

## PROVA N. 1

### L'INDIVIDUAZIONE DEL RESPONSABILE DEL PROCEDIMENTO

### LE FUNZIONI DEL RETTORE

In Microsoft Excel cosa calcola la formula SOMMA(A1:B5)?

### LEGGA E TRADUCA:

Jacob Marley is dead. Ebenezer Scrooge, his business partner and friend for many years, is now the sole owner of their business, "Scrooge and Marley". It is Christmas Eve and Scrooge is busy in his counting-house.

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PROVA N. 2

I COMPITI DEL RESPONSABILE DEL PROCEDIMENTO

LE FUNZIONI DEL SENATO ACCADEMICO

Quali sono i programmi che fanno parte del pacchetto Office?

Legga e traduca:

The weather outside is cold, dark, and foggy. The door of the office is open and we can see a young clerk, Bob Cratchit, writing letters inside. It is so cold inside that the clerk is wearing gloves and a big scarf while he works.

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PROVA N. 3

LA COMUNICAZIONE DI AVVIO DEL PROCEDIMENTO: SOGGETTI DESTINATARI

LE FUNZIONI DEL CONSIGLIO DI AMMINISTRAZIONE

Come si può uniformare carattere e dimensioni di un testo?

Legga e traduca:

"A merry Christmas, Uncle!" cries a cheerful voice then. It is Scrooge's nephew who comes to see his uncle at the counting-house on his way home. "But, humbug!" replies Scrooge rudely. Scrooge's nephew is called Fred.

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PROVA N. 4

LA COMUNICAZIONE DI AVVIO DEL PROCEDIMENTO: MODALITA' E CONTENUTI

LA DURATA IN CARICA DEL SENATO ACCADEMICO E LA SUA COMPOSIZIONE

Che differenza c'è tra PEC ed E-MAIL?

Legga e traduca:

"Don't say another word, nephew" grumbles Scrooge. "Say Merry Christmas again, and .... and .... You're fire!" "Don't be angry, Uncle", say his nephew. "Come and eat with us tomorrow". Scrooge close the big, heavy door behind him.

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PROVA N. 5

LA DISCIPLINA DELL'ART.21-OCTIES, CO.2, RISPETTO ALLA OMESSA  
COMUNICAZIONE DI AVVIO DEL PROCEDIMENTO

COME VIENE COSTITUITO UN DIPARTIMENTO

Cosa succede premendo il tasto F4 in Microsoft Word?

Legga e traduca:

"But why?" cried Scrooge's nephew. "Why?" "Why did you get married?" said Scrooge. "Because I fell in love." "Because you fell in love!" growled Scrooge, as if that were the only one thing in the world more ridiculous than a merry Christmas"

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PROVA N. 6

COSA SI INTENDE PER PREAVVISO DI RIGETTO? QUALI SONO LE SUE FINALITÀ?

IL COMITATO UNICO DI GARANZIA PER LE PARI OPPORTUNITA'

Come si inserisce una tabella in un foglio di word?

Legga e traduca:

"At this festive season of the year, Mr. Scrooge," said the gentleman, taking up a pen, "it is more than usually desirable that we should make some slight provision for the Poor who suffer greatly at the present time.

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PROVA N. 7

GLI UFFICI E GLI ORGANI

IL DIRITTO ALLO STUDIO

Come si inserisce un allegato in un messaggio di posta elettronica?

Legga e traduca:

"If it were I who was to be always young, and the picture that was to grow old! For that—for that—I would give everything! Yes, there is nothing in the whole world I would not give! I would give my soul for that!"

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PROVA N. 8

QUALI SONO I PRESUPPOSTI DEL SILENZIO INADEMPIMENTO?

L'ELETTORATO PASSIVO E DURATA IN CARICA DEL RETTORE

Quando si riceve una e-mail con un "fermaglio" visualizzato, significa che?

Legga e traduca:

"How sad it is!" murmured Dorian Gray, with his eyes still fixed upon his own portrait.

"How sad it is! I shall grow old, and horrible, and dreadful. But this picture will remain always young. It will never be older than this particular day of June. . . .

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PROVA N. 9

QUALI SONO I CASI DI ANNULLABILITÀ DEL PROVVEDIMENTO AMMINISTRATIVO

LA COMPOSIZIONE DEL SENATO ACCADEMICO

In ambiente Windows la combinazione dei tasti Ctrl+v cosa consente di fare?

