade sotto la categoria di:

- web browser
- motori di ricerca
- sistemi operativi
- programmi di grafica

PL
A
SS
M

I differenti tipi di pareri e visti che vengono dai responsabili in una determinazione
I dati sensibili ai sensi della vigente normativa sulla privacy e del loro trattamento.

In Britain, but also elsewhere, there are shops for teenagers, holiday camps for teenagers, etc. But what are teenagers? They are boys and girls between thirteen and nineteen years old. Generally speaking, we can say they are young people till about twenty years of age. Most of British teenagers like music and play instruments. Others like to read, listen to records and collect stamps.

In una rete di computer, un calcolatore predisposto per fornire file e cartelle condivisi, come viene chiamato:

- server
- cloud
- client
- host

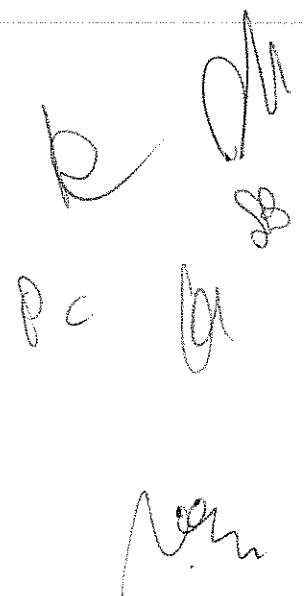
Handwritten signatures and initials:
A stylized signature resembling a 'P' or 'B' with a flourish.
A signature resembling 'M' with 'SB' written below it.
The letters 'PC' written vertically.
A signature resembling 'An' or 'Am'.
A signature resembling 'Van'.

La Giunta e il Consiglio comunali possono non conformarsi ai pareri dei responsabili dei servizi?

Differenze tra accesso civico e accesso ai sensi della L.241/1990.

On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me. At first, I struggled to comprehend their Spanish, but now I understand most of our conversations. They have commented that my Spanish has improved a lot since we first met. Now, I am more confident to use the language in other places like stores and restaurants.

Che cosa si intende generalmente per "licenza software"?

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a large 'P' or 'R' shape, a stylized 'M' or 'N' shape, a 'PC' or 'Pc' shape, and a signature that appears to be 'M' or 'N'.

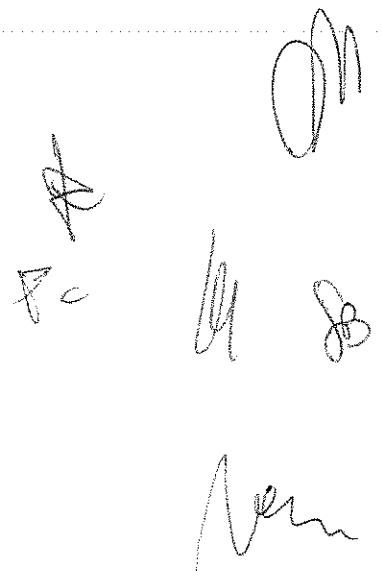
Attribuzioni del Consiglio comunale

Il candidato faccia alcuni esempi di esclusioni e limiti all'accesso civico.

On the main road between Birmingham and Coventry there is an enormous shoe store. There you can find all kinds of shoes, both of English and foreign make. Italian style is very popular in Britain. There are always a lot of customers there. You have a greater choice and prices than elsewhere. The store is in a big building: on the ground floor there are women's shoes; on the first floor men's shoes and on the second floor children's sport shoes.

Quale dei seguenti è un esempio di sistema operativo?

- Microsoft Office
- Microsoft Word
- Adobe Acrobat
- Microsoft Windows

The bottom right corner of the page contains several handwritten marks. At the top right is a large, stylized signature. Below it and to the left are several smaller initials and signatures, including one that appears to be 'Fc' and another that looks like 'M'. At the bottom right, there is a long, horizontal signature.




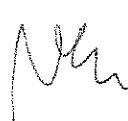
Il conto consuntivo

Le procedure sotto soglia

It is the custom for British and American teenagers to do odd-jobs in their time off. They do it in order to earn a little pocket money. They ask their neighbours if they can help them do something in the house or in the garden. Often they ask shopkeepers to deliver goods to their customers, and so on. They clean gardens and bring for a walk people's dogs. Not all of them have a garden.

Quale fra questi non è una periferica di output?

- Stampante
- Altoparlanti
- Monitor
- Mouse



PC  80


Le cause di decadenza del Sindaco

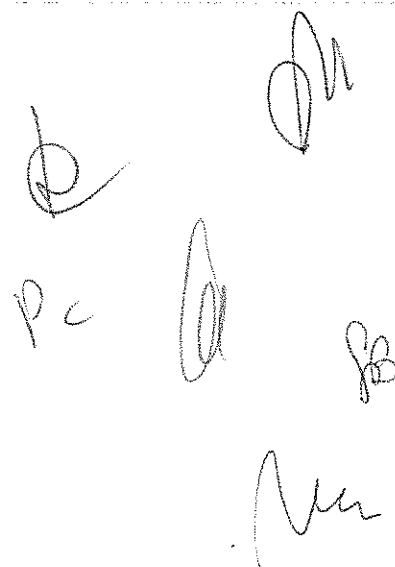
Il conflitto di interessi nel procedimento amministrativo.

Monday is viewed by many to be the "worst" day of the week, as it marks the return to work following the weekend. Most full-time employees have two days off per week. Most students attend school in the morning and return home in the afternoon, and most workers go to work in the morning and return home in the evening. Wednesday is the third day of the week, and serves as the "middle" of the work week. From Wednesday two days on the job will remain in the week.

