- 1. Il diritto di accesso ai sensi della L. 241/1990
- 2. L'accesso civico ai sensi del D. Leg. N. 33/2013
- 3. Il responsabile del procedimento
- 4. La comunicazione di avvio al procedimento
- 5. Il silenzio assenso
- 6. I principi dell'azione amministrativa
- 7. La conclusione del procedimento amministrativo
- 8. Le fasi del procedimento amministrativo
- 9. La nullità dell'atto amministrativo
- 10. L'annullabilità dell'atto amministrativo
- 11. La trasparenza delle P.A.
- 12. Il responsabile per la trasparenza
- 1. Il codice etico
- 2. Nomine e funzioni del rettore
- 3. Composizione e competenze del senato accademico
- 4. Composizione e competenze del CDA
- 5. Il consiglio degli studenti
- 6. Nomina e competenze del direttore generale
- 7. Il nucleo di valutazione di Ateneo
- 8. Il Presidio della Qualità
- 9. Nomina e funzioni del Direttore di Dipartimento
- 10. Composizione e funzioni del Consiglio di Dipartimento
- 11. Funzione e composizione di Consiglio di Corsi di studio
- 12. Funzioni dei dipartimenti
- 1. Organi e articolazione interna dell'università
- 2. I cicli di studio universitari
- 3. I regolamenti didattici dei corsi di studio
- 4. I crediti formativi universitari
- 5. Il primo ciclo di studi universitari
- 6. Il corso di laurea magistrale
- 7. Lineamenti generali della carriera dello studente universitario
- 8. Lineamenti generali del terzo ciclo di studi universitari
- 9. Le modalità di ammissione ai corsi di studio di primo e secondo livello
- 10. I ricercatori a tempo determinato
- 11. Lo stato giuridico dei docenti di ruolo ex L. n. 240/2010
- 12. I contratti ex art. 23 L. n. 240/2010 per attività d'insegnamento

HE W.



## San Francisco

- 1. In June, Diane visited her friends who live in San Francisco, California. This was Diane's first time in the city, and she enjoyed her opportunities to walk around and explore. On the first day of her trip, Diane visited the Golden Gate Bridge. This red suspension bridge measures 1.7 miles in length. Diane and her friends did not walk across the bridge. However, they viewed it from the Golden Gate National Recreation Area, which offers walking paths, picnicking areas, and presents spectacular views of the bridge and city. Diane and her friends made sure to take a group photograph here, featuring the bridge in the background.
- 2. The next day, Diane and her friends visited Alcatraz Island. This island is located 1.25 miles offshore in the San Francisco Bay. It used to serve as a lighthouse, military fort, and prison. Diane and her friends took a small tour boat across bay to reach the island. Their visit included a guided tour through the old military base and prison. They also took a walk around the island to appreciate some of the native wildlife in addition to the views of the city.
- 3. Diane and her friends spent the final day of her visit in San Francisco's central area. Diane's favorite part of her entire trip was taking a tram to transport her up and down the hilly streets of San Francisco. Diane did a lot of shopping in the city centre on her last day. She and her friends celebrated the end of her visit by having dinner at one of San Francisco's best restaurants.

I se A I g



## The four seasons

- 4. The four seasons are spring, summer, autumn, and winter, and although various areas of the United States experience drastically different weather during these times, all portions of the country recognize the seasons; winter in California may bring heat, and winter in New York may bring snow, but both periods are nevertheless winter.
- 5. Following winter, spring begins on 20 March and ends on either 20 June or 21 June, in the United States (this date may vary slightly from year to year and hemisphere to hemisphere). For most, spring is the time when the cold and snow of the winter are replaced by sunshine, reasonable temperatures, green grass, and more. It is also the season wherein previously dormant bees and butterflies reemerge, and when birds become more active.
- 6. Summer follows spring and lasts from about 21 June to 22 September, in America. Summer is the warmest and the longest of the four seasons; students from kindergarten to college have two or so summer months off from class, and to be sure, there are more young individuals out in the streets during this season than any other. It's not uncommon to see people wearing shorts, t-shirts, and sunglasses and to stay cool, many individuals turn on the air conditioning, take a swiim pool, and/or explore the evercomforting ocean waves.
- 7. Autumn, more than being a simple precursor to winter, is one of the most beautiful and exciting seasons. Lasting from 22 September to 21 December in the US, autumn is characterized by falling leaves, Halloween (on 31 October), and Thanksgiving. During autumn, traditional farmers harvest their produce, and the falling leaves change to gorgeous orange, red, and yellow colors; these colors are generally associated with autumn itself, in turn.
- 8. In the US, winter lasts from 21 December to 20 March, and is, as one would expect, the coldest of the four seasons. In the eastern, northern, and central portions of the country, winter snowfall can be considerable; in the western and southern portions of the country, winter snowfall is highly unlikely, but temperatures still drop a lot. Winter is most widely known for its snow and the Christmas holiday, but also for New Year's Eve (on December 31, in recognition of the start of a new year) and other special days. Ice skating, sledding, ice hockey, and snowball fights are commonly enjoyed winter activities.

## Yellowstone National Park

- 9. Yellowstone National Park, located in Idaho, Montana, and Wyoming, was established as the first national park in the United States. The park is a popular destination for visitors who enjoy ecological tourism as it offers forests, mountains, and abundant ecosystems to explore. Some of Yellowstone's most well-known places of interest are its geothermal hot springs and geysers, the most famous of which is named Old Faithful.
- 10. Last autumn, Lisa and her friends decided to take a camping trip to Yellowstone National Park. They arranged to stay at one of the park's many convenient campsites. For their camping trip, they brought their backpacks, sleeping bags, and a cooler of food and drinks. They set up their tents immediately upon arriving to their campsite.
- 11. During their trip, Lisa and her friends walked along the many paths of the park, exploring its natural surroundings. In the forest, they saw a lot of local wildlife. Lisa was surprised to see a family of grizzly bears, some gray wolves, and even bald eagles flying overhead. Outside of the woods, they admired the beauty of some of Yellowstone's natural cascades.
- 12. Since Yellowstone contains many hot springs and the world's largest area of active geysers, Lisa and her friends visited many different geyser sites. They even spent an afternoon swimming in Yellowstone's Boiling River. Of all of the sites, Lisa and her friends agreed that Old Faithful was the most impressive. Lisa and her friends waited patiently for the geyser to erupt. After about 40 minutes, a stream of boiling water over 100 feet tall sprayed from the ground and up into the air. Fortunately, no one got wet!

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- 1. Inserire in un testo word un rientro della prima riga di 0,5.
- 2. Selezionare tutte le celle di una tabella excel e metterle in grassetto.
- 3. Con il programma word cambiare il carattere e la dimensione di un testo; mettere il colore rosso e allinearlo a destra.
- 4. Effettuare una somma con il programma excel.
- 5. Ordinare i valori di una colonna con il programma excel.
- 6. Con il programma word mettere in grassetto, in corsivo e sottolineare una parola.
- 7. Con il programma excel inserire in una cella un valore con formato data e tipo 20/07/2021.
- 8. Con il programma excel inserire un nuovo foglio di lavoro e nominarlo.
- 9. Evidenziare alcune celle di una tabella excel, metterle in grassetto e selezionare il colore giallo come riempimento.
- 10. Inserire in fondo a una pagina word il numero di pagina e centrarlo.
- 11. Formattare un testo word secondo le seguenti indicazioni: formato arial 11, grassetto, centrato, colore testo rosso, evidenziazione testo giallo.
- 12. Realizzare un elenco puntato numerato in word



