

- 1) Il controllo di regolarità contabile del responsabile finanziario.
- 2) Le competenze della giunta comunale.
- 3) L'autonomia del comune.
- 4) Le competenze del dirigente dell'ente locale.
- 5) La struttura del provvedimento amministrativo.
- 6) Il responsabile del procedimento.
- 7) La responsabilità amministrativa del dipendente pubblico.
- 8) Invalidità dell'atto amministrativo.

- 1) Che cos'è un certificato di pagamento nell'ambito dei lavori pubblici.
  
- 2) Che cos'è il DURC? Descrivere la finalità del documento e conseguenze in caso di irregolarità.
  
- 3) Che cos'è un PSC.
  
- 4) I documenti che costituiscono la contabilità dei lavori pubblici; il candidato indichi il più importante fra questi e ne indichi il motivo.
  
- 5) L'istituto del subappalto.
  
- 6) La verifica preventiva dell'interesse archeologico.
  
- 7) Il reato di peculato: descrizione e proposta di un esempio.
  
- 8) Che cos'è la VAS.

- 1) L'accertamento di conformità paesaggistica ai sensi dell'art. 167 del d. lgs. 42/2004 e s.m.i..
- 2) Che cos'è la VIA.
- 3) Illustrare gli elementi che compongono una pista ciclopedonale.
- 4) Che cos'è il SUAP.
- 5) Quando un bene ha una tutela monumentale.
- 6) Elencare alcuni interventi attuabili a seguito di presentazione di SCIA.
- 7) Che cos'è il piano degli interventi.
- 8) Che cos'è una fascia di rispetto stradale.

1.

- a. Aprire il documento Word **Centra\_testo.docx** dalla cartella **C:\Concorso\Domanda\_01\Word**, centrare il testo presente, impostare il tipo carattere su "Calibri" e la dimensione del carattere a 18, applicare il corsivo. Salvare il documento nella stessa posizione e stamparlo sulla stampante predefinita.
- b. Creare il file Excel **Tabellina.xlsx** Scrivere la tabellina dell'otto (**8...16...24...**) partendo dalla casella **B2** fino alla casella **B40**. Salvare il file nella cartella **C:\Concorso\Domanda\_01\Excel**

2.

- a. Creare un documento Word, scrivere all'interno "Prova di stampa" in grassetto e corsivo. Impostare il tipo carattere su "Arial" e dimensione carattere su 20. Stampare il documento sulla stampante predefinita. Salvare il documento con il nome **Stampami.docx** nella cartella **C:\Concorso\Domanda\_02\Word**.
- b. Creare il file Excel **Calendario.xlsx**. Scrivere i mesi dell'anno (gennaio, febbraio...) partendo dalla casella B2 fino alla casella B13. Salvare il file nella cartella **C:\Concorso\Domanda\_02\Excel** e stamparlo sulla stampante predefinita.

3.

- a. Creare un documento Word, inserire una tabella di 5 righe e 4 colonne. Nella prima riga e seconda colonna scrivere in grassetto Descrizione. Stampare il documento sulla stampante predefinita e salvare il documento con il nome **Tabella.docx** nella cartella **C:\Concorso\Domanda\_03\Word**.
- b. Aprire il file Excel **Calendario.xlsx** dalla cartella **C:\Concorso\Domanda\_03\Excel**. Aggiungere i giorni da 1 a 31 partendo dalla casella **A3** fino alla casella **A33**. Scrivere "Riunione" nelle caselle in corrispondenza dei giorni **5 febbraio** e **17 novembre**. Salvare il file e stamparlo sulla stampante predefinita.

4.