Ogni componente di un computer ricade sempre alle categorie:

- Hardware o CPU
- RAM o Hardware
- Hardware o Software
- Software di sistema o applicativo

PC

The bottom right of the page contains several handwritten marks. There is a circled 'P' with a checkmark, the letters 'PC', a stylized signature, the letters 'SB', and another signature at the bottom right.

Parte corrente del bilancio.

Quando si accede ad un sito internet di una pubblica amministrazione che contenuti troviamo nella sezione "Amministrazione Trasparente"?

The continent is a very large part of land. It is surrounded by the waters of the oceans and seas. Europe is a special continent, because it is like a peninsula. Europe is attached to another continent, Asia. Europe and Asia together form a territory called Eurasia. Europe is bordered to the North by the Arctic Ocean and to the West by the Atlantic Ocean.

Quale dei seguenti ricade nella categoria software?

- Tastiera
- Microsoft Word
- Altoparlanti
- Mouse

PC

SS

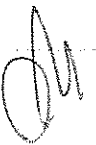
Deliberazioni e determinazioni

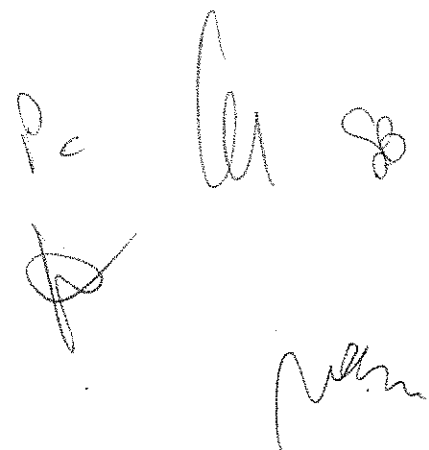
Cosa si intende per "controinteressati" ai sensi dell'art.22 della L.241/90?

Last Saturday Tom worked hard all day and painted the fence round Mrs Auden's house. When he finished the job, Mrs Auden gave him four pounds and Tom was very happy. He went to the park to meet his friends. They went together for ice cream and then at the cinema. Was a very nice day for everyone. Tom was very satisfied with himself!

I dispositivi di output rendono possibile:

- visualizzare e stampare i dati
- scansionare i dati
- inserire dati
- inviare dati





Documento unico di programmazione: struttura e modalità di approvazione

Requisiti per la partecipazione alle gare d'appalto

Everybody loves westerns. No member of the family, whether young or old, can resist a good western on TV or at the cinema. One of the most popular westerns is "Rio Grande", considered classics in the history of Hollywood westerns. In a typical western, the hero is a lone, a cowboy or a sheriff. He has to protect somebody or something. Sometimes women and children need his protection.

Navigando su di un sito Internet spesso, invece di digitare il suo indirizzo ogni volta è opportuno:

- salvarlo come file
- farne una copia
- memorizzarlo come preferito

Al

PC

la

SB

P

nan

Le possibili variazioni di bilancio

Il candidato parli del responsabile del procedimento amministrativo: sua figura e sue competenze.

My name is Clark, and I will tell you about my city. I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream. If you want to reach the centre, you have to go by bus. Private cars cannot transit on the city centre's streets; only bikes can do so.

Un sito web reso disponibile solo al personale di un'azienda o di un ente viene chiamato:

- Internet
- Intranet
- home page
- cloud

du

PC

U 88

Φ

Man

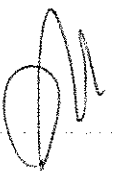
Elezione del Sindaco

Quali sono i diritti dei soggetti interessati ad un procedimento.

Brenda Steward goes to a comprehensive school in Manchester. She doesn't live very far from school. So, when the weather is fine, she prefers walking. It's only a one mile's walk. But when the weather is bad, especially in winter, she goes by bus. Her father sometimes takes her to school by car. In any case, she always wears headphones because she needs to listen to music before school.

Quale delle seguenti sigle è l'unità di occupazione di memoria più grande?

- GB
- KB
- MB
- TB



Cosa sono gli interessi collettivi

Richiesta di accesso agli atti agli atti della p.a.

Sandra and Paul are at a steak restaurant. A waiter greets them.

"Do you know what you would like to drink?" the waiter asks.

"Water and orange juice," Sandra says.

"Thank you. Here are your menus," the waiter says.

The waiter brings water for Paul and orange juice for Sandra.

"What would you like to order?" the waiter asks.

"I would like a 12-ounce steak and mashed potatoes," Paul says.

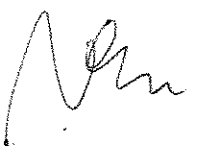
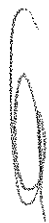
"The same thing, but with green beans," Sandra says.

"Ok, I will be back with everything!" the waiter says.

Qual è il sinonimo di applicazione?



Pc



Obblighi del dipendente comunale

Cosa si intende per principio di trasparenza e quale norma lo regola?

Pippi's dress is original because it is all colourful. First Pippi wants to make a blue dress, but then she doesn't have the fabric to make the whole dress. So Pippi puts red, yellow and green patches on parts of the dress, here and there. Now the dress is just perfect!

Pippi always has a circus monkey with her. The monkey has a yellow jacket. Pippi is a very nice girl. She likes to play a lot.

In Excel, l'intersezione fra una riga e una colonna viene chiamata:

- cella
- rettangolo
- box
- campo

PC

PC

PC

PC

PC

PC

Funzioni e responsabilità del dirigente

I principi per l'aggiudicazione degli appalti

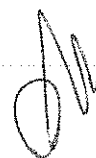
Hi Ian,

I'm at my new school in the USA!

We always get this yellow bus to school, every day. I never sit in the front because my friends are at the back. My best friend is Charlene. Her dad sometimes drives her to school. I see them in the car on Tuesdays, but she usually gets the bus on the way home and we do our homework on it!

