

## TRACCIA 8

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato illustri il ruolo e le funzioni della Scuola Nazionale dell'Amministrazione nell'ambito della formazione professionale dei dipendenti pubblici.
3. Il candidato illustri quali sono le varie tipologia di Assegni di Ricerca e la relativa procedura di conferimento, secondo quanto previsto dal Regolamento ASI.

Ricopiare la tabella, come riprodotta nell'immagine, utilizzando le funzioni di Excel, note al candidato

Tabella da riprodurre		
Q.tà	Prezzo	Spesa
2	2.500	5.000
3	2.400	7.200
4	6.000	24.000
2	5.500	11.000
3	3.400	10.200
Totale		57.400

Al termine, salvare il file sul Desktop, con Cognome\_Nome



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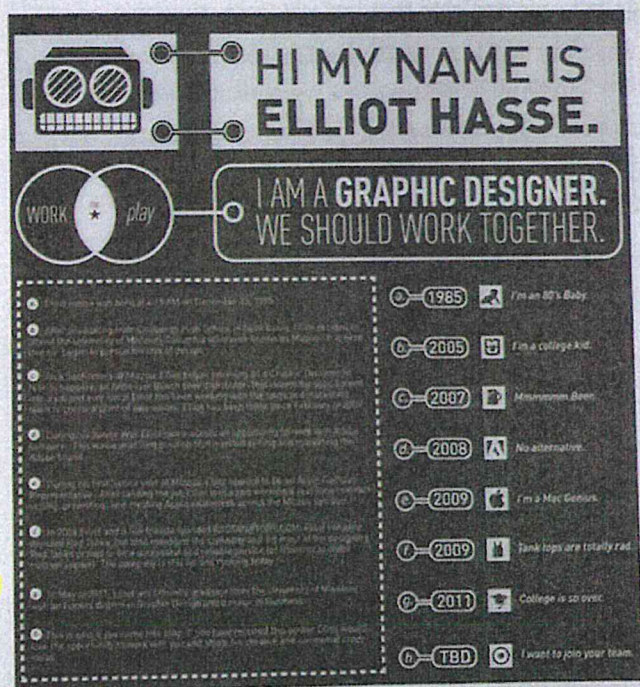
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Nick printed his CV on a chocolate wrapper with his skills in the ingredients section. He then placed it around a Nestlé Crunch bar and he sent it in. It paid off immediately because Begley got two job offers and ended up working in ... you guessed it, marketing.

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## TRACCIA 1

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2. Il candidato illustri la normativa vigente in materia di assunzioni in deroga alle procedure ordinarie nelle Pubbliche Amministrazioni facendo particolare riferimento alle procedure volte al superamento del precariato.
3. Il candidato tratti del congedo straordinario previsto dalla L. 104/92, elencando quali sono i soggetti che possono usufruirne.



## **Articolo 97**

[...]

Agli impieghi nelle pubbliche amministrazioni si accede mediante concorso, salvo i casi stabiliti dalla legge.

1. Copiare il testo
2. Formattare con carattere Arial a 13"
3. Giustificare il testo
4. Mettere "Articolo 97" in grassetto e allineare a destra
5. Salvare il file sul Desktop con il proprio Cognome\_nome



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# HI MY NAME IS ELLIOT HASSE.

WORK

+

PLAY

## I AM A GRAPHIC DESIGNER. WE SHOULD WORK TOGETHER.

- 1985 I'm an 80's baby
- 1985 I'm a college kid
- 1987 Minimum beer
- 1988 No alternative.
- 1989 I'm a Mac Genius
- 1989 Tank tops are totally rad.
- 1991 College is so over.
- TBD I want to love your team.



## TRACCIA 11

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2. Il candidato premessi brevi cenni sulle fasi del processo di formazione, illustri in particolare quella relativa all'analisi dei fabbisogni.
3. Il candidato tratti dell'istituto dell'autotutela.

## Articolo 97

[...]

I pubblici uffici sono organizzati secondo disposizioni di legge, in modo che siano assicurati il buon andamento e l'imparzialità dell'amministrazione.

1. Copiare il testo
2. Formattare con carattere Garamond a 20"
3. Giustificare il testo
4. Mettere "Articolo 97" in grassetto e centrarlo
5. Sottolineare "pubblici uffici"
6. Salvare il file sul Desktop con il proprio Cognome\_nome



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**I AM A GRAPHIC DESIGNER. WE SHOULD WORK TOGETHER.**

**WORK** **play**

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- 2005 I'm a collage kid.
- 2007 Minusmen Beer
- 2008 No alternative
- 2009 I'm a Mac Gathers
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- 2011 College is so 90's!
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## TRACCIA 4

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2. Il candidato indichi quali sono le forme di contratto di lavoro flessibile nella Pubblica Amministrazione, illustrandone le caratteristiche.
3. Il candidato illustri quali sono gli elementi costituenti ed essenziali di un atto amministrativo.