- a. Creare 3 documenti Word all'interno della cartella **C:\Concorso\Domanda\_04\Word** con i seguenti nomi: **Lettera1.docx**, **Lettera2.docx**, **Lettera3.docx**. Scrivere su tutti e tre i documenti: "Svolgimento della domanda n. 4", centrare il testo e impostare il tipo carattere su Arial. Salvare tutti i file e stampare sulla stampante predefinita il documento **Lettera1.docx**.
- b. Aprire il file Excel **Spese.xlsx** dalla cartella **C:\Concorso\Domanda\_04\Excel**. Completare le seguenti caselle come descritto: **5/03 = 25** ; **20/03=27** ; **27/03=25**; **25/10=23**. Riportare la somma del mese di Marzo nella casella **D35**. Salvare il file e stamparlo sulla stampante predefinita.

5.

- a. Aprire il file Word **Elenchi numerati.docx** dalla cartella **C:\Concorso\Domanda\_05\Word**. Applicare al testo un elenco numerato su due livelli (es. nel primo livello un numero, nel secondo livello una lettera). Stampare il file sulla stampante predefinita e salvarlo nella stessa posizione.
- b. Aprire il file Excel **Media.xlsx** dalla cartella **C:\Concorso\Domanda\_05\Excel**. Calcolare nella **colonna E** dalla cella E2 alla cella E11, la media riportata da ciascun candidato nelle tre prove. Stampare il file sulla stampante predefinita e salvarlo nella stessa posizione.

6.

- a. Aprire il file Word **Valori.docx** dalla cartella **C:\Concorso\Domanda\_06\Word**. Inserire il testo all'interno di una tabella 3 righe e 5 colonne. Successivamente formattare i valori della prima riga in grassetto, quelli della seconda in corsivo, sottolineare quelli della terza. Infine centrare i valori all'interno delle celle, stampare il file sulla stampante predefinita e salvarlo nella stessa posizione.
- b. Aprire il file Excel **C:\Concorso\Domanda\_06\Excel\Calendario.xlsx**. Cambiare il formato delle celle da I3 a I33 nel formato valuta con 2 posizioni decimali. Calcolare nella cella I34 la somma degli importi della colonna I. Stampare il file sulla stampante predefinita e salvarlo nella stessa posizione.

7.

- a. Aprire il file Word **Testo.docx** dalla cartella **C:\Concorso\Domanda\_07\Word**. Applicare al titolo il tipo carattere Calibri di dimensione 36 e centrarlo. Giustificare i paragrafi sottostanti, applicare al primo paragrafo il grassetto, al secondo il corsivo e sottolineare il terzo. Stampare il file sulla stampante predefinita e salvarlo nella stessa posizione.
- b. Creare il file Excel **Settembre.xlsx**. Inserire dalla cella B2 alla cella B31 le date dal 01/09/2020 al 30/09/2020. Modificare su tutte le celle il formato di visualizzazione della data in "NomeGiorno NumeroGiorno mese anno" ad esempio **giovedì 24 settembre 2020**. Salvare il file nella cartella **C:\Concorso\Domanda\_07\Excel** e stamparlo sulla stampante predefinita.

8.

- a. Creare un documento Word, inserire una tabella di 5 righe e 10 colonne. Nella terza riga e quinta colonna scrivere "Riunione" in grassetto con carattere Arial di dimensione 14. Centrare il testo, stampare il documento sulla stampante predefinita e salvarlo con il nome **Riunione.docx** nella cartella **C:\Concorso\Domanda\_08\Word**.
- b. Aprire il file Excel **Nascite.xlsx** dalla cartella **C:\Concorso\Domanda\_08\Excel**. Nella cella D34 calcolare il totale delle nascite del mese di settembre. Nella cella E34 calcolare il totale delle morti del mese di settembre. Nella cella H34 calcolare la differenza tra le nascite e le morti del mese di settembre. Salvare il file nella stessa posizione e stamparlo sulla stampante predefinita.

## Text 1

### **Digital habits across generations**

Today's grandparents are joining their grandchildren on social media, but the different generations' online habits couldn't be more different. In the UK the over-55s are joining Facebook in increasing numbers, meaning that they will soon be the site's second biggest user group, with 3.5 million users aged 55–64 and 2.9 million over-65s.

