

## BUSTA N. 1

1. Cos'è lo stato patrimoniale?
2. Attività negoziale - limiti di spesa
3. Cosa consente di fare il "conteggio parole" di word?

**Superior education** -The University of Padua is a TOP 250 university in the world. It is also recognised as the best university in Italy for teaching quality (based on the 2018 evaluation of ANVUR, the Agency of the Italian Ministry of University and Research in charge of assessing university performance). It provides a solid academic background and excellent training, ensuring that graduates can brilliantly succeed in their professions.

## **BUSTA N. 2**

1. Cos'è il conto economico?
2. Le funzioni del Senato Accademico nei processi contabili
3. In Powerpoint per inserire una nuova diapositiva come si procede?

**A leading international university for research** - the University of Padua is one of the most cited universities in the world. Academic staff develop ground-breaking research tackling global challenges and supporting the advancement of knowledge, science and society. The University is recognised as the best university in Italy for research quality (ANVUR 2018).

### **BUSTA N. 3**

1. Cos'è la nota integrativa e quali sono le sue finalità?
2. La gestione del Fondo Economico
3. In Excel con quale comando è possibile ordinare una colonna di numeri?

**One of Europe's oldest and most renowned universities** - It was founded in 1222 by students and lecturers in a bid to spread freedom of thought within study and teaching. Since then, students, researchers and alumni have deeply contributed to the improvement of knowledge, science and society.

## **BUSTA N. 4**

1. Cosa sono gli ammortamenti?
2. Il bilancio consuntivo: documenti e processo di approvazione
3. Cosa produce la combinazione di tasti di scelta rapida "Ctrl+z" nel programma Word?

**An international community** - A large and vibrant international community of staff, students and alumni support the development of the University's missions at global level. The University participates in leading international networks, and its research and teaching projects involve lecturers from all over the world. Students can benefit from internationalised curricula and numerous study abroad opportunities.

## BUSTA N.5

1. Cosa sono i crediti, come si distinguono e come vengono rappresentati in contabilità?
2. Le funzioni del Rettore nei processi contabili
3. Descriva in quanti modi si fa la somma di 12 più 6 in Excel

**Financial incentives** - Padua's fees are extremely competitive when compared with those of other top-ranking universities. The University of Padua grants a large number of merit-based and income-based scholarships sponsoring international students' tuitions and/or living costs.

## BUSTA N. 6

1. Cos'è il registro dei cespiti?
2. Le fasi della gestione contabile in Ateneo
3. Che estensione possono avere le presentazioni di Powerpoint?

**A student-centred town** - The University affords a unique learning environment and is intertwined with the town and its layout. Its research centres, Departments and Schools are located across the town, and its students account for over 30% of the local population.

## BUSTA N. 7

1. Quali sono i documenti contabili preventivi e Consuntivi delle Università?
2. Documenti da presentare prima e dopo la missione
3. Come posso dare il formato Corsivo ad una parola già scritta nel testo?

**A unique setting** - Padua is a welcoming and charming city, ensuring one of the finest experiences of Italian arts, culture and lifestyle. It combines history, culture and art with thriving businesses in every sector. Situated in the heart of north-eastern Italy, and less than 40 km from Venice, Padua is one of the most beautiful cities in Italy, with over 3,000 years of history.

## **BUSTA N.8**

1. Quali sono le funzioni del Consiglio di Amministrazione nei processi contabili?
2. Quali sono i soggetti aventi titolo al conferimento dell'incarico di missione e da chi devono essere autorizzati?
3. Come si inserisce una tabella in un documento word?

Padua rich cultural heritage, appreciated every year by thousands of tourists, includes the Scrovegni Chapel - with its frescoes painted by Giotto, Prato della Valle - one of the biggest squares in Europe, the thirteenth century Palazzo della Ragione - the world's largest hall without supporting columns, the world's oldest university Botanical Garden - a UNESCO World Heritage Site, and a historical city centre, with picturesque squares, palaces and museums.



## **BUSTA N. 9**

1. I Centri di Responsabilità quali sono e cosa fanno
2. Durata della missione e termini per presentare il rendiconto
3. Come si trova una parola in un testo di word?

Padua offers an extended cycling path network and multiple bike sharing options with special discounts for students. Thanks also to its close ties with the University, Padua is a lively and dynamic city offering numerous events in the fields of art, music, theatre, cinema and sport throughout the year.

## **BUSTA N. 10**

1. Le Funzioni del Collegio dei Revisori dei Conti
2. In cosa consiste l'anticipo di missione?
3. Cosa produce la combinazione di tasti di scelta rapida "Ctrl+x" nel programma Word?

A city definable as truly student-friendly, Padua hosts over 60,000 students within a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis. The student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, not to mention an abundance of cultural, musical and sporting events

## **BUSTA N. 11**

1. Il Bilancio di previsione annuale autorizzatorio e triennale
2. I mezzi ordinari e straordinari di trasporto in missione
3. Se in Excel voglio uscire da una cella senza modificarne il contenuto e utilizzando la tastiera che tasto seleziono?

Padua is well-endowed with parks, green spaces and bicycle lanes (currently 170 km), allowing students to get from A to B quickly and easily, every day. And if the need arises, there is also a car-sharing scheme available, with 28 docking stations. Similarly, people keen on sports are well catered for, with the University Sports Centre (CUS) offering a wide range of activities, individual and team alike.

## BUSTA N. 12

1. Le immobilizzazioni nel Bilancio di Ateneo
2. Quali spese possono essere inserite all'interno di una richiesta di rimborso missione?
3. Come si inserisce in Excel un'intestazione?

The meadow without grass is **Prato della Valle**, one of Europe's largest squares. The current configuration of Prato della Valle dates from 1775 when a marshy area was reclaimed. At the centre is a large elliptical island surrounded by a canal and decorated with 78 statues of famous people associated with Padua. People go there to practise sports and on Saturday it is transformed into an evocative market.

## BUSTA N. 13

1. Il Consegretario dei beni mobili e immobili
2. Il rimborso delle spese di trasporto
3. In Word come si fa a cambiare il colore ad un testo?

The saint without a name refers to the basilica dedicated to **Saint Anthony**, known by the city's inhabitants simply as "il Santo" (the Saint). Built in the 13th century, it contains numerous works of inestimable artistic value. Its silhouette, with oriental style bell towers, stands out majestically against the sky, a characteristic feature of the city's horizon.

## BUSTA N. 14

1. Cosa è il Controllo di gestione?
2. Il rimborso delle spese di vitto e alloggio
3. Cosa è "Verdana"?

The café without doors is the **Caffè Pedrocchi**, built in 1826 to a design by Jappelli. It was described as without doors as it represented a "refuge" ever ready to welcome travellers and intellectuals. A place to meet and talk, it is animated by concerts, exhibitions and conferences. But the city goes on and on, in squares and corners which tell its history, in historic buildings which reveal its art, in streets which year after year welcome students and accompany them during their stay.

## BUSTA N. 15

1. Quali sono gli organi di governo dell'Università?
2. Quali sono le tipologie di rimborso spese della missione?
3. In Word quale comando mi permette di inserire nel foglio 2 o più colonne di testo?

In Padua there are always plenty of opportunities to hear good music, and many of the shops in the city accept the Studiare a Padua Card, which entitles university students and employees to price discounts.

More and more initiatives are being introduced for low price admission to theatres and concert halls with Zed, including shows at the Gran Teatro Geox, subscriptions and special price tickets for the Teatro Verdi, and admission free of charge to events staged by RadioBue.it, the University's web radio station