Legga e traduca:

"Dorian Gray? Is that his name?" asked Lord Henry, moving towards Basil Hallward. "Yes, that's his name. I didn't want to tell you." "Why not?" "Oh, I couldn't explain it to you. When I like a person very much, I never tell anyone his name. It's like giving away a part of it. I've come to love secrecy."

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PROVA N. 10

QUAL' È LA NATURA DEL SILENZIO ASSENSO?

LA FORMAZIONE POST LAUREAM

In ambiente Windows la combinazione dei tasti Ctrl+c cosa consente di fare?

Legga e traduca:

Dorian made no answer, but passed listlessly in front of his picture and turned towards it. When he saw it he drew back, and his cheeks flushed for a moment with pleasure. A look of joy came into his eyes, as if he had recognized himself for the first time.

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PROVA N. 11

QUALI SONO I SOGGETTI CHE HANNO DIRITTO ALL'ACCESSO?

LE FUNZIONI DEL CONSIGLIO STUDENTESCO

Con quale combinazione di tasti in Microsoft Word si annulla l'ultima operazione effettuata?

Legga e traduca:

The true mystery of the world is the visible, not the invisible. . . . Yes, Mr. Gray, the gods have been good to you. But what the gods give they quickly take away. You have only a few years in which to live really, perfectly, and fully. When your youth goes, your beauty will go with it, and then you will suddenly discover that there are no triumphs left for you.

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PROVA N. 12

QUALI SONO LE FORME DI TUTELA AZIONABILI NEL CASO DI DINIEGO DEL DIRITTO ALL'ACCESSO?

GLI ORGANI DI GOVERNO DELL'UNIVERSITA'

In Microsoft Word l'orientamento della pagina può essere impostato in maniera indipendente pagina per pagina oppure deve essere uguale per tutte le pagine?

Legga e traduca:

"My dear fellow, I congratulate you most warmly," he said. "It is the finest portrait of modern times. Mr. Gray, come over and look at yourself." The lad started, as if awakened from some dream. "Is it really finished?" he murmured, stepping down from the platform. "Quite finished," said the painter

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PROVA N. 13

LA NOZIONE DI PROVVEDIMENTO AMMINISTRATIVO ED I SUOI CARATTERI

LE FUNZIONI DEL NUCLEO DI VALUTAZIONE

In quale gruppo della scheda Home di Microsoft Word si trova la funzionalità per mettere in grassetto una parola?

Legga e traduca:

Winston was just taking his place in one of the middle rows when two people whom he knew by sight, but had never spoken to, came unexpectedly into the room. One of them was a girl who he often passed in the corridors. He did not know her name, but he knew that she worked in the Department.

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PROVA N. 14

LE CARATTERISTICHE DELL' ACCESSO DOCUMENTALE

LE RELAZIONI SINDACALI NELL'ATENEO DI PERUGIA

Quale tasto permette di attivare/disattivare il tastierino numerico posto nella parte destra della tastiera di un personal computer?

Legga e traduca:

Winston's greatest pleasure in life was in his work. Most of it was a tedious routine, but included in it there were also jobs so difficult and intricate that you could lose yourself in them as in the depths of a mathematical problem. Winston was good at this kind of thing

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PROVA N. 15

QUALI SONO GLI ELEMENTI ESSENZIALI DEL PROVVEDIMENTO AMMINISTRATIVO

I CENTRI DI SERVIZIO

Dove viene salvato temporaneamente il testo copiato da un documento word?

Legga e traduca:

At the table on his left the man with the strident voice was still talking remorselessly away. A young woman who was perhaps his secretary, and who was sitting with her back to Winston, was listening to him and seemed to be eagerly agreeing with everything that he said.

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PROVA N. 16

LA MOTIVAZIONE DEL PROVVEDIMENTO AMMINISTRATIVO

LE SANZIONI DISCIPLINARI

Quale software del Pacchetto Office di Microsoft gestisce le presentazioni?

Legga e traduca:

The quacking voice from the next table, temporarily silenced during the Ministry's announcement, had started up again, as loud as ever. For some reason Winston suddenly found himself thinking of Mrs Parsons, with her wispy hair and the dust in the creases of her face.

