

PROVA ORALE DEL 17 FEBBRAIO 2022

BUSTA "E"

TRACCE QUESITI



1) **Colloquio sulle materie oggetto d'esame**

- a) Il procedimento disciplinare nel pubblico impiego
- b) Nozione di impresa e società
- c) Il diritto annuale

2) **Prova teorico - pratica di informatica**

Esecuzione pratica di applicazioni di office automation e sistemi operativi con contestuale verifica di conoscenze teoriche – cfr. Allegato A

3) **Prova in lingua inglese**

Letture e comprensione del testo – cfr. Allegato B

All A- Bueta E

PROVA TEORICO PRATICA D'INFORMATICA

IN EXCEL CREARE LA SEGUENTE TABELLA (COMPRESA LA FORMATTAZIONE). AGGIUNGERE POI UNA COLONNA IN CUI CON L'APPOSITA FUNZIONE CALCOLARE I RICAVI DI ENTRAMBI I SEMESTRI PER ANNO. INFINE SALVARE IL FILE SUL DESKTOP USANDO IL PROPRIO COGNOME COME NOME DEL FILE.

ANNO	Costo unitario	Venduti Primo semestre	Venduti Secondo semestre
2019	10	66	98
2020	15	65	11
2021	20	45	66

IN WORD COPIARE IL SEGUENTE TESTO (COMPRESA LA FORMATTAZIONE). EVIDENZIARE POI IN GRASSETTO LA RISPOSTA ESATTA A TUTTI E 5 I QUESITI. INFINE SALVARE IL FILE SUL DESKTOP USANDO IL PROPRIO COGNOME COME NOME DEL FILE.

Spett.le Camera di Commercio del Molise
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86100 – Campobasso (CB)
PEC: cciaa.molise@legalmail.it

OGGETTO: Prova pratica word

A seguire le domande cui rispondere per la prova di informatica. Fare attenzione e formattare in grassetto la risposta esatta.

- 1) Quale software gestisce i file e le cartelle sul disco rigido di un computer
 - a) Software applicativo
 - b) Software di sistema
 - c) Software di rete
 - d) Nessuno dei precedenti
- 2) Cosa faccio se scarico un file da internet sul Pc
 - a) Upload
 - b) Download
 - c) Freeware
 - d) Share
- 3) Normalmente in Windows la combinazione dei tasti Alt + F4 consente di
 - a) Inserire il simbolo parentesi tonda
 - b) Aprire l'Help on Line
 - c) Inserire le formule in Excel
 - d) Uscire da un programma
- 4) La rete client-server indica:
 - a) Una architettura in cui il client richiede informazioni e il server le fornisce
 - b) Un sistema per utilizzare risorse e servizi messi a disposizione dal client
 - c) Un programma di utilità di risorse di rete
 - d) Una struttura in cui i client sono collegati in rete
- 5) Le stampanti appartengono a:
 - a) Dispositivi di output
 - b) Dispositivi di input
 - c) Memoria RAM
 - d) Dispositivi di input e output



Data 18/02/2022

(inserire il proprio nome e cognome)

11. B - Bust E

Life as a hotel manager

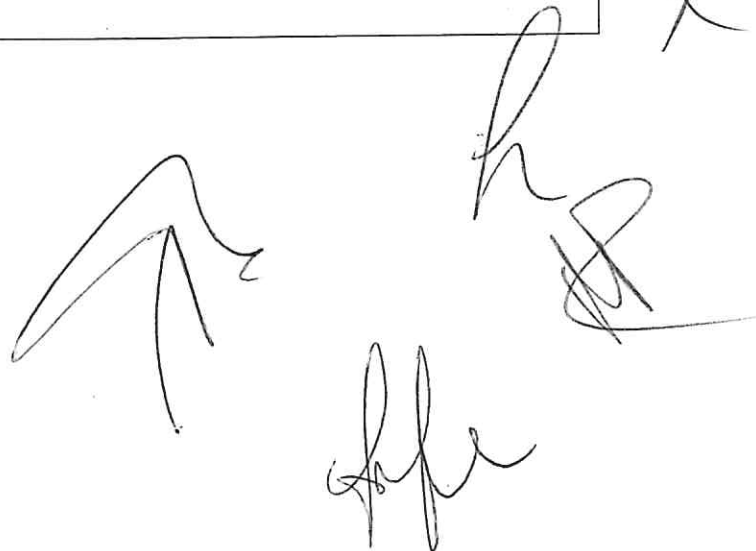
by Kirsty Jenkins

I've always loved hotels. I never stayed in ones with gyms or spas on family holidays, but I loved the whole experience of not having to share a room with my sister. We never ate at hotels either, but went to cafés or had picnics. It was fun, though, and I always made friends with other guests my age.

Some hotels have hundreds of rooms, some just a few. You might think small hotels are friendlier, but making guests feel welcome isn't a question of size but attitude. Guests can be made to feel at home in a beautiful 900-room hotel with huge rooms, a swimming pool and prize-winning restaurants, and unwelcome in a hotel with a few bedrooms and just a small breakfast room. It all depends on the employees, from receptionists to cleaners to managers.

Many people start working in hotels because they enjoy meeting people and want to provide good service. My own reason was less interesting: I left university, my parents moved abroad and I had to get a job with accommodation. I went into the first hotel I saw and asked if they had any jobs. Luckily, a receptionist had left and I was offered the job – with a room in a separate part of the hotel where staff lived. We were all a similar age and got on well.

I decided to aim for hotel management. Ten years later, I'm running a twenty-room hotel in a city centre that was recently named 'Small Hotel of the Year' by a local tourist magazine. It isn't a luxury hotel, but it's great when guests tell you they've enjoyed their stay and hope to come back. We're offering a new menu soon and hope to attract more local people to our restaurant. Hotel staff often don't stay in their jobs long, for several reasons: students return to university, others do hotel work while they look for better-paid jobs, and sometimes they don't like the way the hotel is run. In the year I've been in charge, hardly anyone's left. Even some of the students have stayed on part-time. That's what makes me and the guests happy, and the future looks great!



Handwritten signatures and scribbles at the bottom of the page, including a large arrow-like shape, a signature that appears to be 'Kirsty', and other illegible marks.