Che cosa fa un backup?

- collega il computer a una rete
- copia e mantiene dei dati in una destinazione diversa dall'originale
- separa nuovi dati da vecchi dati
- accede a dei file da un CD-ROM



Pc



B





Il conto consuntivo.

L'iter di un procedimento amministrativo.

From Monday to Friday I get up early because I go to school. I always have a shower but I don't usually have a big breakfast because I haven't got time. On the weekend, things are different. I get up at half past nine and have a big, long breakfast. It's great! I like weekends because I play football with Matt and David in the park. They're my friends.

Per ogni elemento seguente indica se è un indirizzo email valido oppure no:

- nome@dominio.it
- Nome@dominio
- Nome cognome@dominio.it
- nome@dominio..it

P

Pc

man

la

Sh

ss

Le funzioni del sindaco nella veste di Ufficiale di governo

Gli obblighi di trasparenza da parte della pubblica amministrazione ai sensi del D.lgs. nr.33/2013.

The Queen's real birthday is on 21 April. Her official birthday in England is on the second Saturday in June - but the date is different in different countries around the world. For example, in New Zealand, it's the first Monday in June, but in Australia it's the second Monday of June. The dates are different because it's a public holiday - and it's important to have good weather!

Quale fra queste è la risoluzione che garantisce il miglior dettaglio grafico quando faccio la scansione di un documento?

- 300x300 dpi
- 200x200 dpi
- 150x150 dpi

Handwritten signatures and initials:

- Top right: A stylized signature.
- Below it: The letter 'B'.
- Bottom left: A circled 'P'.
- Bottom center: The word 'Nem'.
- Bottom right: The letters 'PC' and a signature.


I diritti e i doveri principali del dipendente dell'ente locale

Il responsabile del procedimento



How good are school dinners in England? Well, there's lots of junk food. Junk food is unhealthy food. It's quick and easy to make. Examples are chicken nuggets, burgers, and chips. They've got lots of fat and salt. Desserts are often unhealthy too - cakes, biscuits, and yoghurt have usually got lots of sugar. But there are also healthy options available in most schools.

Che cos'è un browser?

- è un programma per la ricerca
- è un lettore vocale
- è un assistente digitale
- è un software per la navigazione sul web



P.c.



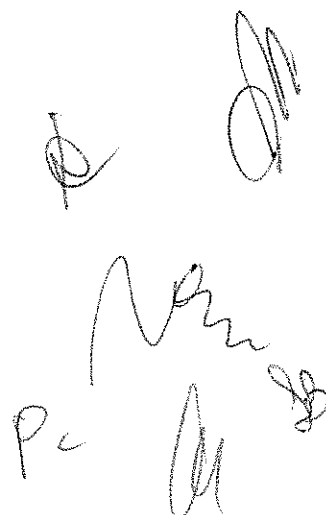
I principali strumenti di programmazione dell'ente locale

L'accesso civico

Things that are examples of Halloween:

- Pumpkin lanterns: some people have hot pumpkin lanterns in front of their houses. A Pumpkin lantern is a candle in a pumpkin. Pumpkin lanterns have got faces, eyes, a nose and a mouth.
- Fancy dress: children and adults have got Halloween costumes, they are lots of fun!
- Trick or treat? It's a knock on the door and people have some treats for children that do so!

In un editor di testo come Microsoft Word, la funzione "interruzione di pagina" che cosa fa?

Handwritten signatures and initials in the bottom right corner of the page. There are several distinct marks, including what appears to be a signature 'Pc' and other stylized initials.

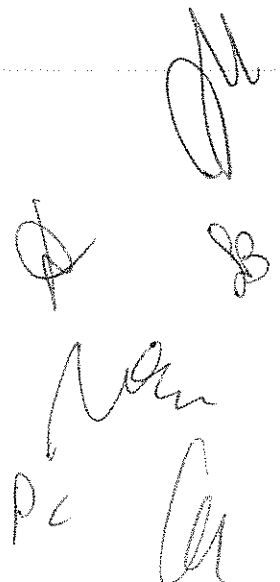
Lo Statuto comunale.

L'offerta economicamente più vantaggiosa negli appalti pubblici.

Alan never goes home for lunch. He usually has lunch near his office. Most people in Britain have lunch out: at school, in a pub or a snack-bar, in a self-service restaurant, in the canteen at work, etc. In Ireland lunch isn't the principal meal of the day. The big meal is dinner, and breakfast is important too. The traditional meals are: breakfast in the morning, lunch in the middle of the day, tea in the afternoon and dinner in the evening. Most people also have a cup of tea in the middle of the morning.

Quale fra i seguenti non è una periferica di input?

- Joypad
- Cuffie audio
- Mouse
- Scanner

Handwritten signatures and initials in the bottom right corner of the page. There are several distinct marks, including what appears to be a large 'M' or 'N' at the top, a 'P' in a circle, and other stylized letters and marks below.

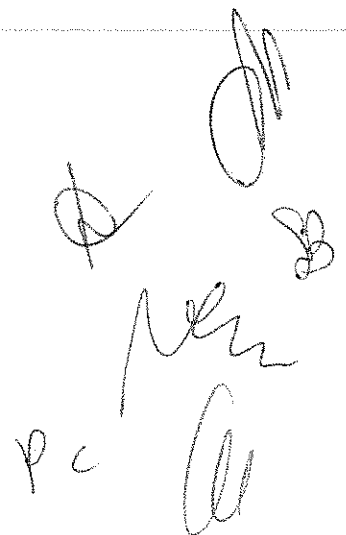
Le fasi dell'entrata

Il piano Triennale di Prevenzione della corruzione e per la trasparenza ai sensi della legge 190/2012.