Sheila, aged 59, says, 'I joined to see what my grandchildren are doing, as my daughter posts videos and photos of them. It's a much better way to see what they're doing than waiting for letters and photos in the post. That's how we did it when I was a child, but I think I'm lucky I get to see so much more of their lives than my grandparents did.'

Ironically, Sheila's grandchildren are less likely to use Facebook themselves. Children under 17 in the UK are leaving the site – only 2.2 million users are under 17 – but they're not going far from their smartphones. Chloe, aged 15, even sleeps with her phone. 'It's my alarm clock so I have to,' she says. 'I look at it before I go to sleep and as soon as I wake up.'

Unlike her grandmother's generation, Chloe's age group is spending so much time on their phones at home that they are missing out on spending time with their friends in real life. Sheila, on the other hand, has made contact with old friends from school she hasn't heard from in forty years. 'We use Facebook to arrange to meet all over the country,' she says. 'It's changed my social life completely.'

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## Text 2

### **Innovation in business**

What does it mean to be innovative in business?

In order for a business to survive in today's world, it is important that we regularly review what we are doing and how we are doing it. By considering new ideas and new ways of doing things, and trying to innovate, we can improve on our products/services, increase sales, reduce costs and make our processes more effective and efficient. Innovation is key to increasing profits. There are several ways a company can be innovative with their products and services. Today we will look at four of them.

#### 1. Using the latest technology to improve your product/service

When we think of innovation, we often think of new technologies. While they might be impressive, we should not use new technologies just because they are available. It is important to consider how the technology can improve our product/service and make a difference to our customer. Companies that produce cars, toiletries, household appliances, etc. often have a large R&D department to work on making their products better.

#### 2. Responding to customer demands by changing what is on offer

By listening to customer feedback, we can get their opinions on how we are doing and find out about what it is that they want. We also need to be aware of changes in customer demands and keep up with the times. When fast-food restaurant McDonald's realised that the market wanted healthier choices, they introduced fruit and salads, while removing the 'super-size' option from their menus.

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## Text 3

### **Robot teachers**

If you think of the jobs robots could never do, you would probably put doctors and teachers at the top of the list. It's easy to imagine robot cleaners and factory workers, but some jobs need human connection and creativity. But are we underestimating what robots can do? In some cases, they already perform better than doctors at diagnosing illness. Also, some patients might feel more comfortable sharing personal information with a machine than a person. Could there be a place for robots in education after all?

British education expert Anthony Seldon thinks so. And he even has a date for the robot takeover of the classroom: 2027. He predicts robots will do the main job of transferring information and teachers will be like assistants. Intelligent robots will read students' faces, movements and maybe even brain signals. Then they will adapt the information to each student. It's not a popular opinion and it's unlikely robots will ever have empathy and the ability to really connect with humans like another human can.

One thing is certain, though. A robot teacher is better than no teacher at all. In some parts of the world, there aren't enough teachers and 9–16 per cent of children under the age of 14 don't go to school. That problem could be partly solved by robots because they can teach anywhere and won't get stressed, or tired, or move somewhere for an easier, higher-paid job.



## Text 4

### **Social media influencers**

It is estimated that about 40 per cent of the world's population use social media, and many of these billions of social media users look up to influencers to help them decide what to buy and what trends to follow.

So what is an influencer and how do we become one?

An influencer is a person who can influence the decisions of their followers because of their relationship with their audience and their knowledge and expertise in a particular area, e.g. fashion, travel or technology.

Influencers often have a large following of people who pay close attention to their views. They have the power to persuade people to buy things, and influencers are now seen by many companies as a direct way to customers' hearts. Brands are now asking powerful influencers to market their products. With some influencers charging up to \$25,000 for one social media post, it is no surprise that more and more people are keen to become influencers too. If you are one of them, then here are five tips on how to do it.

1. Choose your niche
2. Choose your medium and write an interesting bio
3. Post regularly and consistently
4. Tell an interesting story
5. Make sure people can easily find your content

## Text 5

### How to spot fake news

There is a range of fake news: from crazy stories which people easily recognise to more subtle types of misinformation. Experts in media studies and online psychology have been examining the fake news phenomenon. Read these tips, and don't get fooled!

