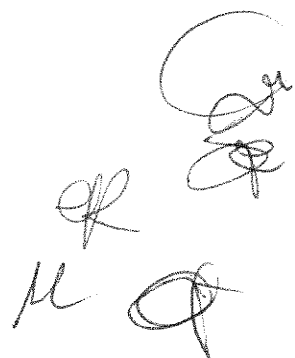


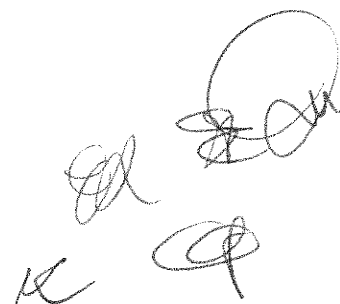
**Segui e svolgi tutti i passaggi dell'esercizio seguente:**

- Aprire il file esercizio excel
- Salvare il file dentro la cartella **PROPRIO NOME** assegnando il nome esercizio excel **PROPRIO NOME**
- Inserire nell'intervallo E5:E8 la formula per il calcolo dei giorni lavorati
- Copiare la formula già inserita nella cella "I5" (Stipendio base + rimborso + incentivo giornaliero) nell'intervallo I6:I8 (Celle sottostanti)
- Inserire la formula per il calcolo dello "Stipendio del periodo di lavoro" nell'intervallo J5:J8
- Portare i valori contenuti nelle caselle contenenti gli importi in formato valuta € con 2 decimali
- Utilizzando l'apposita funzione inserire la formula **SOMMA** nella cella B17 per il calcolo delle "Spese totali per stipendi"
- Impostare la pagina in orizzontale
- Salvare il file
- Salvare il file in formato pdf dentro la cartella **PROPRIO NOME**
- Chiudere il programma

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a large stylized 'C' or 'G' shape, a signature that looks like 'ER', a signature that looks like 'M', and a signature that looks like 'Q'.

**Segui e svolgi tutti i passaggi dell'esercizio seguente:**

- Apri il programma di elaborazione dei testi.
- Apri il file Convocazione sito sul Desktop
- Salva il documento con nome "convocazione assemblea" nella cartella "PROPRIO NOME" sul Desktop (crearla se non presente)
- Seleziona "Oggetto: Convocazione Assemblea Unione Comuni Montani Colline del Fiora"
- Metti in corsivo il testo selezionato
- Inserisci una interruzione di paragrafo prima e un'altra dopo il testo "24 luglio 2000 alle ore 14.00"
- Inserisci una interruzione di paragrafo prima e un'altra dopo il testo "25 luglio 2000 alle ore 14.00"
- Usando la funzione opportuna, sostituisci 2000 con 2020.
- Seleziona tutta la riga del giorno ed ora della prima convocazione
- Cambia il tipo di carattere del giorno e dell'ora della prima convocazione in Arial, mettilo in grassetto ed allinealo al centro
- Copia il formato della prima convocazione sulla seconda convocazione
- Inserisci una spaziatura di 18 pt prima e dopo le due date di convocazione
- Seleziona e sottolinea la scritta "l'ordine del giorno riguarda"
- Imposta in elenco numerato i 4 punti dell'ordine del giorno
- Al punto numero 2 dell'elenco aggiungi un nuovo punto con la scritta "conferma presidente".
- Aggiungi la numerazione automatica delle pagine in alto a destra.
- Salva il documento
- Chiudi il programma.

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a large, stylized signature, a smaller signature, and two sets of initials.



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## PROVA DI LINGUA INGLESE – Traccia 1

### The city where I live

My name is Clark, and I will tell you about my city.

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.

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.

#### Questions:

1. Where does Clark work?
2. What game does Clark play at the park?

ER  
ML  
Q



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## PROVA DI LINGUA INGLESE – Traccia 2

### A great summer vacation

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.

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."

#### Questions:

1. What city did they go to for their summer vacation?
2. Who got tired walking in the Louvre museum?



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## PROVA DI LINGUA INGLESE – Traccia 3

### Preparing food

Jack was hungry. He walked to the kitchen. He got out some eggs. He took out some oil. He placed a pan on the stove. Next, he turned on the heat. He poured the oil into the pan. He cracked the eggs into a bowl. Then, he poured them into the pan. He waited while the eggs cooked. They cooked for two minutes.

