



PROVA 1

QUESITI

1. IL CANDIDATO ILLUSTRI LE FASI DI GESTIONE DELLE ENTRATE COME SPECIFICATE NELL'ORDINAMENTO FINANZIARIO E CONTABILE DEGLI ENTI LOCALI;
2. MECCANISMO DEL RIMBORSO TRIBUTI COMUNALI
3. ORGANI POLITICI E ORGANI DI GESTIONE

INFORMATICA

Cosa significa stampare su pdf?

BRANO INGLESE

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

Handwritten signatures in red ink:
1. Henry
2. Steve
3. John

PROVA 3



QUESITI

1. IL CANDIDATO ILLUSTRI SINTETICAMENTE L'ITER DA SEGUIRE PER L'APPROVAZIONE DEL BILANCIO DI PREVISIONE DEL COMUNE SOFFERMANDOSI SUL RUOLO E SUI COMPITI DEL SERVIZIO FINANZIARIO;
2. IL CANONE UNICO PATRIMONIALE;
3. IL TRATTAMENTO DEI DATI PERSONALI NELL'AMBITO DEI PROCEDIMENTI DI COMPETENZA COMUNALE

INFORMATICA

Come si effettua la somma dei valori di più celle in Excel?

BRANO INGLESE

Keith recently came back from a trip to Chicago, Illinois. 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.



PROVA 4

QUESITI

1. IL CANDIDATO ILLUSTRI SINTETICAMENTE L'ITER DA SEGUIRE PER L'APPROVAZIONE DEL RENDICONTO DI GESTIONE DEL COMUNE, ILLUSTRANDO SINTETICAMENTE I DOCUMENTI CHE LO COMPONGONO
2. TARI: PRESUPPOSTO DEL TRIBUTO E SOGGETTI PASSIVI
3. LE ORDINANZE

INFORMATICA

In Excel cos'è un foglio di lavoro? Come si fa ad assegnare un nome ad un foglio di lavoro?

BRANO INGLESE

A Christian holiday signifying the birth of Jesus, Christmas is widely celebrated and enjoyed across the United States and the world. The holiday always falls on 25 December (regardless of the day of the week), and is typically accompanied by decorations, presents, and special meals.

Specifically, the legend behind Christmas (and the one that most children are told) is that Santa Claus, a bearded, hefty, jolly, and red-jacket-wearing old man who lives in the North Pole, spends the year crafting presents with his elves, or small, festive, excited Santa-assistants.



PROVA 5

QUESITI

1. IL CANDIDATO ILLUSTRI SINTETICAMENTE L'ITER DA SEGUIRE PER L'APPROVAZIONE DEL DUP ED IL SUO CONTENUTO
2. IL CANDIDATO ILLUSTRI IL PROCEDIMENTO PER LA CONCESSIONE DI SUOLO PUBBLICO
3. LE DELIBERAZIONI

INFORMATICA

Cosa indicano i seguenti campi di un nuovo messaggio mail? A, Da, Oggetto, CC, CCN; quale simbolo consente di inserire rapidamente un allegato?

BRANO INGLESE

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 the Hollywood Hills of the Santa Monica Mountains, is a famous landmark for this star- studded town

Handwritten signature in purple ink.

Handwritten signature in purple ink, consisting of two distinct parts.

PROVA 7



QUESITI

1. IL CANDIDATO ILLUSTRI IL PROCEDIMENTO DI NOMINA E LE FUNZIONI DELL'ORGANO DI REVISIONE ECONOMICO-FINANZIARIA DEL COMUNE
2. L'ACCERTAMENTO CON ADESIONE IN MATERIA DI TRIBUTI LOCALI
3. LE DETERMINAZIONI

INFORMATICA

Posso intestare automaticamente tutte le pagine di un documento word con logo, numero di pagina e data? Se sì, in che modo?

BRANO INGLESE

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.



PROVA 8

QUESITI

1. IL CANDIDATO ILLUSTRI LE PRINCIPALI TIPOLOGIE DI SPESE CORRENTI DEL COMUNE
2. ATTIVITA' ACCERTATIVA E SISTEMA SANZIONATORIO DEI TRIBUTI LOCALI
3. I PARERI DI REGOLARITA' TECNICA E CONTABILE

INFORMATICA

In quali casi è preferibile usare word ed in quali Excel? Descrivere le principali funzionalità di questi programmi

BRANO INGLESE

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.

