

## TEXT NO.1

### Questions

- 1) Tell me something about your studies and current job.
- 2) Have you seen a good film recently? Tell me about it.
- 3) Are you going on holiday next year?

### Read and translate into Italian

#### **Traineeships at the Council of the European Union**

A traineeship in the Council offers you:

- first-hand experience of the work of the Council
- insight into the processes and policies of the EU institutions
- an opportunity to contribute to the Council's day-to-day business
- the chance to work in a diverse environment
- an opportunity to share your fresh point of view and the knowledge you have acquired during your studies

*"The traineeship has allowed me to get first-hand experience of the European policy-making process. Colleagues were fantastic in helping me get the most out of it!"*

*Filippo. Agriculture, Fisheries, Social Affairs and Health (LIFE)*

As a trainee, you will also get the opportunity to take part in a wide range of activities, such as:

- helping out during EU and international summits
- visits to and conferences at other EU institutions in Brussels, Strasbourg and Luxembourg
- Council and Parliament simulation games
- volunteering for projects in other units

## TEXT NO. 2

### Questions

- 1) Tell me something about your studies and current job.
- 2) Which country would you most like to visit in the future?
- 3) Have you got any plans for this weekend?

### Read and translate into Italian

#### **Traineeships at the Council of the European Union**

##### What trainees do

The Council offers traineeship opportunities in many areas to suit candidates with diverse profiles. You will have to select two areas in your application.

- List of traineeship areas for the main programme (updated July 2023)
- List of areas for Positive Action Programme (updated August 2023)

As a trainee, you will be working in one of the teams of the General Secretariat of the Council. Overall, there are two main types of jobs available:

1. If you are working in a policy team, you will be involved in activities related to the legislative work of the Council and the preparation of meetings. The Council's policy work includes areas such as:

- economy and finance
- environment and climate
- foreign affairs
- justice and home affairs

2. If you are working in a support team, you will be involved in activities that support the cross-sectoral work of the Council in areas such as:

- Communication and media relations
- Human resources
- Information technology (IT)
- Translation

## TEXT NO. 3

### Questions

- 1 Tell me something about your studies and current job.
- 2 Have you done anything interesting with your family/friends recently?
- 3 Do you enjoy Christmas Eve? Tell me how you are going to celebrate it?

### Read and translate into Italian

#### **Traineeships at the Council of the European Union**

Trainees' tasks vary from team to team, depending on their needs. Below are some examples of tasks carried out by trainees:

- preparing meetings and drafting minutes
- attending meetings of Council preparatory bodies (policy department)
- carrying out research for a particular project
- collecting, organising, and analysing data
- helping with the production of documents, notes, and publications
- contributing to the organisation of events and communication activities
- translating documents
- Traineeships at the Council of the European Union

*"Working in the Council has allowed me to be in the room where member States discuss technical details in international trade, which has been hugely interesting and valuable to follow."*

- Johanna. Competitiveness and Trade (COMPET).

## TEXT NO. 4

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) Have you got any plans for this weekend?

### Read and translate into Italian

Every year, the General Secretariat of the Council (GSC) offers around 100 places available for paid traineeships and about 20 places for unpaid compulsory traineeships.

#### WHAT'S IN IT FOR YOU?

You will discover how the Council of the EU works and how it negotiates EU laws, policies and budget. You will work in areas such as justice, foreign or economic affairs, law, culture and education, communication or translation. You will collaborate with professionals from different backgrounds in a multicultural and multilingual environment. You will put your academic knowledge into practice by working for EU citizens. You will get an inside view of the Council's activities by contributing to its daily work.

## TEXT NO. 5

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) Which country would you most like to visit in the future?

### Read and translate into Italian

#### **Traineeship offer in the GSC**

In order to contribute to EU citizens' education and vocational training and to provide an insight into how the European Council and the Council operate as institutions, the GSC offers the following types of traineeships to all candidates: (a) paid traineeships; (b) unpaid traineeships for students of national, including regional-level, schools of administration of Member States and; (c) unpaid work experience for students in secondary school.

#### Admission procedure

Application Applications should be made in accordance with the procedures established by the Traineeships Office. All necessary instructions are published on the Website.

Spontaneous applications are not accepted. Candidates may apply for different types of traineeship at the same time. Applications received after the closing date and time shall not be accepted.

## TEXT NO. 6

### Questions

- 1 What's your current job?
- 2 Which country would you most like to visit in the future?
- 3 Do you enjoy Christmas time? Why?

### Read and translate into Italian

#### **Traineeship offer in the GSC**

##### Selection procedure

The Traineeships Office, in coordination with the services of the GSC, shall manage the selection procedure. The GSC diversity and inclusion policy, which is based on merit without discrimination on any grounds, also applies to trainees. If candidates' qualifications and skills are of an equal level, the Traineeships Office shall seek to ensure, inter alia, gender equality and a balanced geographical representation of all EU nationalities and to address cases of underrepresentation of any other groups in the final selection.

**Traineeship programme and missions** Subject to budget availability, the traineeship will include a significant amount of learning content, so as to enable trainees to develop personally and professionally by acquiring practical experience and relevant skills.

