

PROVE ESTRATTE

Prova 1

- Casi di diniego della pubblica amministrazione all'istanza di accesso ai documenti amministrativi e rimedi contro il provvedimento di diniego.
- Il ciclo della performance
- Il principio della competenza finanziaria potenziata

Prova 2

- L'autocertificazione e la dichiarazione sostitutiva.
- I principali documenti di programmazione di un Ente Locale, con particolare riferimento al P.I.A.O.
- La Conferenza dei servizi nel procedimento amministrativo

Prova 3

- Il responsabile della prevenzione della corruzione e della trasparenza.
- La potestà regolamentare degli Enti Locali
- Le fasi della spesa

Prova 5

- L'accesso civico e l'accesso civico generalizzato.
- Funzioni e composizione della Commissione di gara.
- Le variazioni al bilancio di previsione degli Enti Locali

Prova 7

- Forme di responsabilità dei dipendenti pubblici
- Rapporto tra trasparenza e privacy nei provvedimenti amministrativi
- Le fasi dell'entrata

Idoneità informatica - Traccia N°1

Dato il File Sample_calc nella cartella del desktop, calcolare il prodotto tra le colonne Unità e Costo e posizionare nella casella della colonna Total a destra il risultato

Idoneità informatica - Traccia N°2

Dato il File Sample_calc nella cartella del desktop, calcolare la somma della colonna Unità e Costo e posizionare il risultato in fondo alle colonne nella riga 45

Idoneità informatica - Traccia N°3

Dato il File Sample_Order nella cartella del desktop, creare un filtro per colonna Gender che mi permetta di selezionare le sole donne (female).

Idoneità informatica - Traccia N°5

Creare un nuovo file con il programma Word e inserire un titolo allineato al centro con il font Arial di dimensione 18 il titolo, come di seguito:

Tabella

E successivamente una tabella word composta da due colonne e 3 righe

Come da esempio:

Idoneità informatica - Traccia N°7

Dato il File word Mayor nella cartella del desktop, creare un elenco puntato dei compiti istituzionali connessi alla carica di Sindaco, allineando l'elenco al centro pagina.

1

Japan

People in Okinawa in Japan do not have big meals. They usually just have vegetables and fish, and often eat soya. Okinawans are very active, and they often work until they are 80 or more. But they also relax every day – they see friends and they meditate. Ushi, from Okinawa, is 107. In the evening she often dances with her daughter and has a glass of sake. 'I want to have a boyfriend,' she says. When journalists ask people from Okinawa 'What is your secret?' they answer, 'We are happy, we are always positive, and we are never in a hurry.'

2

Ecuador

Vilcabamba, a small village in the Andes, is often called 'the Valley of Long Life'. What's its secret? Firstly, Vilcabamba is not very hot or very cold – the temperature is usually between 18 and 27 degrees, and the air is very clean. Secondly, people work hard in the fields, and do a lot of exercise. Thirdly, their diet is very healthy – they eat a lot of fruit and vegetables, and they hardly ever eat meat or fish. The water they drink, from the river in Vilcabamba, is very rich in minerals. They also have a good social life. In Vilcabamba people say, 'The left leg and the right leg help you to be healthy, because they take you to your friends' homes.'

3

1 Scientists at Oxford University did some research into the brains of different groups of mammals. They looked at the changes in the size of the brains over the last 60 million years and they discovered that there were bigger changes in dogs' brains than there were in cats' brains. They think that dogs are cleverer than cats because they are more social.

h o k

5

2 There are 12 countries in South America including Argentina and Brazil. It has an area of 17,840,000 square kilometres and its population is over 371,090,000. North America includes Canada and the USA but it also contains the countries of Central America. It covers an area of about 24,709,000 square kilometres and its population is nearly 529 million. This makes it bigger than South America.

Amy Johnson is an American who lives and works in England. We asked her to tell us about her first impressions of the UK.

One of my first impressions was that the UK is more expensive than the US. I live in Oxford and the cost of living, (rent, bills, food, etc.) is higher than in Ohio, where I'm from in the US. The only thing that is a lot cheaper here is healthcare – it's free to go to the doctor's or to hospital, whereas in the US it isn't, so you need to have health insurance, which can be very expensive. |

I think you can eat very well in England – there's a wide variety of food from all around the world – Chinese, Japanese, Italian, Turkish, etc. – but eating out is more expensive than in the US, and the service is worse. Generally, I'd say British food is healthier than American food, and the portions are a lot smaller, too.