

2 Viene inserito in un nuovo contesto di lavoro con il ruolo di Responsabile di ufficio. In questo momento il Dirigente è impegnato con un finanziamento importante e non riesce a dedicarle il tempo giusto per descriverle attività, obiettivi e incarichi. Cosa ritiene di dover fare e quali punti di attenzione ritiene necessari per agire al meglio?

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1- Soglie Comunitarie per base di gara d'appalto di contratti pubblici di lavori

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Normativa Statutaria Università degli Studi Perugia

Domanda n. 1:

Durata in carica, elettorato passivo, modalità di elezione e cessazione dalla carica di Rettore

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- 4 **Formule e funzioni**  **Microsoft Excel** inserire un grafico che rappresenti le percentuali di ogni categoria di lavorazione

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Los Angeles

Stephanie recently took a weekend trip to Los Angeles, California. Los Angeles is a coastal city situated along the Pacific Ocean. Many celebrities earned their claim to fame here. Although the town offers many attractions centered around Hollywood culture, there is a lot to see and visit in Los Angeles.

Of course, all things related to Hollywood are popular tourist attractions. The Hollywood Sign, located in the Hollywood Hills of the Santa Monica Mountains, is a famous landmark for this star-studded town. Once in downtown Hollywood, it's possible to take a stroll along the Hollywood Walk of Fame. This landmark contains more than 2500 brass stars dedicated to celebrities who have made a significant impact on the entertainment industry. In Hollywood, visitors can even take tours of popular movie studios. Stephanie had a chance to visit Universal Studios, which produces her favorite films.

Los Angeles is also a popular beach town, offering plenty of opportunities for sunbathing and surfing. A common beach destination is the Santa Monica Pier, which offers rides and attractions to its visitors. Here, Stephanie rode the iconic Ferris wheel, which offered her a spectacular view of the city and coast.

These are just some of the things Stephanie experienced during her visit to Los Angeles. She loved her trip, and she hopes to return someday soon.

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1 I suoi collaboratori, normalmente efficaci nell'applicare le procedure di gestione delle operazioni, non stanno reagendo positivamente alla sua recente riorganizzazione delle attività. Come reagisce?

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2- Modifiche ai contratti di opere pubbliche


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Domanda n. 5:

Costituzione e disattivazione dei Dipartimenti

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- 1 **Formattazione e stili**  **Microsoft Word** Spiega la differenza tra **formattazione diretta** e **stili**.
Perché è consigliabile usare gli stili in un documento complesso?

San Francisco

In June, Diane visited her friends who live in San Francisco, California. This was Diane's first time in the city, and she enjoyed her opportunities to walk around and explore.

On the first day of her trip, Diane visited the Golden Gate Bridge. This red suspension bridge measures 1.7 miles in length. Diane and her friends did not walk across the bridge. However, they viewed it from the Golden Gate National Recreation Area, which offers hiking trails, picnicking areas, and presents spectacular views of the bridge and city. Diane and her friends made sure to take a group photograph here, featuring the bridge in the background.

The next day, Diane and her friends visited Alcatraz Island. This island is located 1.25 miles offshore in the San Francisco Bay. It used to serve as a lighthouse, military fort, and prison. Diane and her friends took a small tour boat across bay to reach the island. Their visit included a guided tour through the old military base and prison. They also took a walk around the island to appreciate some of the native wildlife in addition to the views of the city.

Diane and her friends spent the final day of her visit in San Francisco's downtown area. Diane's favorite part of her entire trip was taking a trolley to transport her up and down the hilly streets of San Francisco. Diane did a lot of shopping downtown on her last day. She and her friends celebrated the end of her visit by having dinner at one of San Francisco's best restaurants.

3 Nell'ambito di un grande progetto deve gestire numerosi documenti che devono essere sempre accessibili e modificabili da tutti i colleghi: quali soluzioni proporrebbe per semplificare il lavoro e quali elementi di attenzione segnalerebbe? Descrivere in questo ambito le attività preliminari e propedeutiche fino alla messa in esercizio.

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4- Quali sono le modalità di aggiudicazione di un appalto pubblico in via ordinaria?

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Domanda n. 4:

Collegio di Disciplina

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5 Formule e funzioni  **Microsoft Excel** inserire un filtro che individui gli importi per ogni singola
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Chicago

Keith recently came back from a trip to Chicago, Illinois. This midwestern metropolis is found along the shore of Lake Michigan. During his visit, Keith spent a lot of time exploring the city to visit important landmarks and monuments.

Keith loves baseball, and he made sure to take a visit to Wrigley Field. Not only did he take a tour of this spectacular stadium, but he also got to watch a Chicago Cubs game. In the stadium, Keith and the other fans cheered for the Cubs. Keith was happy that the Cubs won with a score of 5-4.