## TEXT NO. 7

### Questions

- 1 Tell me something about your studies and current job.
- 2 Have you done anything interesting with your family/friends recently?
- 4 Would you say that you lead a healthy lifestyle? Why?/ Why not?

### Read and translate into Italian

#### **Traineeship offer in the GSC**

##### Organisation of traineeships

##### 5.1. Tasks

Trainees shall participate in the work of the receiving department at a level corresponding to their educational background and professional experience. Participation of trainees in meetings shall be subject to authorisation by the traineeship adviser and in conformity with GSC rules.

##### 5.2. Traineeship adviser

Each trainee shall be placed under the responsibility of a traineeship adviser appointed by the head of the receiving department. The traineeship adviser shall guide and supervise the trainee throughout the traineeship. The tasks and responsibilities of the traineeship adviser are outlined in the 'Guide for Traineeship Advisers'.

## TEXT NO. 8

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) What are your main ambitions for this year?

### Read and translate into Italian

#### **Traineeship offer in the GSC**

##### Rights and obligations of trainees

###### 6.1. Duty to comply with GSC internal rules and traineeship instructions

Trainees must comply with GSC internal rules and the instructions given by the head of the receiving department and by the traineeship adviser in the accomplishment of their tasks. They must remain in regular contact with, and follow the general framework of conduct defined by, the Traineeships Office. Trainees must take part in all compulsory activities organised by the Traineeships Office. A declaration must be signed by the trainees, who must undertake to respect the provisions of Articles 6.1, 6.2 and 6.3 of this Decision.



## TEXT NO. 9

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) What do you spend most of your time online doing?

### Read and translate into Italian

#### Confidentiality and intellectual property rights

##### Confidentiality

Trainees must sign a confidentiality agreement concerning any information to which they have access during their traineeship. They shall be prohibited from disclosing, distributing or using any such information during or after the end of their traineeship. Trainees may be subject to additional confidentiality requirements to be decided upon by the GSC service in which they work, when the interest of that service so requires.

## TEXT NO. 10

### Questions

- 4) What's your current job?
- 5) Have you seen/read a good film/book recently? Tell me about that.
- 6) Have you got any plans for this weekend?

### Read and translate into Italian

#### Whistleblowing

If, during the traineeship, a trainee becomes aware of facts which give rise to a presumption of the existence of possible illegal activity, including fraud or corruption detrimental to the interests of the Union, or of conduct in the discharge of professional duties which may constitute a serious failure to comply with the obligations of officials or other staff of the Union, the trainee must immediately notify the Traineeships Office in writing. If such notification is received, the Traineeships Office must take the measures provided for in Article 22 of the Staff Regulations of Officials of the European Union. Articles 22a, 22b and 22c of the Staff Regulations of Officials of the European Union shall apply to the Traineeships Office.

## TEXT NO. 11

### Questions

- 1 Tell me something about your studies and current job.
- 2 Have you done anything interesting with your family/friends recently?
- 5 Would you say that you lead a healthy lifestyle? Why?/ Why not?

### Read and translate into Italian

#### Suspension of the traineeship

In exceptional cases, following a substantiated written request by the trainee stating the relevant reasons and providing proper justification, a suspension of the traineeship may be granted by the GSC. The traineeship grant and other payments, where applicable, shall be suspended for the relevant period and the trainee shall not be entitled to the reimbursement of any travel expenses or health insurance expenses incurred in connection with the suspended period. Contributions to requested health insurance coverage already deducted will not be reimbursed. The trainee may return to complete the unfinished part of the traineeship only up to the end of the initial period of the traineeship.

## TEXT NO. 12

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) Which country would you most like to visit in the future?

### Read and translate into Italian

#### Working conditions

##### Health insurance

Health insurance is compulsory. At the start of the traineeship at the latest, the trainee must provide proof that they have health insurance cover for the entire duration of the traineeship. If they are not covered by any other health insurance scheme, the trainee may be insured against sickness under the conditions set out in the GSC insurance contract. In the case of paid traineeships (points (a) and (b) of Article 2), trainees must contribute one third of the insurance premium. This contribution shall be deducted from the traineeship grant. In the case of traineeships for students of national schools of administration (point (b) of Article 2) and of work experience for secondary school students (point (c) of Article 2), admission to the traineeship is subject to the provision of proof of health insurance cover.

## TEXT NO. 13

### Questions

- 1) Tell me something about your studies and current job.
- 2) Is there a sport or hobby you enjoy doing?
- 3) What did you do last weekend?

### Read and translate into Italian

#### Profiles

Given that English and French are used extensively for internal communication within the Council, a good knowledge of English or French and the ability to communicate in one of these languages is required (C level according to the Common European Framework of Reference for Languages). The majority of applications come from candidates with qualifications in law, political science, international relations, EU studies and economics. The Council is also looking for trainees with qualifications in other fields, such as translation, human resources, computer sciences (collaboration platforms), archives and document management, civil engineering, agriculture, communication, education studies, biochemical engineering, health and food safety, energy management, environment, aerospace engineering, graphic design, multimedia etc.