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PROVA N. 17

QUALI SONO LE FORME DI PATOLOGIA DELL'ATTO AMMINISTRATIVO

IL DIRETTORE DI DIPARTIMENTO

Come si aggiunge un sito web alla lista dei preferiti?

Legga e traduca:

At this moment the telescreen let out a piercing whistle. It was the signal to return to work. All three men sprang to their feet to join in the struggle round the lifts, and the remaining tobacco fell out of Winston's cigarette

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PROVA N. 18

QUALI SONO I LIMITI AL DIRITTO DI ACCESSO?

LE FUNZIONI DEL GARANTE DI ATENEO

Come si cambia l'impostazione della pagina?

Legga e traduca:

In the old days, before the glorious Revolution, London was not the beautiful city that we know today. It was a dark, dirty, miserable place where hardly anybody had enough to eat and where hundreds and thousands of poor people had no boots on their feet and not even a roof to sleep under

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PROVA N. 19

LA DISCIPLINA GIURIDICA DELL'ANNULLAMENTO D'UFFICIO

IL PROCEDIMENTO DISCIPLINARE RELATIVAMENTE ALLA SANZIONE DELLA  
CENSURA

Come si modifica l'allineamento del testo all'interno di una cella?

Legga e traduca:

There was no one at any of the tables nearest to them. It was no wise even to be seen in the neighbourhood of such people. They were sitting in silence before glasses of the gin flavoured with cloves which was the speciality of the cafe. Of the three, it was Rutherford whose appearance had most impressed Winston

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PROVA N. 20

L'AZIONE AVVERSO IL SILENZIO; IL SINDACATO GIURISDIZIONALE NEL GIUDIZIO  
.AVVERSO IL SILENZIO

L'ELETTORATO ATTIVO PER LA CARICA DI RETTORE

Come si dispone in ordine alfabetico un elenco di nomi sulla colonna di un foglio excel?

Legga e traduca:

It was the lonely hour of fifteen. Winston could not now remember how he had come to be in the cafe at such a time. The place was almost empty. A tinny music was trickling from the telescreens. The three men sat in their corner almost motionless, never speaking

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PROVA N. 21

LE CARATTERISTICHE DELL' ACCESSO CIVICO

LE INCOMPATIBILITA' ALLA CARICA DI RETTORE

É possibile proteggere un file Excel con password?

Legga e traduca:

Uncommanded, the waiter brought fresh glasses of gin. There was a chessboard on the table beside them, with the pieces set out but no game started. And then, for perhaps half a minute in all, something happened to the telescreens. The tune that they were playing changed

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PROVA N. 22

QUALI SONO I CARATTERI GENERALI DELL'AUTOTUTELA AMMINISTRATIVA

LA COMPOSIZIONE DEL CONSIGLIO DI AMMINISTRAZIONE

Come si modificano i margini della pagina in un foglio di word?

Legga e traduca:

From somewhere at the bottom of a passage the smell of roasting coffee came floating out into the street. Winston paused involuntarily. For perhaps two seconds he was back in the half – forgotten world of his childhood. Then the door banged, seeming to cut off the smell as abruptly as though it had been a sound

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PROVA N. 23

AUTOTUTELA ESECUTIVA ED AUTOTUTELA DECISORIA

LE FUNZIONI DEL DIRETTORE GENERALE

Come effettuare il Controllo ortografia in un testo di Word?

Legga e traduca:

The street into which he had turned ran downhill. He had a felling that he had been in this neighbourhood before and that there was a main thoroughfare not far away. From somewhere ahead there came a din of shouting voices

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PROVA N. 24

LA REVOCA DEL PROVVEDIMENTO

I CENTRI DI RICERCA

Utilizzando il programma Microsoft Excel è possibile stampare solo una porzione del foglio di lavoro?

Legga e traduca:

At this moment Winston remembered where he was. The alley led out into the main street, and down the next turning, not five minutes away, was the junk – shop where he had bought the blank book which was now his diary.

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PROVA N. 25

IL SILENZIO ASSENSO

LA COMMISSIONE PARITETICA PER LA DIDATTICA

É possibile inserire tabelle nei documenti Word?

Legga e traduca:

The girl turned her back on him again. Perhaps after all she was not really following him about, perhaps it was coincidence that she had sat so close to him two days running. His cigarette had gone out, and he laid it carefully on the edge of the table.

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