

PROVA 1

Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità dell'Università degli studi di Perugia Il/La candidato/a illustri la modalità di registrazione degli eventi contabili relativamente al ciclo attivo e passivo.

Il/La candidato/a descriva composizione e funzioni del Collegio dei Revisori dei Conti come disciplinato dalla legge 30 dicembre 2010, n.240 e dallo Statuto dell'Università degli Studi di Perugia.

Visiting a New City

Last month, I visited a new city. I went there by train. The trip was short and comfortable. When I arrived, I saw many people. The city was big and busy. First, I went to my hotel. Then I walked in the city center. I saw shops, cafés, and old buildings. I took many photos. At lunch, I ate in a small restaurant. The food was very good. In the evening, I returned to the hotel. It was a nice first day.

Il/la candidato/a illustri come si modifica il carattere (font, dimensione, colore) di un testo.

PROVA 2

Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità dell'Università degli studi di Perugia Il/La candidato/a illustri il processo di predisposizione del Bilancio Unico di Ateneo di previsione annuale autorizzatorio

Il/La candidato/a argomenti circa gli elementi essenziali del provvedimento amministrativo.

A Guided Tour

Yesterday, I joined a guided tour. The guide was very friendly. She spoke slowly and clearly. We visited many famous places. First, we saw a big museum. Then we walked to a historic square. The guide told us many stories. I learned a lot about the city. There were many tourists in the group. We asked many questions. The tour lasted two hours. At the end, I felt very happy. It was an interesting experience.

Il/la candidato/a illustri come si allinea un paragrafo a destra, a sinistra, al centro o giustificato.

PROVA 3

Il candidato/a descriva sinteticamente le principali caratteristiche e funzioni della contabilità *generale* e contabilità *analitica* rilevando le giuste differenze tra le due.

Il/La candidato/a illustri la composizione e funzioni del Consiglio di Amministrazione ai sensi dello Statuto dell'Università di Perugia e ruolo dell'organo nella definizione delle politiche e delle strategie dell'Ateneo.

Exploring the Old Town

I like visiting old towns. Last week, I explored one in a small city. The streets were narrow and quiet. There were many old houses. Some buildings were very beautiful.

I walked slowly and looked around. I found a small café. I stopped there for a coffee. The place was calm and relaxing. I met a local person. He told me about the history. It was very interesting. I enjoyed the visit a lot.

Il/la candidato/a illustri a cosa serve il comando "Copia formato" e come si utilizza.

PROVA 4

Il/La candidato/a illustri il metodo di valutazione della commessa completata nei progetti, commesse e ricerche in corso.

Il/La candidato/a illustri la composizione e funzioni del Senato Accademico ai sensi dello Statuto dell'Università di Perugia e ruolo dell'organo nella definizione delle politiche e delle strategie dell'Ateneo.

A Day as a Tourist

Today, I was a tourist in my city. I visited places I never see. First, I went to a museum. Then I walked in a big park. I took pictures of flowers and trees. After that, I visited a church. It was old and beautiful. At lunch, I ate a sandwich. I sat in the sun and relaxed. In the afternoon, I went shopping. I bought a small souvenir. It was a simple but nice day. I felt like a real tourist.

Il/la candidato/a illustri qual è la differenza tra intestazione e piè di pagina e come si inseriscono.

PROVA 5

Il/La candidato/a illustri le principali differenze tra i costi per manutenzione ordinaria e costi di manutenzione straordinaria.

Il/La candidato/a illustri la composizione e funzione del Consiglio di Dipartimento.

Visiting a Famous Monument

Last weekend, I visited a famous monument. It is in the center of the city. Many tourists go there every day. I waited in line for some minutes. Then I entered the monument. It was very big and impressive. I walked inside and looked around. I read information about its history. I also took many photos. The view from the top was amazing. I stayed there for one hour. I learned many new things. It was a great visit.

Il/la candidato/a illustri come si ordinano i dati in ordine crescente o decrescente.

PROVA 6

Il/La candidato/a illustri il concetto di minusvalenza e plusvalenza.

Il/La candidato/a elenchi gli organi delle Università previsti dalla legge 240/2010, soffermandosi in particolare sul Senato Accademico.

A Walk in the City

In the afternoon, I went for a walk. I walked through the city streets. There were many people and cars. I saw shops and restaurants. Some places were very crowded. Others were quiet and calm. I stopped to look at a street artist. He was painting a picture. It was very beautiful. Then I sat on a bench. I watched people passing by. It was relaxing and interesting. I enjoyed my walk.

Il/la candidato/a illustri come si inserisce una tabella in Word Indicando il percorso dei comandi e le principali opzioni disponibili.

PROVA 7

Il/La candidato/a illustri la composizione del Patrimonio Netto come prevista dalla normativa di riferimento del sistema universitario.

Il/La candidato/a illustri le fasi del procedimento amministrativo, soffermandosi in particolare sulla fase iniziale.

Staying in a Hotel

During my trip, I stayed in a hotel. The hotel was in the city center. It was close to many attractions. My room was small but clean. There was a bed, a table, and a bathroom. In the morning, I had breakfast there. The staff was very kind. They helped me with information. I asked about places to visit. They gave me a city map. I followed their advice. My stay was very comfortable. I liked the hotel a lot.

Il/la candidato/a illustri come si crea un elenco puntato o numerato in Word.

PROVA 8

Il/La candidato/a descriva le tipologie di immobilizzazioni che costituiscono il patrimonio dell'Ateneo ai sensi del Regolamento per l'Amministrazione, la Finanza e la Contabilità dell'Università degli studi di Perugia e relativo ammortamento.

Il/La candidato/a esponga i principi di trasparenza dell'attività amministrativa e accessibilità delle informazioni relative all'azione amministrativa dell'Università.

Visiting a Museum

I visited a museum last Sunday. It was very big and modern. There were many rooms. Each room had different objects. I saw paintings and old items. Some things were very interesting. I read the descriptions carefully. I learned about history and art. There were also many tourists. Some people took photos. I spent two hours there. I was a little tired at the end. But I enjoyed the visit.

il/la candidato/a illustri qual è la funzione della formula SOMMA in Excel e come si utilizza.

PROVA 9

Il/La candidato/a illustri le principali voci di Conto Economico nel Bilancio Unico di Esercizio dell'Università.

Il/La candidato/a descriva le cause di annullabilità del provvedimento amministrativo.

Asking for Directions

When I travel, I sometimes get lost. Yesterday, I needed help in a city. I asked a woman for directions. She was very kind and helpful. She showed me the way. She also gave me a map. I followed her instructions. I walked for ten minutes. Then I found the place. I was very happy. It is good to ask for help. People are often friendly. Traveling is easier this way.

Il/La candidato/a illustri come si applica un filtro a una tabella in Excel per visualizzare solo determinati dati.