Chicago has many historic places to visit. Keith found the Chicago Water Tower impressive as it is one of the few remaining landmarks to have survived the Great Chicago Fire of 1871. Keith also took a walk through Jackson Park, a great outdoor space that hosted the World's Fair of 1892. The park is great for a leisurely stroll, and it still features some of the original architecture and replicas of monuments that were featured in the World's Fair.

During the last part of his visit, Keith managed to climb the stairs inside of the Willis Tower, a 110-story skyscraper. Despite the challenge of climbing the many flights of stairs, Keith felt that reaching the top was worth the effort. From the rooftop, Keith received a gorgeous view of the city's skyline with Lake Michigan in the background.

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4 Lei è assegnata/o ad un nuovo Settore nel ruolo di Responsabile e si accorge che il Responsabile di Ufficio, incardinato sotto di lei, manifesta un atteggiamento di chiusura nei suoi confronti essendo rimasto molto legato al vecchio Responsabile. Cosa ritiene di dover fare e quali punti di attenzione ritiene necessari per agire al meglio?

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5- La contabilità nei lavori pubblici: quali sono i documenti più importanti, chi li redige e chi li sottoscrive?


Normativa Statutaria Università degli Studi Perugia

Domanda n. 3:

Collegio dei Revisori dei conti

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- 3 Formule e funzioni**  **Microsoft Excel** inserire un filtro che individui gli importi per ogni corpo di fabbrica

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Washington, D.C.

Yesterday, Stephen returned from a trip to Washington, D.C., the capital of the United States. His visit took place during the week prior to the Fourth of July. Logically, there were many activities and celebrations in town in preparation for Independence Day. During his stay in the city, Stephen visited a lot of important historical sites and monuments, and he left with a deeper understanding of the political history of the United States.

Stephen spent a lot of time outdoors exploring the important monuments surrounding Capitol Hill. Of course, he saw the White House from its outside gate at 1600 Pennsylvania Avenue. Stephen also visited the Washington Monument, the Jefferson Memorial, and the Lincoln Memorial. These statues and pavilions are dedicated to former U.S. presidents. They commemorate the contributions that these leaders made throughout American history. Washington, D.C. also has several war memorials dedicated to fallen soldiers during the major wars of the 20th century.

Away from the Capitol Hill area, Washington, D.C. has many museums and art galleries worth visiting. Stephen enjoyed his visit to Washington, D.C. because he learned a lot more about American history after touring each important landmark.

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5 Già da diversi mesi si rende conto che il suo orario di lavoro va ben oltre quello stabilito, spesso alcune attività si sovrappongono e non riesce a gestirle in maniera parallela. Il suo Dirigente sembra però non accorgersi di nulla e anzi, continua a coinvolgerla sempre in più attività. Cosa ritiene di dover fare e quali punti di attenzione ritiene necessari per agire al meglio?

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3- Revisione prezzi nei contratti di opere pubbliche

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Normativa Statutaria Università degli Studi Perugia

Domanda n. 2:

Composizione del Senato Accademico – Nomina, durata e rinnovo del mandato dei suoi membri

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- 2 **Indice e sommario**  **Microsoft Word** Come si genera un **sommario automatico** in Word e come si aggiorna dopo aver modificato il documento?

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Miami

Christina visited Miami during her winter vacation. She is from Boston, where it is cold during the winter months. Miami, however, has a very warm climate. There are many sunny days in Miami, and people can go to the beach all year long. Christina spent a good portion of her trip on the beach to relax and sunbathe. However, she also explored Miami and its surroundings.

Inspired by Miami's proximity to the ocean, Christina visited the Miami Seaquarium to learn about marine life. There, she watched a show using trained dolphins, killer whales, and other aquatic mammals. She took a lot of pictures of the sea creatures jumping out of the water and performing tricks.

Christina also took an excursion to the Everglades National Park. This park is a protected area spanning 1.5 million acres. Because the park is mostly swampland, it is home to many reptiles. Native animals include snakes, alligators, and crocodiles. The park is also great for birdwatching. Christina enjoyed hiking the trails in the Everglades and observing the wildlife in its natural environment.

When Christina returned to the city, she visited Little Havana. This is Miami's Cuban neighborhood. Christina could see that Little Havana's people demonstrated a lot of pride for their Cuban heritage. There were many outdoor shops and vendors, live musicians, and the Cuban cuisine was delicious. Little Havana was Christina's favorite part about her trip to Miami. This neighborhood made Christina feel like she had traveled to Cuba without ever having to leave the United States.

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