

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.

Le principali funzioni di un foglio di Excel

2

On the first day of her trip, Diane visited the Golden Gate Bridge. This red suspension bridge measures 1.7 miles in length.

La funzione di ordinamento A/Z-Z/A in un foglio di calcolo

3

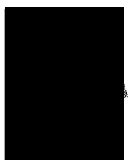
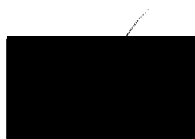
Diane and her friends did not walk across the bridge. However, they viewed it from the Golden Gate National Recreation Area, which presents spectacular views of the bridge and city.

Il candidato illustri i vari tipi di formattazione di un documento

4

Diane and her friends made sure to take a group photograph here, featuring the bridge in the background.

Il candidato illustri la funzione "TROVA/SOSTITUISCI" in un documento di testo



5

The next day, Diane and her friends visited Alcatraz Island. This island is located 1.25 miles offshore in the San Francisco Bay.

Il candidato illustri che cosa consente di fare Excel

6

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.

Il candidato illustri cosa si intende per firma digitale

7

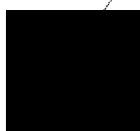
Their visit included a guided tour through the old military base and prison. They also took a walk around the island to appreciate some of the native wildlife in addition to the views of the city.

Il candidato illustri cosa si intende per interlinea e come si imposta in un documento di Word.

8

Diane and her friends spent the final day of her vist in San Francisco's downtown area. Diane's favorite part of her entire trip was taking a trolley to transport her up and down the hilly streets of San Francisco.

In ambito informatico, cosa si intende per "periferica"?



9

Diane did a lot of shopping downtown 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.

Il candidato illustri come si trasforma un documento da formato testo a formato PDF;

10

Stephanie recently took a weekend trip to Los Angeles, California. Los Angeles is a coastal city situated along the Pacific Ocean. Many celebrities earned their claim to fame here.

Il Browser è un programma che consente di....

11

Although the town offers many attractions centered around Hollywood culture, there is a lot to see and visit in Los Angeles.

Il candidato parli della formattazione celle in un foglio di calcolo;

12

Of course, all things related to Hollywood are popular tourist attractions. The Hollywood Sign, located the Hollywood Hills of the Santa Monica Mountains, is a famous landmark for this star-studded town.

Il candidato parli delle funzioni di COPIA, TAGLIA E INCOLLA in WORD.

13

Once in downtown Hollywood, it's possible to take a stroll along the Hollywood Walk of Fame. This landmark contains more than 2500 brass stars dedicated to celebrities who have made a significant impact on the entertainment industry.

Il candidato parli dell'inserimento di formule e funzioni in Excel



14

In Hollywood, visitors can even take tours of popular movie studios. Stephanie had a chance to visit Universal Studios, which produces her favorite films.

In un documento di word come si inseriscono i numeri di pagina?

15

Los Angeles is also a popular beach town, offering plenty of opportunities for sunbathing and surfing. A common beach destination is the Santa Monica Pier, which offers rides and attractions to its visitors.

In un documento di word come si inseriscono le note a piè di pagina?

16

Here, Stephanie rode the iconic Ferris wheel, which offered her a spectacular view of the city and coast.

In un documento di Word come si inseriscono gli elenchi puntati?

17

These are just some of the things Stephanie experienced during her visit to Los Angeles. She loved her trip, and she hopes to return someday soon.

Utilizzando il foglio di calcolo Excel, per spostare il contenuto di una cella, in un'altra cella, la corretta sequenza di operazioni quale è?



18

My job is a long distance from my home, almost 50 miles away. I have to wake up early every morning, as I'm always in a rush.

Come si chiama l'operazione che permette di scaricare un contenuto dalla rete sul proprio computer?

19

There's never enough time for a relaxed breakfast. At exactly 6:00 AM, I get into my car and start the long drive.

Cosa si intende con cronologia in un browser ?

20

I usually like driving on the highway more than in the city. During the morning rush hour, though, it's not very enjoyable.

Google Chrome cosa è?

21

During the trip I always listen to my favorite classical music CD's in the car – Chopin, Mozart, and Bach. That cheers me up a lot.

In Microsoft Outlook, cosa indica la presenza di un "punto esclamativo" di colore rosso in corrispondenza di un messaggio?



22

The drive to work takes about one hour. Going back home in the evening after work takes even longer, maybe around 70 minutes.

Il candidato illustri le modalità per l'invio di e-mail a destinatari multipli

23

Lately I've been thinking about trying to take the train to work instead of driving. That way, I could still listen to my music with headphones, and even read a novel at the same time.

Il candidato illustri la modalità per l'invio "riservato" di e-mail a destinatari multipli

24

The Statue of Liberty, arguably one of New York City's most iconic symbols, is a popular tourist attraction for first-time visitors to the city.

Su quali dispositivi di archiviazione è possibile salvare un file?

25

This 150-foot monument was gifted to the United States from France in order to celebrate 100 years of America's independence.

Il candidato definisca il significato di P.E.C. e per cosa si utilizza



The statue is located on Liberty Island, and it is accessible by taking a ferry from either Battery Park in New York City or Liberty State Park in Jersey City.

Il candidato illustri le modalità per l'inserimento in un file di Word di elementi aggiuntivi

(immagini, tabelle, grafici).

