

PROVA N.1

IL RAVVEDIMENTO OPEROSO

LE FUNZIONI E I COMPITI DEL COMUNE

IL FONDO CREDITI DI DUBBIA ESIGIBILITA'

At school

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.

His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil.

His next class is art. He draws on paper with crayons and pencils and sometimes uses a ruler. Lucas likes art. It is his favorite class.

History is his last class of the day Lucas has a hard time staying awake. Many lessons are boring, and he is very tired after doing gym.

Prova di informatica

Creare una tabella utilizzando il software microsoft excel, con 10 righe e 3 colonne di cui una contenente dati descrittivi e due dati numerici. Calcolare i totali e la media al fondo delle due colonne. Salvare il file in apposita cartella sul desktop

PROVA N.2

L'INCASSO DELL'IMPOSTA DI SOGGIORNO - L'AGENTE CONTABILE

LA DETERMINAZIONI ED IN PARTICOLARE LA DETERMINAZIONE A CONTRARRE

IL FONDO DI RISERVA

Letter to a Friend

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.

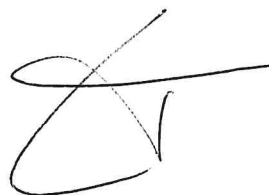
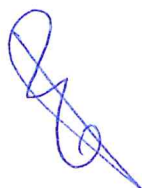
I look forward to hearing from you soon. Like I said, don't hesitate to stay in touch more often. Perhaps you could even come to visit! What do you think?

Best wishes,
Patrick

Prova di informatica

Creare un file utilizzando il software microsoft excel, relativo ad una tabella di dati, con relativa rappresentazione grafica e salvarlo in apposita cartella sul desktop.

PROVA N.3



IL FUNZIONARIO RESPONSABILE DEL TRIBUTO

L'ORGANO DI REVISIONE

IL RISULTATO DELLA GESTIONE FINANZIARIA E L'AVANZO DI AMMINISTRAZIONE

A great summer vacation

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.

We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

Prova di informatica

Creare un file utilizzando il software microsoft excel relativo ad una tabella di dati ed aggiungere dei subtotali oltre ad un totale generale e salvarlo in apposita cartella sul desktop.

PROVA N.4

LO STATUTO DEL CONTRIBUENTE

IL DIRIGENTE COMUNALE: FUNZIONI E RESPONSABILITA'

I RESIDUI ATTIVI E PASSIVI

The image shows three handwritten signatures. Two are in blue ink: one is a stylized, cursive signature on the left, and the other is a more vertical, flowing signature on the right. The third signature is in black ink, located below the blue ones, and is a large, bold, stylized signature.

My family at home

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 hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night.

I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.

My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.

Prova di informatica


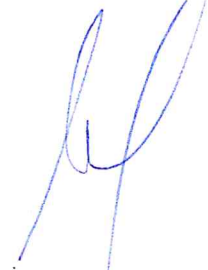
Creare un file utilizzando il software microsoft word relativo all'invio di una serie di lettere uguali a diversi destinatari creando un nuovo elenco e salvarlo in apposita cartella sul desktop.

PROVA N.5

IL REGOLAMENTO GENERALE DELLE ENTRATE

IL SINDACO E LE SUE COMPETENZE

IL PIANO ESECUTIVO DI GESTIONE



The pet store

George is at the pet store, looking at what 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.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

George decides he wants to get a turtle for his birthday. He buys a book on how to take care of a turtle and a list of what types of turtles the store has.

Prova di informatica

Creare un file utilizzando il software microsoft word relativo alla stesura di un regolamento con almeno tre articoli, creazione del relativo sommario e salvarlo in apposita cartella sul desktop.

PROVA N.6

IL CONTENZIOSO TRIBUTARIO

IL SEGRETARIO COMUNALE: RUOLO E FUNZIONI

IL FONDO PLURIENNALE VINCOLATO

Three handwritten signatures in blue ink. The top signature is a large, stylized 'A' with a horizontal line extending to the right. The middle signature is a smaller, more compact 'S' shape. The bottom signature is a tall, vertical, looped signature.

My morning routine

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.

I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.

Prova di informatica

Creare un file utilizzando il software microsoft word relativo ad una relazione nella quale vengono esplicitati dei dati di una tabella, sono adeguatamente impostati l'oggetto, la firma, marginato il testo e salvarlo in apposita cartella sul desktop.