1. Aprire un foglio Excel e creare la seguente tabella:

A	24.000
B	10.000
C	39.000
D	45.000
E	29.000
F	7.000

2. Formattare lo stile della colonna con i numeri in modo che le cifre abbiano il simbolo dell'euro e due cifre decimali

3. Mettere le lettere da "A" a "F" in grassetto, sottolineato, corsivo

4. Allineare i numeri a destra

5. Impostare la larghezza delle colonne pari a 15

6. Salvare sul desktop con il proprio Cognome\_Nome



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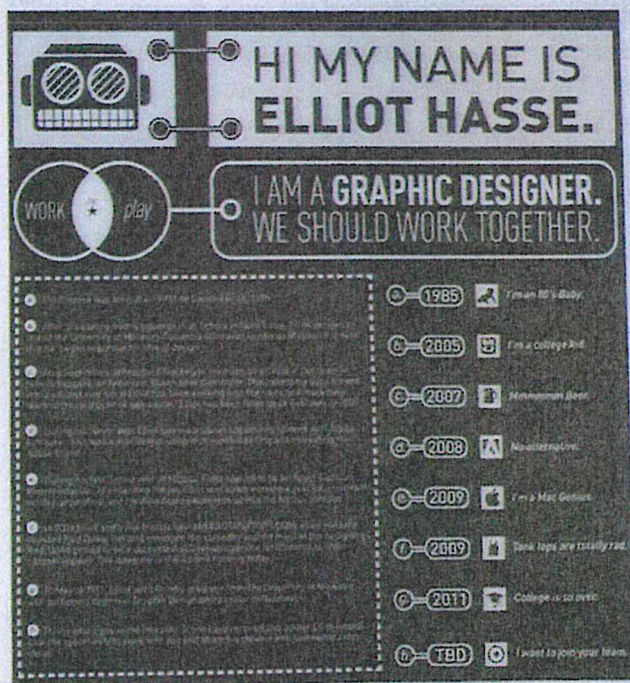
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2. Il candidato indichi quali sono i documenti soggetti all'obbligo di protocollazione.
3. Il candidato tratti della differenza tra atto e provvedimento amministrativo.

Calcolare il valore del portafoglio finanziario e impostare il tutto in una tabella.

Codice	Descrizione	Numero Quote	Valore al 31/08/2022	Prodotto
BS52	JPM US Select Equity	15,13	170,39	
CS23	Axa WF Euro credit	189,73	18,54	
CS20	Anima Europe EQT	625,50	8,88	

Al termine, salvare il file sul Desktop, con Cognome\_Nome







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2. Il candidato illustri che cosa si intende per "segnatura" di protocollo.
3. Il candidato esponga quali sono le sanzioni disciplinari del pubblico dipendente previste dalla normativa vigente.



1. Aprire un foglio Excel e creare la seguente tabella:

Nomi propri	Data di nascita
Fabio	01/01/1980
Marina	15/01/1970
Federica	13/11/1969
Francesca	20/08/1975

2. Inserire nella seconda colonna le date in formato dd/mm/yyyy

3. Riformattare le celle in modo che il formato sia dd-mm

4. Allineare il testo al centro sia orizzontalmente che verticalmente

5. Impostare l'altezza delle righe pari a 15

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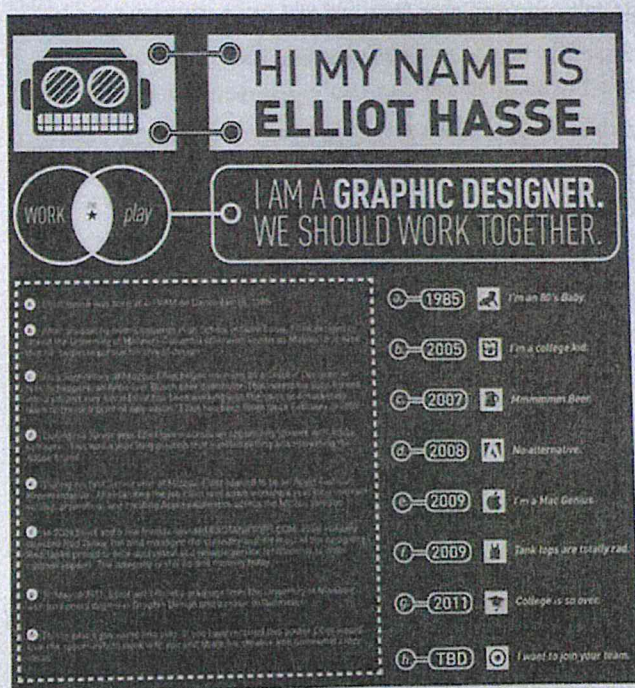
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2. Il candidato illustri in cosa consiste l'attività di classificazione nell'ambito della protocollazione.
3. Il candidato illustri principi e modalità di conferimento degli incarichi di associatura di personale esterno presso ASI.