"Lent" is a period of time before Easter. For forty days, Christians traditionally don't eat rich foods (foods with lots of calories). It's a commemoration of Jesus's time in the desert with no food. Before Lent starts, people eat all their rich food, for example butter, eggs and sugar. In England, lots of people celebrate Pancake Day the first Tuesday before Lent.

Se voglio ridurre il peso di un file immagine cosa posso fare:

- salvarlo in un formato compresso
- ridurre la risoluzione
- ritagliare l'immagine
- tutte le precedenti

Handwritten signatures and initials in the bottom right corner of the page. There are several distinct marks, including what appears to be a large 'B' or 'B' with a checkmark, and other stylized signatures.

Cause di cessazione della carica di Sindaco

Motivi di esclusione dalla partecipazione alle gare d'appalto.

Parents have different ideas about money too. Some parents give their teenagers pocket money - between twenty pounds and forty pounds every month. In this way, they can pay for lots of different things. They can top up their mobile phones, pay for bus tickets, snacks, clothes, or trips to the cinema. Other parents don't give any pocket money. Their children ask them for money.

Una homepage è:

- la pagina principale di un sito Internet
- la pagina di accesso a Internet
- un programma per sfogliare file e cartelle
- la pagina indice di un dizionario

Handwritten signatures and initials:

- Top right: A stylized signature.
- Middle right: The letter 'B'.
- Bottom left: The letter 'P'.
- Bottom center: The letters 'P.C.'.
- Bottom right: A large, stylized signature.






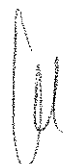
Cos'è il diritto soggettivo

Chi può fare domanda di accesso agli atti amministrativi.

Halloween is on the 31st of October. The celebration is 2000 years old, and it git lots od names. Witches' hats are black, and pumpkins are orange! Orange is also an autumn colour and Halloween is an autumn festival. Traditionally, witches and spirits are in the air. It is a good idea to be in your house - it isn't a good idea to be outside!

Quale delle seguenti estensioni non fa riferimento a un file video?

- flv
- mov
- mp3
- mp4

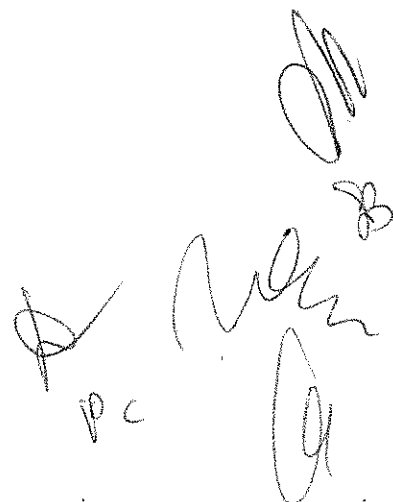
Le ordinanze sindacali

Cosa sono i dati sensibili secondo la normativa sulla privacy.

British people celebrate May Day on the 1st of May. The first Monday in May is also a national holiday. People are celebrating the beginning of summer and the end of winter. There is blossom in the trees, and flowers are growing. There are often traditional May Day celebrations in small towns and villages in England. There is a lot of dancing, a procession and the crowning of a May Queen.

Nell'ambito delle truffe informatiche, il termine phishing si riferisce a:

- un tentativo di recuperare codici e dati personali
- un virus che danneggia i file del computer
- una mail dai contenuti indesiderati

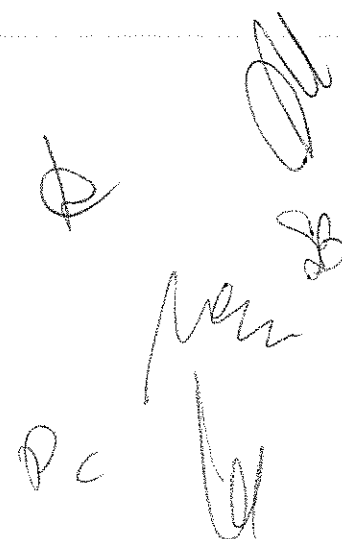
Handwritten signatures and initials in the bottom right corner. There are three distinct signatures: one at the top right, one in the middle right, and one at the bottom right. The initials 'PC' are written below the bottom signature.

I debiti fuori bilancio: cosa sono e modalità di riconoscimento.

Il dipendente può ricevere doni?

In England, lots of people celebrate Pancake Day. Some people call it "Pancake Tuesday". The date changes each year because the date of Easter is different every year. It's sometimes in February and it's sometimes in March. But it's always 47 days before Easter Sunday and it's always the first Tuesday before Lent.

In un qualsiasi programma per computer la funzione "annulla" generalmente cosa fa?

Handwritten signatures and initials in the bottom right corner. There are several distinct marks, including what looks like a stylized 'P' or 'C', a signature that resembles 'M', another that looks like 'B', and some other scribbles.

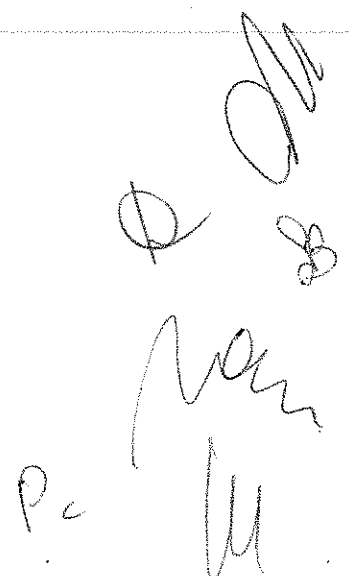
Il bilancio di previsione ed i suoi allegati

I principi fondamentali della Legge 241/1990

Many young teenagers can walk to school, to the shops, to their friends' houses and some can spend the night away from home. They have mobile phones, and they call their parents and tell them where they are. Other kids can't go out. Their parents drive them to school, to the park, to their friends' houses, and bring them home again.

