

	I GRUPPO DI DOMANDE: D. LGS. N. 267/2000
1T	Le fasi della spesa
2T	Le fasi dell'entrata
3T	Il Segretario comunale
4T	Lo Statuto
5T	I Dirigenti

	II GRUPPO DI DOMANDE - LEGGE 241/1990
1A	I principi della Legge n. 241/1990
2A	Il conflitto di interessi
3A	L'avvio del procedimento amministrativo
5A	L'accesso ai sensi della Legge n. 241/1990
5A	Le fasi del procedimento amministrativo

	III GRUPPO - TUTELA PRIVACY - TRASPARENZA - DPR 445/2000 - TESTO UNICO SUL PUBBLICO IMPIEGO
1M	Gli obblighi dei dipendenti pubblici
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PROVA INGLESE

1i	Nick is a teacher but loves cooking. He wants to leave his job in London and open an Italian restaurant near to Rome. Nick's girlfriend, Charlotte, is a teacher too. Nick tells Charlotte he plans to go to Italy for six months. "I need to learn Italian. And I need to do an Italian cookery course". Charlotte wants to get married, buy a house with a big garden and have a family. She doesn't want to wait for six months. "If you go to Italy, Nick, it's goodbye!"
2i	I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She is old, but she is still very strong. She cooks the best food!
3i	Every year we go to Florida. We like to go to the beach. My favorite beach is called Emerson Beach. It is very long, with soft sand and palm trees. It is very beautiful. I like to swim in the sea on the morning and watch the sailboats go by. Sometimes there are dolphins in the water! Every day we look for shells in the sand. I found fifteen big shells last year. This year I want to learn to surf. It is hard to surf, but so much fun!
4i	Amanda is 25 years old. She's studying medicine at Bologna University. She's loveble and kind and so has lots of friends. She's going out with a young man called Davide. He's 30 years old and works as an engineer in Ferrara. Davide loves going out in the evenings, to the cinema or to meet friends. They live in different cities but, luckily, Bologna and Ferrara are not very far apart. Amanda has the keys to Davide's house and Davide has keys to Amanda's.
5i	Mr. and Mrs. Smith have one son and one daughter. The son's name is John and he's 13. The daughter's name is Sarah. They watch TV in the living room, the father usually cooks food in the kitchen and they always eat in the dining room. Their favourit dish is pizza with ham and Mr. and Mrs. Smith eat it on saturdays night. The house has a garden where John and Sarah play in the sunny days. They have a dog called Bob.

Domande prova orale Concorso Istruttore Amm./Contabile riservato alle categorie protette del 16/02/2023

1. Impostazione lettera tipo utilizzando un software di elaborazione testo.
2. Impostare utilizzando foglio di calcolo una somma tra 5 celle ed eseguire il calcolo inserendo numerazione a piacere.
3. Convertire un file in formato Word in formato pdf.
4. Creare e rinominare con nome di fantasia una cartella sul Desktop.
5. Impostare utilizzando foglio di calcolo una moltiplicazione tra due celle ed eseguire il calcolo inserendo numerazione a piacere.