1. Aprire un foglio Excel e creare la seguente tabella:

Nomi propri	Data di nascita
Sergio	01/08/1990
Marco	25/04/1968
Paolo	19/06/1963
Andrea	19/02/1979

2. Inserire nella seconda colonna le date in formato dd/mm/yyyy

3. Riformattare le celle in modo che il formato sia dd-mm

4. Allineare il testo al centro sia orizzontalmente che verticalmente

5. Impostare l'altezza delle righe pari a 18

6. Salvare sul desktop con il proprio Cognome\_Nome



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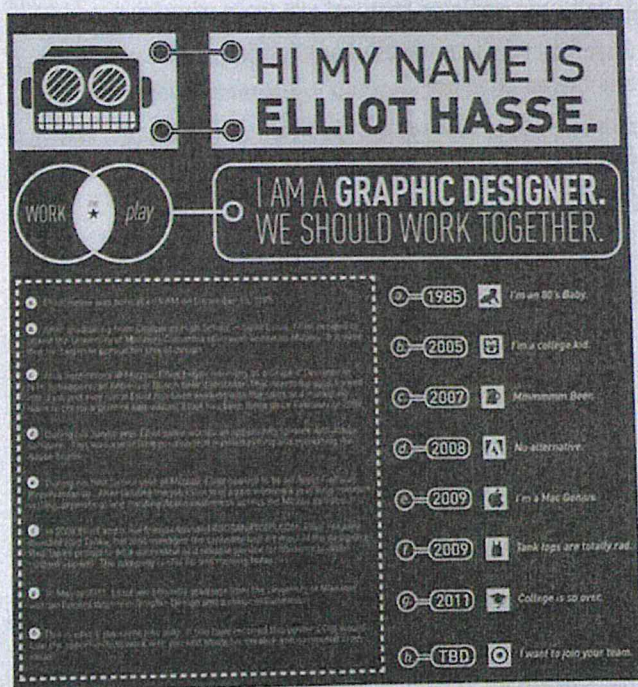
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2. Il candidato illustri ruolo e finalità della formazione interna nel processo di diffusione e implementazione del lavoro agile.
3. Il candidato illustri quali sono i limiti all'accesso documentale previsti dalla normativa vigente



## **Articolo 98**

I pubblici impiegati sono al servizio esclusivo della Nazione.  
Se sono membri del Parlamento, non possono conseguire  
promozioni se non per anzianità.

1. Copiare il testo
2. Formattare con carattere Verdana a 14"
3. Giustificare il testo
4. Mettere "Articolo 98" in grassetto e allinearli a sinistra
5. Sottolineare "pubblici impiegati"
6. Salvare il file sul Desktop con il proprio Cognome\_nome



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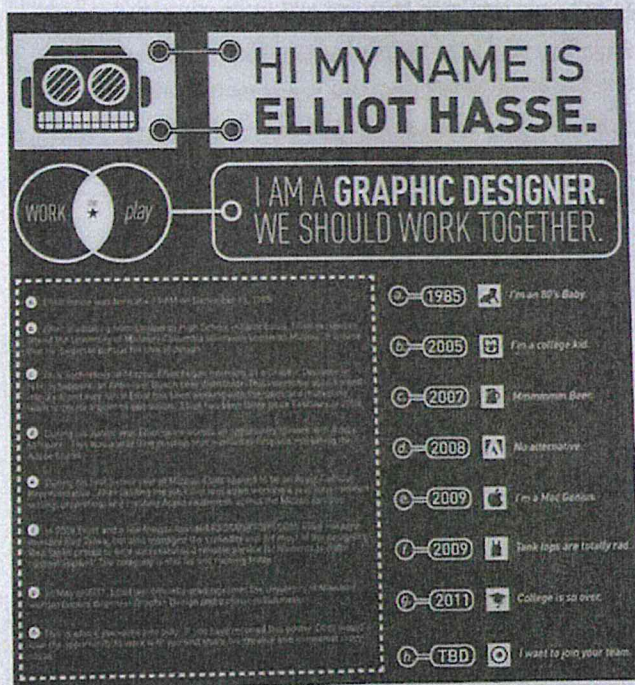
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2. Il candidato tratti dell'istituto della mobilità e del comando.
3. Il candidato tratti delle differenze intercorrenti tra un atto nullo e annullabile.