In Microsoft Excel la funzione "annulla" cosa fa?

- elimina la cella selezionata
- cancella tutto il foglio
- invalida l'ultima azione eseguita
- elimina la formattazione

Handwritten signature and initials in the bottom right corner. The signature appears to be 'P. C.' followed by a stylized name, and there are some additional scribbles and initials.

Che cos'è un interesse legittimo

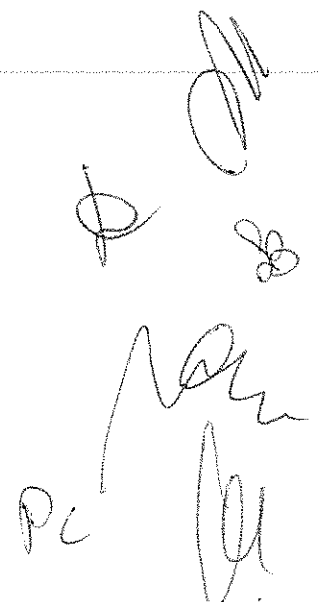
I principi per l'aggiudicazione e l'esecuzione di appalti e concessioni

Never listen to shop assistants! They always say "You look great in that!" Of course - is their job to sell clothes! Sometimes they can help you, but the best idea is to go shopping with a friend. Also, when you aren't sure about the clothes, don't buy them. You can always return to the shop on a different day and try on the clothes again!

Quale dei seguenti è tipicamente il dispositivo più leggero?

- PC Desktop
- Tablet
- Laptop
- Ultrabook

PC

Handwritten signature and initials in the bottom right corner. The signature appears to be 'PC' followed by a stylized name, and there are some initials above it.

Il bilancio di parte corrente e di parte capitale.

L'autocertificazione e la dichiarazione sostitutiva di atto notorio

Jason is very good at skateboarding. He can skateboard everywhere and very well. But he's a very bad cook! He hates cooking. He is very creative and likes to draw and learn new languages. His French isn't great but isn't bad. He started to speak it because his girlfriend is from France. They also went once together to Paris !

Premendo quale tasto della tastiera del computer mi sposto all'inizio della pagina?

- tasto Window
- tasto Maiuscolo
- tasto Tabulazione
- tasto Home ⌵

Pc
G
M
B

I regolamenti comunali

Rapporti personali con prestatori di beni servizi e lavori.

On Mondays I play chess during the lunch break and I do karate after school. On Tuesdays I haven't got after-school activities. I watch TV or listen to music at home. On Wednesdays I have art classes during the lunch break and go swimming after school. On Thursdays I do drama in the afternoon and then I play football in the evening. On Friday is time for my favourite activity of the week: dance classes !

Quale dei seguenti non è un dispositivo di memorizzazione?

- disco fisso
- stampante
- RAM
- USB drive

PC
B
M

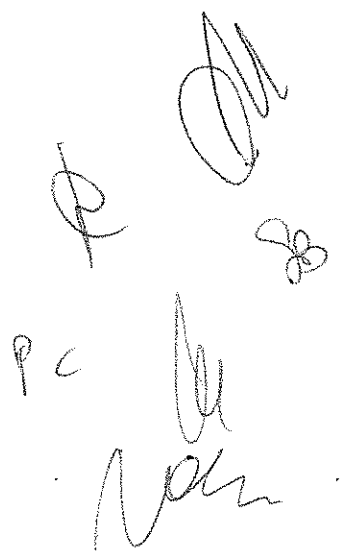
Le variazioni di bilancio

Il dipendente è tenuto al segreto d'ufficio? Come?

At school, you usually study subjects in separate lessons. For example, first you have maths, then you have history etc. But in my school, we study them all together. It's really interesting! For example, this month we study geology, and when we study geology, we do maths, we write poems and we study science and history, too.

L'acronimo WWW sta per:

- World Whole Web
- Wide World Web
- Web World Wide
- World Wide Web

Handwritten signatures and initials in the bottom right corner. There are several distinct marks, including what appears to be a large 'P' or 'R' with a circle, a stylized 'M' or 'A' in a circle, and some smaller, less legible scribbles and initials.

Il piano triennale delle opere pubbliche

Differenziazione fra dati personali, identificativi, sensibili, giudiziari.

Michael went for a trip in Romania together with his best friend, Jim. They stayed mainly in Transilvania. They visited a lot of castles such as Dracula's. Michael bought a souvenir of the castle. He also saw some beautiful posters of the lands in a small shop, but he didn't buy any because they were too small. He was looking for poster sizes. In any case, he took a lot of pictures and spent his money on food and snacks.

Un motore di ricerca Internet è un sistema per trovare:

- immagini
- documenti
- notizie
- tutte le precedenti
- nessuna delle precedenti

PC
G
P
B

Il soccorso istruttorio

Se voglio spedire per email un documento che ho redatto in Word in modo che non risulti modificabile dal destinatario, qual è l'azione più opportuna:

- lo convertò in formato pdf
- lo convertò in un file immagine
- faccio uno screenshot

PC

Il fondo di riserva

Le modalità di relazione all'interno dell'ente.

Hi! I'm Kirsty. I'm eleven. My sister Kim is eleven too. We are twins! My parents are both doctors. They are at work now. My sister and I are in the garden. Our house is in London. Our school is also in London. It is a very nice school. My best friend is Dolores and she is new at school. She is from Spain, moved to London when she was just four. She also has a sister like, but younger than her.

In un foglio di calcolo, come sono organizzati i dati?