Next, Jack put the eggs on a plate. He placed the plate on the dining room table. Jack loved looking at his eggs. They looked pretty on the white plate. He sat down in the large wooden chair. He thought about the day ahead. He ate the eggs with a spoon. They were good.

#### Questions:

1. What food was cooked?
2. Where did he place the plate?



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## PROVA DI LINGUA INGLESE – Traccia 4

### **My family at home**

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister hates to work in the garden. She prefers reading. She reads in the morning, in the afternoon and at night.

My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.

At night dad likes listening music. Mom works on the computer. I watch television. And my sister reads.

#### Questions:

1. Who doesn't enjoy working in the garden?
2. What does the family do during the dinner?



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## PROVA DI LINGUA INGLESE – Traccia 5

### The House

Mr. and Mrs. Smith have one son and one daughter. The son's name is John. The daughter's name is Sarah.

The Smiths live in a house. They have a living room. They watch TV in the living room. The father cooks food in the kitchen. They eat in the dining room. The house has two bedrooms. They sleep in the bedrooms. They keep their clothes in the closet. There is one bathroom. They brush their teeth in the bathroom.

The house has a garden. John and Sarah play in the garden. They have a dog. John and Sarah like to play with the dog.

#### Questions:

1. How many children do Mr. and Mrs. Smith have?
2. Where does the family eat?



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## PROVA DI LINGUA INGLESE – Traccia 6

### My morning routine

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps. I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email.

#### Questions:

1. What does Bob do each morning?
2. What time is it when Bob arrives at the office?





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## PROVA DI LINGUA INGLESE – Traccia 7

### The pet store

George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. He likes these animals because they are small. Birds live in cages too. George sees a parrot and a canary. He likes them all, but he doesn't want to clean the cage.

#### Questions:

1. What animal had George asked for?
2. Why does George like animals in a cage?



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## PROVA DI LINGUA INGLESE – Traccia 8

### Days of the week

**Monday** is viewed by many to be the "worst" day of the week, as it marks the return to work following the weekend, when most full-time employees are given two days off. Most students attend school in the morning and return home in the afternoon and most workers go to work in the morning and return home in the evening.

**Tuesday** is the second day of the week, and is in many ways similar to Monday. Most individuals go to school or work and return home to watch television, play video games, make plans with friends, spend time with family, read, or engage in a similar leisure-related activity.

#### Questions:

1. What is the worst day? Why?
2. What do they do when they return home on Tuesday?



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## PROVA DI LINGUA INGLESE – Traccia 9

### Days of the week

**Wednesday** is the third day of the week, and serves as the "middle" of the work week; some individuals refer to Wednesday as "hump day," as once its workday is complete, employees will have passed the work-week "hump," and will be on the downturn, as only two days on the job will remain in the week.

**Thursday** is the fourth day of the week, and is viewed favorably by many, as it's rather close to the end of the work week.

**Friday** is the fifth day of the week, and marks the end of the workweek and school-week for the vast majority of employees and students. By Friday afternoon/evening, most students/workers cannot wait to leave and go home, as they won't have to come back to school/work until Monday.

#### Questions:

1. How is also called Wednesday?
2. Why do people like Friday afternoon?



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## PROVA DI LINGUA INGLESE – Traccia 10

### Days of the week

**Saturday** is perhaps the most highly regarded day of the week. Because Sunday follows it and everyone is free to stay out until late at night, having fun with plans or other leisure-related activities. To be sure, Saturday is generally thought of as a day to partake in hobbies that couldn't otherwise be enjoyed during the regular week.

**Sunday** is the final day of the week, and is used by most as a day of rest. Fewer late-night plans are made on Sundays, compared to Saturdays, as most individuals have to wake up for work or school on Monday morning.

#### Questions:

1. When is "allowed" to stay out until late at night?
2. What do they do usually on Sunday?



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## PROVA DI LINGUA INGLESE – Traccia 11

### Going to the Supermarket

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. At the store she sees apples, bananas, cherries, grapes, and strawberries.

She get her items and looks the bananas. They are on sale for much cheaper than they are normally. She picks 3 bananas. About the vegetables, she sees potatoes, carrots, tomatoes, onions, mushrooms, and salad in bags. She paid at the checkout and she went out the groceries store.

#### Questions:

1. What fruit is cheaper than usual?
2. Where did she pay the groceries?