#### Articolo 4

La Repubblica riconosce a tutti i cittadini il diritto al lavoro e promuove le condizioni che rendano effettivo questo diritto.

1. Copiare il testo
2. Formattare con carattere Arial a 12"
3. Centrare il testo
4. Mettere "Articolo 4" in grassetto e allinearli a sinistra
5. Salvare il file sul Desktop con il proprio Cognome\_nome



I decided to go into the gym business when I saw an advertisement for the sale of a small local gym. If you knew me, you'd probably have already burst out laughing by now – I'm not exactly a keen exerciser and had never even set foot in a gym before I went to look round. You might ask why I entered a world I appeared to have little interest in and if I answered honestly, I'd have to say it was the challenge of trying something so alien. I badly needed a change of direction in my professional life and thought, why not give it a go? I can be very determined to succeed and I threw myself into making it work – and it did. My tip for anyone thinking of starting their own business is to enlist the help of an expert, especially if it's a field that's completely new to you.

I run a small employment agency in my home town. I'd been working in recruitment for years, won several awards and to be honest I was fairly confident about going into business on my own. I don't regret making the decision to go it alone but boy, it was harder work than I'd imagined! I'd always assumed people who 'work for themselves' had a bit of an easy time of things – you know, getting someone in to manage things while they go off and enjoy a life of leisure. The reality is far from that idea, though now things are ticking along nicely, I am able to leave senior staff in charge if I need to go and do something like look after one of my kids or something. I certainly don't take advantage of my position though – you can't have one rule for employees and one for yourself, and you've got to be prepared to do the dirty work, too.

B

### Jane Krauser

My catering business has been up and running for a year now and I'm really pleased with its success. I'd always enjoyed putting together delicious treats for family parties and so many people encouraged me to go professional with my ideas that in the end I thought I might as well follow their advice. Not that I wasn't apprehensive about giving up my well-paid job and starting from nothing! But I'm pleased to report that the work soon started flooding in and I started getting so many requests that I had to take on an assistant. You have to be prepared to make a few mistakes – along the way when you start your own business – you get ahead by trial and error really, but I'm so glad I took the risk as there's nothing I'd rather do now and I haven't looked back.

D

### Victoria Michaels

I've started up an accountancy firm in the city. We aren't the biggest but I certainly hope we're one of the best! One of my personal annoyances is when smaller customers are overlooked because they don't bring in as much revenue as larger ones – this is the wrong way to go about things in my opinion. You've got to treat everyone equally, not just because one day they might put more business your way, but because it's the right way to behave towards others. I think the most challenging aspect of setting up your own company is bringing in business. It doesn't just come to you – you've got to get out there and find it. So, it helps if you're good at talking to people. It's been hard work but I don't regret giving up my job at a larger firm because now I've got much more control.



## TRACCIA 8

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato premessi brevi cenni sulle fasi del processo di formazione, illustri in particolare quelle relative alla valutazione ex-ante, in itinere e ex-post.
3. Il candidato esponga quanto conosce in tema di assenze per malattia nella Pubblica Amministrazione.



## Articolo 6

La Repubblica tutela con apposite norme le minoranze linguistiche.

1. Copiare il testo
2. Formattare con carattere Verdana a 14”
3. Giustificare il testo
4. Mettere “Articolo 6” in grassetto e sottolinearlo, poi centrarlo
5. Salvare il file sul Desktop con il proprio Cognome\_nome



**BOD JENNIFER**

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**B**

**Jane Krauser**

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**D**

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## TRACCIA 4

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato illustri quali sono le modalità di annullamento delle registrazioni di protocollo.
3. Il candidato tratti delle possibilità di sviluppo professionale negli Enti pubblici di Ricerca per il personale inquadrato nel profilo di tecnologo e ricercatore.