- per righe
- per colonne
- per righe e colonne
- non c'è organizzazione

Pc
Nelli

Quali sono i compiti dell'anagrafe e dello stato civile

Il principio di rotazione

My parents are strict. There are a lot of rules in our house. We do our homework at 4.30 - then there are chores every day. I always lay the table and my sister helps mum in the kitchen. After dinner, we do the washing-up. Then we usually have some free time to use the computer - my sister uses it for an hour, and then it's my turn. After that, it's always "quiet time" and bed time at 8.30.

Microsoft Word è un sistema operativo?

- SI
- NO

Handwritten notes and signatures in the bottom right corner, including the letters "PC" and a signature that appears to be "man".

Ruolo dei responsabili degli uffici e dei servizi nei comuni privi di personale di qualifica dirigenziale

La determina a contrarre negli appalti pubblici.

My parents both have pressurized jobs - dad's a police officer and mum's a paramedic. They usually finish work late so we don't often see them in the evening. Kasia looks after me and my little sister. She's our "au pair" and she's from Poland. After school, she often plays computer games with us - or in the summer, we go out in the garden or park. Kasia sometimes cooks special Polish food.

Microsoft Excel è un sistema operativo?

- SI
- NO

P C
A
N

Le determinazioni dirigenziali con impegno di spesa

Cos'è il Codice Identificativo Gara? E il CUP?

A famous race in the Spring is the one between forty horses. It's called the Grand National and it's about seven kilometres long. It's a very difficult race because there are thirty obstacles and some are very high. Usually, only about 50% of the horses finish the race. The rest fall! This spectacular race is very popular all over the world.

Il programma Excel mostra il contenuto della cella selezionata nella:

- barra del titolo
- barra multifunzione
- barra di stato

PC
b
BB
Men

Funzioni e responsabilità del dirigente

L'ANAC

Summer in England is the time for tennis and the famous Wimbledon Champions. This prestigious competition is almost 150 years old and is very traditional. The matches are on grass and the male players wear white socks, white shorts and white T-shirts. Female players wear white dresses. Strawberries and cream are the traditional food at this event.

In Microsoft Word la funzione "annulla" cosa fa?

- cancella la parola selezionata
- cancella tutto il testo
- invalida l'ultima azione eseguita
- nasconde il testo

PC
A
S
N

Le competenze del Consiglio Comunale

Bando, disciplinare di gara e capitolato speciale

Sunday is a different day for me and my family. I don't get up early and I don't have cereal for breakfast - I have egg on toast! Also, I don't do any homework on Sunday. It's great! My dad doesn't work on Sunday and my mum doesn't cook because we eat in a restaurant. My sister doesn't go to the gym in the afternoon because it is closed. But I don't feel very happy in the evening because I've got school the next day!

Che cos'è un *bug* nella terminologia informatica?

- un virus
- un programma
- un errore di un programma
- una chiavetta usb

Al

P.C. bu

Van so

Al

b

L'efficacia e l'esecutività del provvedimento. I pareri dei responsabili dei servizi.

Quando si accede ad un sito internet di una pubblica amministrazione che contenuti troviamo nella sezione "Amministrazione Trasparente"?

I'm in a traditional thatched cottage in a beautiful village. I'm here with my parents and two sisters. The cottage is very different from my house. It's very old, so all the rooms are small and they aren't very comfortable. It's only got one bathroom! My room is at the top. It's very small, and it's under the roof! It's got a bed, a cupboard and a small desk under the window.

Quale dei seguenti non è un browser web?

- Chrome
- Firefox
- Safari
- Linux

Am

P.C. Bu

Nor 83

Φ

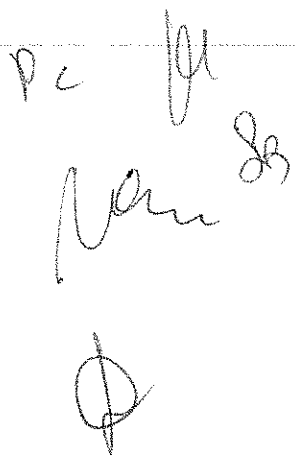
Il consigliere comunale: ruolo e entrata in carica

La fase dell'aggiudicazione negli appalti pubblici.

I live and study on a school campus at Cambridge. We all have our own bedroom. My bedroom is small. It's got a bed, a desk, a chair and a wardrobe in the wall. But it's got a big window with a good view of the school. At the campus we have classes on Saturday mornings, too. We have free time the rest of Saturday and all Sunday. The teachers are very nice, even if they give us a lot of homework!

Quale dei seguenti sistemi è utilizzato per cercare altri siti attraverso l'inserimento di una parola chiave? .

- cloud
- motore di ricerca
- social network
- google drive



pc

Var

83

Φ

Quali sono gli organi di governo di un comune?

E' possibile presentare offerte per la partecipazione a gare d'appalto in cartaceo?

This is me and my friend Jason. Jason and I play hockey. We play it once or twice a week. We love it! Our PE teacher, Mr Brown, trains us. My sister also plays hockey and Mr Brown trains her too. Hockey is fun but it's also dangerous. Jason sometimes hits the other players by accident! They get angry with him but he always says "sorry" to them!

In Microsoft Excel la funzione di "anteprima di stampa" per che cosa è utile?

dm

PC G

SB

P manu

Le fasi della spesa

Quali sono i diritti dei soggetti interessati ad un procedimento.

We're in a really special holiday home this week. It's a tall white lighthouse! It's 33 metres high with 120 stairs! There are eight floors with three bedrooms, a living room, a kitchen, a bathroom and a TV room. All the bedrooms have a shower and the views are awesome! All the walls are round, of course, but the rooms aren't small. The lighthouse is 180 years old but it's got a computer, a microwave and a TV.

