TRACCIA 1

1) Il Rettore

2) Il/la candidato/a legga e traduca il seguente testo:

I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view.

3) Normalmente su una penna USB, che tipo di files possiamo copiare?

TRACCIA 2

1) Il Direttore Generale

2) Il/la candidato/a legga e traduca il seguente testo:

We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

3) Cosa si intende il termine "spamming"?

TRACCIA 3

1) Il Senato Accademico

2) Il/la candidato/a legga e traduca il seguente testo:

We took lots of breaks and sat in cafes along the river Seine. The French food we ate was delicious. The wines were tasty, too. Steve's favorite part of the vacation was the hotel breakfast. He said he would be happy if he could eat croissants like those forever. We had so much fun that we're already talking about our next vacation!

3) Quale visualizzazione permette di gestire agevolmente le slide di una presentazione Powerpoint come oggetti unici?

TRACCIA 4

1) Il Consiglio di Amministrazione

2) Il/la candidato/a legga e traduca il seguente testo:

I wanted to send you an email update to you let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

3) Che cosa accade, se invio un messaggio di PEC ad una casella tradizionale (non PEC)?

TRACCIA 5

1) Il Collegio dei Revisori dei Conti

2) Il/la candidato/a legga e traduca il seguente testo:

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea earlier today.

3) In Word esiste un sistema di controllo ortografico durante la digitazione?

TRACCIA 6

1) Il Nucleo di Valutazione

2) Il/la candidato/a legga e traduca il seguente testo:

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for the people to take a midday nap right after a big meal. I am actually just waking up from my nap right now!

3) Cosa è una casella di posta elettronica?

TRACCIA 7

1) Il Dipartimento

2) Il/la candidato/a legga e traduca il seguente testo:

On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me. At first, I struggled to comprehend their Spanish, but now I understand most of our conversations. They have commented that my Spanish has improved a lot since we first met. Now, I am more confident to use the language in other places like stores and restaurants.

3) Che cosa è la funzione « stampa unione » ?

TRACCIA 8

1) Il Personale Tecnico Amministrativo

2) Il/la candidato/a legga e traduca il seguente testo:

I am so glad that I decided to spend the semester here in Spain. We have an extended weekend coming up, so a group of my friends and I are going to travel to France for four days. It's so easy and inexpensive to travel internationally in Europe. I love it!

3) La funzione "Revisione" in Word

TRACCIA 9

1) Il Personale Docente

2) Il/la candidato/a legga e traduca il seguente testo:

I look forward to hearing from you soon. Like I said, don't hesitate to stay in touch more often. Perhaps you could even come to visit! What do you think?

Best wishes,

3) Le funzioni in excel

TRACCIA 10

1) Il sistema di finanziamento dell'università

2) Il/la candidato/a legga e traduca il seguente testo:

I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.

3) Il font (o carattere) in Word

TRACCIA 11

1) Il Fondo di Funzionamento Ordinario

2) Il/la candidato/a legga e traduca il seguente testo:

My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

3) Le modalità di visualizzazione in Word

TRACCIA 12

1) Gli organi di governo dell'Università

2) Il/la candidato/a legga e traduca il seguente testo:

About 122 courses (first and second cycle) are yearly offered as well as 44 master and specialization and 23 PhD courses, targeted to the training of specific professional figures, often in cooperation with external institutions and companies - a galaxy which attracted 11,085 first-year students in 2013/2014 academic year. The University General Hospital is a local health corporation that works in synergy with the Faculty of Medicine. It provides beds, day-hospital beds, and a first-aid service.

3) Lo strumento « trova » in Word

TRACCIA 13

1) L'Università: finalità

2) Il/la candidato/a legga e traduca il seguente testo:

In the laboratories – many of which are open to the local community – the first step of collaboration between researchers in the academic world and in the business world are taken, basic and applied research is carried out, and young brains are given the chance to turn their intuitions to good account. Here scientific research finds its application in robotics, pharmaceutical industry, ecology, and medical diagnostics.

3) L'inserimento di immagini in Word