1. Aprire un foglio Excel e creare la seguente tabella:

Nomi propri	Data di nascita
Grazia	09/01/1919
Maria	20/06/1916
Nicola	20/07/1914

2. Inserire nella seconda colonna le date in formato dd/mm/yyyy

3. Riformattare le celle in modo che il formato sia dd-mm

4. Impostare l'altezza delle righe pari a 14

5. Salvare sul desktop con il proprio Cognome\_Nome



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## TRACCIA 5

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato illustri la normativa vigente in materia di assunzioni in deroga alle procedure ordinarie nelle Pubbliche Amministrazioni facendo particolare riferimento alle procedure riservate alle categorie protette.
3. Il candidato, premessi brevi cenni sull'istituto del "*whistleblowing*", si soffermi sulle modalità di tutela del "*wistleblower*" adottate dall'ASI.



1. Aprire un foglio Excel e creare la seguente tabella:

A	20.000
B	10.000
C	15.000

2. Formattare lo stile della colonna con i numeri in modo che le cifre abbiano il simbolo dell'euro e due cifre decimali
3. Mettere le lettere da "A" a "C" in grassetto
4. Allineare i numeri al centro
5. Impostare la larghezza delle colonne pari a 19
6. Salvare sul desktop con il proprio Cognome\_Nome



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## TRACCIA 9

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato illustri il ruolo della formazione obbligatoria nell'ambito della prevenzione della corruzione nella pubblica amministrazione.
3. Il candidato illustri principi e modalità per il conferimento di incarichi a soggetti esterni alla Pubblica Amministrazione.

Articolo 8

Tutte le confessioni religiose sono egualmente libere davanti alla legge.

1. Copiare il testo
2. Formattare con carattere Book Antiqua a 12"
3. Mettere "Articolo 8" in grassetto e corsivo, poi centrarlo
4. Salvare il file sul Desktop con il proprio Cognome\_nome



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## TRACCIA 2

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato, premessi brevi cenni sulle procedure di reclutamento delle Pubbliche Amministrazioni, illustri i criteri per la composizione delle Commissioni esaminatrici.
3. Il candidato tratti delle differenze tra accesso civico e accesso civico generalizzato.



1. Aprire un foglio Excel e creare la seguente tabella:

Azienda	Fatturato 2016	Fatturato 2017	Totale
A	100.000	98.000	
B	120.000	125.000	
C	150.000	130.000	

2. Applicare il grassetto alla prima riga

3. Formattare lo stile delle colonne in modo che le lettere "A", "B" e "C" abbiano il colore rosso

4. Inserire i bordi tra le righe e le colonne

5. Evidenziare in grassetto i bordi esterni

6. Impostare la larghezza delle colonne e righe pari a 20

7. Salvare sul desktop con il proprio Cognome\_Nome



**B** Bob Jensen

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## TRACCIA 7

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2. Il candidato illustri le modalità di individuazione e affidamento a soggetti esterni alla Pubblica amministrazione di un servizio di formazione.
3. Il candidato tratti dell'istituto del telelavoro, illustrandone caratteristiche e finalità ed evidenziando le differenze con il lavoro agile.

Articolo 1

L'Italia è una Repubblica democratica, fondata sul lavoro.

La sovranità appartiene al popolo, che la esercita nelle forme e nei limiti della Costituzione.

1. Copiare il testo
2. Formattare con carattere Garamond a 14"
3. Centrare il testo
4. Mettere "Articolo 1" in grassetto, sottolineato e corsivo, centrarlo con carattere a 15"
5. Salvare il file sul Desktop con il proprio Cognome\_nome



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## TRACCIA 1

1. Il candidato illustri le proprie esperienze di studio e professionali riportate nel *curriculum vitae*, evidenziando, sinteticamente, gli elementi che ritiene di maggior pregio nell'ambito della selezione concorsuale odierna.
2. Il candidato descriva il ruolo della formazione nel processo di transizione digitale della pubblica amministrazione.
3. Il candidato tratti dell'istituto delle ferie, con particolare riferimento alle ferie solidali.



1. Aprire un foglio Excel e creare la seguente tabella:

Azienda	Fatturato 2016	Fatturato 2017	Totale
A	1.000.000	908.000	
B	1.200.000	1.025.000	
C	1.050.000	1.300.000	
D	2.000.000	1.850.000	

2. Applicare il grassetto, sottolineato alla prima riga
3. Formattare lo stile delle colonne in modo che i numeri abbiano due cifre decimali
4. Inserire nella terza colonna i valori mancanti utilizzando la funzione somma per il primo totale e la funzione trascinamento per gli altri totali
5. Impostare la larghezza delle colonne pari a 20
6. Salvare sul desktop con il proprio Cognome\_Nome



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