Internet è stato inizialmente creato per garantire:

- una forma di comunicazione sicura
- un mezzo di comunicazione comune fra computer
- entrambe le precedenti
- nessuna delle precedenti

AM

PC

PC
PC
PC

Il Piano esecutivo di gestione

L'offerta economicamente più vantaggiosa negli appalti pubblici.

I love the afternoon activities at school. We have music, drama, chess, hockey or tennis. I often play hockey in the winter, and I play tennis in the summer. When we finish the after-school activities, we have a shower. We have dinner at six o'clock in the evening. After dinner I chat with my friends. At 7.30 we do our homework and often teachers help us do them because they live on campus like us. It's a good system!

Quali caratteristiche ha un file di tipo CSV (*comma-separated values*)?

On

pc G
non B
D

Il bilancio di previsione

L'autocertificazione e la dichiarazione sostitutiva di atto notorio

My name's Diana Scott and I'm thirteen years old. I go to King's Edward's boarding school. A boarding school is a special type of school: you study there but you also live there! The day starts early - at seven o'clock in the morning! We get up and get dressed. After breakfast, we usually have an assembly at 8.30 with all 300 boys and girls. Classes are from nine o'clock to 4.15 and then we have lunch all together.

Per ogni elemento seguente indica se è un indirizzo web valido oppure no:



ww.miosito.com

miosito@.com

www.miosito.com

www.miosito



PC  SB




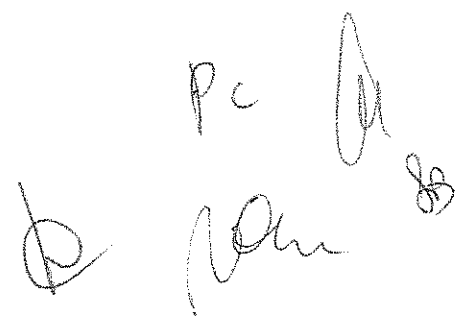
Sistema dei controlli sull'attività amministrativa

Il responsabile del procedimento

Elias and Paul are eleven. They go to a secondary school in Germany. They wear normal clothes at school - they haven't got a uniform. They study English, Latin and thirteen other subjects! Elias loves English but it's not Paul's favourite subject. They start school at 7.30 and finish classes at 1.30 pm. Elias leaves school with Paul at four o'clock. They're very good friends!

Spostarsi da un sito Internet ad un altro è un'attività chiamata:

- downloading
- browsing
- uploading
- meeting



Pc
Pc
Pc

Le variazioni di bilancio

Cosa sono i dati sensibili secondo la normativa sulla privacy.

My name's Sean. It's an Irish name. I'm from Dublin. Dublin's the capital of Ireland, but it isn't very big. Aoife's my sister. Her name's Irish, too. I'm twelve and Aoife's ten. She's very funny and we're good friends! Our surname's Murphy. It's a typical Irish surname! It's the surname of my father. But the surname of my mother is Dubois. She's French and English is their second language.

In Microsoft Word che cosa si intende per "formattazione del testo"?

Handwritten notes and signatures in the bottom right corner:

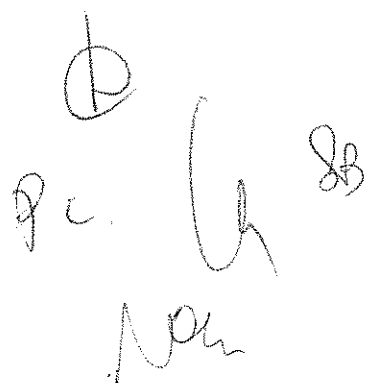
- A large stylized signature at the top right.
- The letters "PC" written below the signature.
- A small signature or mark to the right of "PC".
- A circled "D" or similar mark to the left of "PC".
- A signature at the bottom right, possibly reading "Nar".

I regolamenti comunali

Principi per l'aggiudicazione e l'esecuzione di appalti e concessioni

My holiday house is in a windmill! It's got five floors and a lot of stairs. The kitchen is at the bottom, the living room is on the first floor, and my bedroom is at the top. It's very small and it hasn't got a lot of space. And the furniture is very basic! The room's got a bed, a very small table next to the bed and a small wardrobe. But it's really cool here and the view is fantastic!

In Microsoft Word che cosa compie la procedura di "stampa unione"?



Handwritten initials and signature, including a circled 'P', 'PC', 'h', 'SB', and 'NOR'.


Reclutamento del personale negli enti

Il piano anticorruzione

My name's Victor. I'm thirteen and I'm at La Masia. It's part of Barcelona Football Club. This is our daily routine. At 6.30 we get up and we get dressed, At 7.00 we have breakfast, it's very big! Then I brush my teeth. We start school at 8.00 and we finish at 2.00. We have lunch at 2.15. Then we've got a free hour and after that we train. After training we have a shower and then we have dinner at 9.30. It's a long day!

Quale dei seguenti elementi è il così detto "cervello del computer?"

- CPU
- RAM
- scheda madre
- monitor



PC Ah
Veru SB

Sindaco quale Ufficiale di Governo e quale capo dell'Amministrazione

La pubblica amministrazione può rifiutare l'accesso ai documenti amministrativi?

Anika's from London, but her parents are from Mumbai, In India. Her first language is English, but her language at home is Hindi. Hindi is the first language of her parents. Her father's a doctor. Anika's a student at Brunel School. She's in year 9 and she's a good student! Her favourite music is pop and her favourite sport is tennis. She has a lot of english and Indian friends.

In Microsoft Excel che cosa si intende per "area di stampa"?

AM
Sb
PC
G
P
pan

I diritti e i doveri principali del dipendente dell'ente locale

Cosa si intende per "controinteressati" ai sensi dell'art.22 della L.241/90?