#### 1. Check the source

Look at the website where the story comes from. Does it look real? Is the text well written? Are there a variety of other stories or is it just one story? Fake news websites often use addresses that sound like real newspapers, but don't have many real stories about other topics. If you aren't sure, click on the 'About' page and look for a clear description of the organisation.

#### 2. Watch out for fake photos

Many fake news stories use images that are Photoshopped or taken from an unrelated site. Sometimes, if you just look closely at an image, you can see if it has been changed. Or use a tool like Google Reverse Image search. It will show you if the same image has been used in other contexts.

#### 3. Check the story is in other places

Look to see if the story you are reading is on other news sites that you know and trust. If you do find it on many other sites, then it probably isn't fake (although there are some exceptions), as many big news organisations try to check their sources before they publish a story.

## Text 6

### **Agile working**

In more traditional work settings, the definition of a good employee was someone who came to the office on time at 9 a.m., sat at their desk and worked hard, taking direction from their managers and following the rules. This model employee would be there rain or shine, always appearing busy until it was time to go home at 6 p.m. But with the development of smartphones and internet technologies, many companies are starting to form virtual teams with team members living in different time zones, and employees are now finding themselves answering emails, attending meetings and working on reports from home outside their usual working hours. People now need to work smarter and not just harder.

It is not only the time and location of the modern workplace that is changing. The role of the manager is evolving too. Many organisations are moving away from an approach where managers constantly supervise their staff and tell people exactly what is to be done. Instead, they are adopting a more project-based approach, where managers have the responsibility of clarifying project goals and enabling teamwork and collaboration. The roles that the individuals play might differ from project to project, and agile managers can serve to support team members in adapting the way they contribute to a team.

These changes in modern work practices mean that organisations need to adopt agile working approaches so that they can find the most appropriate and efficient way of getting things done. The consumer goods company Unilever describes agile working as 'an approach to getting work done with maximum flexibility and minimum constraints'.

## Text 7

### **Building trust**

Successful business requires collaboration and teamwork. For team relationships to work well, we need high levels of trust. But how we build trust can differ from person to person, culture to culture. Becoming aware of this can help us see how to improve trust with the people we work with.

When Valeria first met her international clients, she tried to bond with them by telling them about her family and her parenting style. She showed them photos of her children on her phone. Her clients felt that her behaviour was unprofessional and it was difficult for them to trust her.

Why did this happen?

There are many ways of building trust, and the approach we choose might depend on the relationship we are building, the culture we are used to and our personal preferences. However, if the methods we choose do not match the expectations of the people around us, it can lead to misunderstandings and negative assessments.

Let's consider different approaches to building trust. Author and speaker Richard Barrett suggests that there are two main components of trust: character and competence. One way of building trust is to show that we are caring, fair, open and honest human beings. In other words, we can build trust by showing our character. Another way to build trust is by letting others know that we are capable, experienced and have achieved excellent results. This way of building trust emphasises our competence.

## Text 8

### Coaching

Coaching is a useful tool in today's challenging world of business. Companies are merging and restructuring and people change jobs far more than before. Our work has changed and we might feel less prepared or demotivated, unsure if what we have been doing is the right way forward. So we might consider hiring a professional business coach to help us get where we want to be and feel happier at work.

A coach is sometimes compared to a mentor and a consultant. However, unlike having a mentor, working with a coach is normally for a short, specified amount of time. A coach is also quite different to a consultant, who looks at the whole team or company and how it does things. In addition, mentors and consultants often give advice – something a coach doesn't normally do.

So what does a coach do? Here are five things.

1. A coach allows the individual to determine the direction of their conversation.
2. A coach helps the coachee to identify goals and prioritise them.
3. A coach asks questions to guide the individual and help them understand the issues they're facing.
4. A coach notices the emotions behind the issues and helps the individual understand them.
5. A coach guides the individual to move forward, taking them from where they are now to where they want to be.