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. He likes these animals because they are small.

PROVA 9



QUESITI

1. IL CANDIDATO ILLUSTRI SINTETICAMENTE LA CLASSIFICAZIONE DEI TITOLI DI SPESA CHE COMPONGONO IL BILANCIO DI PREVISIONE
2. L'AVVISO DI ACCERTAMENTO
3. IL RESPONSABILE DEL PROCEDIMENTO

INFORMATICA

Qual è la differenza tra hardware e software?

BRANO INGLESE

Sometimes, after work, Davide goes to a bar with his friends for an aperitif. The bar is five minutes' walk from the office. Amanda runs there, hoping to find her boyfriend. The bar is big and stylish and there are lots of people. Everybody is chatting and looking very relaxed. Amanda looks around: outside, some older people are sitting at the tables having a coffee or a tea and reading the newspaper. Inside, groups of young people are talking, drinking beer and eating crisps. Among them are some of Davide's friends.

PROVA 10



QUESITI

1. IL CANDIDATO DEFINISCA IL CONCETTO DI DEBITO FUORI BILANCIO E LE TIPOLOGIE DI DEBITI FUORI BILANCIO RICONOSCIBILI
2. L'AUTOTUTELA NEI TRIBUTI LOCALI
3. IL SEGRETARIO COMUNALE

INFORMATICA

Cosa indica l'estensione ".zip" che segue il nome di un file? Di cosa si tratta?

BRANO INGLESE

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind. She is going out with a young man called Davide. He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends. Amanda and Davide have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart. Amanda has the keys to Davide's house and Davide has the keys to Amanda's house: they don't have any secrets.

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PROVA 11



QUESITI

1. IL CANDIDATO ILLUSTRI IL CONCETTO DI RESIDUI ATTIVI E PASSIVI E SI SOFFERMI SINTETICAMENTE SULLA PROCEDURA DI RIACCERTAMENTO
2. IMU: PRESUPPOSTO DEL TRIBUTO E SOGGETTI PASSIVI
3. LE PROCEDURE PER L'AFFIDAMENTO DEI CONTRATTI PUBBLICI

INFORMATICA

Il candidato illustri cos'è lo SPID e a cosa serve. Quali altri strumenti possono avere funzione analoga?

BRANO INGLESE

Amanda approaches Davide's friends, Matteo and Carlo. "Hi! How are you both? How nice to see you!" "Hi Amanda! What a surprise to see you here in Ferrara! We're fine, and you?" "I'm fine too, thank you. I'm here to surprise Davide. Do you know where he is?" "Sorry, we don't know. We haven't seen Davide for two days. Why don't you have a glass of wine with us?" But Amanda doesn't want to drink wine with Carlo and Matteo. She just wants to find her boyfriend and celebrate their anniversary! Now Amanda is tired and confused. She doesn't know where to go anymore. Davide is not at home, nor at the office, nor in the bar. Where can he be?

Indirizzo: Ferrara 5

Allo stesso indirizzo

PROVA 12



QUESITI

1. IL CANDIDATO ILLUSTRI IL CONCETTO DI RISULTATO DI AMMINISTRAZIONE E LA SUA COMPOSIZIONE COME DISCIPLINATO DALL'ORDINAMENTO FINANZIARIO E CONTABILE DEGLI ENTI LOCALI
2. IMPOSTA DI SOGGIORNO: PRESUPPOSTO DEL TRIBUTO E SOGGETTI PASSIVI
3. IL POTERE DI AUTOTUTELA

INFORMATICA

Quali sono le tipologie di allineamento del testo con riferimento ai margini laterali?

BRANO INGLESE

The train arrives in Bologna on time. Amanda goes straight home but, as she climbs the stairs, she spots some strange things: coloured balloons, red heartshaped cards, red roses. "How strange" she thinks, "Perhaps there's a birthday party... I don't understand." When Amanda reaches her apartment, she opens the door and... surprise! Davide is inside. He's sitting on the sofa reading a book. On the table, dinner is ready and there's a cake and a present for Amanda... Finally they eat and celebrate their anniversary... in the end it has been a truly special day