These are my friends! We've all got a very different look! Andy is sporty. He's wearing a purple basketball top, yellow shorts and red boots. He always wears that cap with the "\$" too! Leah loves wearing black. She's wearing a black skirt and a grey jacket and she's got long socks on her feet. Then there's Fiona, who is wearing a brown skirt and a very long blouse.

In Microsoft Word che cosa si intende per "formattazione del paragrafo"?

Ch

Pc G SB

✱ par

Il diverso ruolo svolto dagli organi politici rispetto agli organi burocratici del comune

Il principio di rotazione

In many schools, the uniform is very simple. Boys and girls wear black trousers and a sweatshirt. The sweatshirt is usually in the school colours and it has got the name of the school. In other schools boys and girls wear black or grey trousers or skirts and a jacket with the school logo on it. Boys and girls sometimes also wear ties.

Illustra l'operazione di "unione celle" di un software di calcolo come Microsoft Excel

Handwritten notes and signatures in the bottom right corner:

- PC
- 6
- SB
- Handwritten signature/initials
- Handwritten signature/initials

I debiti fuori bilancio: cosa sono e modalità di riconoscimento

La procedura aperta

Venus and Serena Williams are tennis players and they are very good! Venus is a champion at Wimbledon and the US Open and her sister's a champion at Wimbledon, the US Open, the French Open and the Australian Open! Their parents are Richard and Oracene. Their favourite player is Venus, but Serena is a very good player, too.

In Microsoft Excel che cosa compie la funzione CONTA.SE()?

PC
Lu
Mar
SB

Quali sono gli atti che possono essere emanati dalla Giunta Comunale, dal Consiglio Comunale e dai Responsabili del comune?

Chi sono il responsabile per la prevenzione della corruzione e il Responsabile per la trasparenza?

I'm Amal and I'm from Bradford. It's a big town in the north of England. My parents are from Karachi, in Pakistan. My brother is Hamza. Hamza's fourteen and I'm twelve. My family's big - my grandparents are in my house, too. Family is very important in Pakistani culture. My uncle Ali, my aunt Ayesha and my two cousins are also in a house on our street. It's like being in Karachi with everyone around here!

In Windows, il pulsante Start è usato per:

- eseguire le applicazioni
- accedere alle impostazioni di sistema
- spegnere o riavviare il computer
- tutte le precedenti

PC
G
P
S

Le funzioni dei responsabili dei servizi, titolari di posizione organizzativa

Faccia il candidato alcuni esempi di pubblicazione obbligatoria ai sensi del D.Lgs. n.33/2013 riferiti ad un ente locale.

Did you know that these are school dinners? In the school canteen, there are different options. There is always some meat and vegetables. Popular vegetables are potatoes or chips, peas and carrots. There's also a vegetarian option. Food from other countries are popular too. Pasta and pizza are very common and curries from India. There's also a dessert, always!

Grassetto, corsivo, sottolineato, sono esempi di:

- formattazione del paragrafo
- formattazione del testo
- impostazioni di stampa
- nessuno dei precedenti

PC
SS
SS
SS
SS

La determinazione di accertamento di entrata.

Chi può fare domanda di accesso agli atti amministrativi.

I'm Estella and I'm from San Diego in California. My parents are from Mexico but I'm from the USA. Their names are Rodrigo and Lucia. Our names are Spanish names. Spanish is my language at home but at school, with my friends, it's English. My uncles and my two aunts aren't in the United States: They're in Mexico. Every year, my family and me, go to Mexico to visit them and my grandparents.

In Microsoft Excel la funzione di "anteprima di stampa" per che cosa è utile?

Handwritten signatures and initials in the bottom right corner, including "PC", "Lu", and "Pa".

I principali strumenti di programmazione dell'ente locale

Gli obblighi di trasparenza da parte della pubblica amministrazione ai sensi del D.Lgs nr. 33/2013.

London is the capital of England and of the United Kingdom. It's in the south of England. It's a very big city - its population is 8.8 million. And it's an old city - it's about 2,000 years old. In Latin, it's name is Londinium! London is famous for its monuments, it's museums and its cultural life. It's very popular with tourists. The home of the Queen is also in London - Buckingham Palace!

Illustra il concetto di "tabulazione" in un software di word processing (ad esempio in Microsoft Word)

Handwritten signatures and initials:

- Top right: A large, stylized signature.
- Middle right: The initials "SB".
- Bottom right: The signature "Nau".
- Left side: The initials "Pc" and "Lg".

I consiglieri comunali possono richiedere agli uffici del Comune notizie e informazioni in loro possesso? E alle loro aziende ed enti dipendenti?

Requisiti per la partecipazione alle gare d'appalto

In my school, girls wear a kilt, with a blue shirt and a blue jacket. The jacket is called a blazer. The girls in the sixth form (17-18 year olds) wear a green blazer so they look different from the other schools. Why do schools have uniforms? School uniforms are fair. All the children look the same. There is no pressure to wear fashionable or expensive clothes to school.

Quale dei seguenti valori è equivalente a 1 Kilobyte?

- 128 Byte
- 256 Byte
- 512 Byte
- 1024 Byte

PC
GB
Non

Il Documento Unico di Programmazione.

L'accesso civico

Mike is a good student, so he's never late for school. He has breakfast at eight o'clock in the morning but on the weekend his breakfast is always after nine o'clock. He gets up very early on Saturday or Sunday! Mike doesn't eat meat because he is vegetarian. Mike plays football after school - four days a week. He does homework in the evening, so his teachers are happy with him. He reads a book in bed. but not very often.

Quale combinazione di tasti è usata per incollare del testo in Microsoft Word?

- Ctrl + V
- Ctrl + Z
- Alt + R
- Alt + F4

PC
man
SB