## TEXT NO. 14

### Questions

### Questions

- 1) Tell me something about your studies and current job.
- 2) Which country would you most like to visit in the future?
- 3) Have you got any plans for this weekend?

### Read and translate into Italian

#### What does a traineeship involve?

Depending on the needs of the service, your daily work would generally be equivalent to that of junior administrator officials at the beginning of their career e.g.: preparing meetings and drafting minutes, attending meetings of COREPER and Council preparatory bodies, researching on a particular project, translating documents, compiling documentation, writing reports etc. You will be placed under the responsibility of a traineeship adviser who will guide and supervise your work. You will also be invited to take part in a training programme which includes different conferences and visits to other EU institutions in Brussels, Luxembourg and Strasbourg.



UNIVERSITÀ  
DI TRENTO

# CONCORSO 364/2023 - VERIFICA COMPETENZE INFORMATICHE

28 novembre 2023



### TRACCIA 01

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Insegnamenti.xls** in una cartella **TRACCIA\_01** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Aggiungere il bordo alle celle della tabella dati, con riga continua per i bordi esterni e riga tratteggiata per i bordi interni.
3. Ordinare la tabella secondo l'ordine alfabetico inverso (dalla Z alla A) della colonna "Nome".
4. Calcolare il numero di righe per le quali il corso di studi è "Arte (LM)".
5. Impostare opportunamente la proprietà Autore del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale dell'università di Trento la pagina relativa al "Consiglio di Amministrazione". Copiare il contenuto della pagina in un nuovo documento Word/Writer.
7. Cambiare gli elenchi numerati in elenchi puntati e salvare il file.





## TRACCIA 02

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Insegnamenti.xls** in una cartella **TRACCIA\_02** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Adeguare la larghezza delle prime tre colonne al contenuto.
3. Ordinare la tabella in base al numero degli studenti, dal più grande al più piccolo.
4. Calcolare il numero di corsi senza "Descrizione".
5. Impostare opportunamente la proprietà "Titolo" del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Copiare in un documento Word/Writer le prime 15 righe della tabella.
7. Cambiare l'orientamento della pagina in orizzontale e salvare il file in formato PDF.



### TRACCIA 04

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Insegnamenti.xls** in una cartella **TRACCIA\_04** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Impostare l'altezza di tutte le righe ad un valore di 20.
3. Ordinare la tabella per "Nome" dalla A alla Z.
4. Calcolare il valore massimo della colonna "NumeroStudenti".
5. Proteggere il file con password e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare in Internet informazioni relative all'"Inclusione, disabilità, DSA e altri bisogni speciali" nell'Università di Trento. Copiare una delle immagini in un nuovo documento Word/Writer e aggiungere la didascalia.
7. Aggiungere al documento l'indice delle immagini.



### TRACCIA 05

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Insegnamenti.xls** in una cartella **TRACCIA\_05** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare la colonna CorsoStudi usando testo rosso su sfondo grigio.
3. Filtrare le righe visualizzando i corsi del corso di studi "Beni culturali (L2)".
4. Calcolare il numero massimo di studenti dei corsi del percorso "Amministrazione Aziendale e Diritto (L2)".
5. Impostare opportunamente la proprietà "Titolo" del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Dal sito Unitrento MAG (<https://webmagazine.unitn.it/>), scegliere un articolo dell'ultima versione del giornale e copiare il testo dell'articolo in un documento Word/Writer. Cambiare la formattazione dei paragrafi in modo che l'allineamento sia giustificato e abbiano font "Tahoma".
7. Aggiungere, al centro del piè di pagina, i numeri di pagina.



**TRACCIA 06**

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Pubblicazioni.xls** in una cartella **TRACCIA\_06** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Fare in modo che il testo della colonna "titolo" possa andare a capo.
3. Visualizzare le pubblicazioni in ordine alfabetico inverso del titolo (dalla Z alla A).
4. Calcolare il numero di pubblicazioni in lingua francese.
5. Proteggere il file con password e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale dell'Università di Trento la pagina relativa a "Privacy e protezione dei dati personali". Copiare la sezione "Titolare del trattamento" in un nuovo documento Word/Writer.
7. Cambiare l'orientamento della pagina in orizzontale.



**TRACCIA 07**

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Pubblicazioni.xls** in una cartella **TRACCIA\_07** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare i titoli di colonna con sfondo grigio scuro e font grassetto.
3. Ordinare la tabella in base alla lingua.
4. Calcolare il numero di pubblicazioni per le quali la licenza è di tipo "creative commons by".
5. Impostare opportunamente la proprietà Autore del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale dell'Università di Trento la pagina relativa alla Consiglieria di fiducia. Copiare il contenuto trovato in un nuovo documento Word/Writer.
7. Impostare il titolo usando lo stile opportuno e salvare il file.



**TRACCIA 08**

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Pubblicazioni.xls** in una cartella **TRACCIA\_08** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare le intestazioni di colonna con font grassetto e allineato al centro.
3. Ordinare la tabella in base al titolo della pubblicazione.
4. Calcolare il numero di pubblicazioni in formato PDF (colonna file.formato).
5. Impostare opportunamente la proprietà Autore del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale dell'Università di Trento la pagina relativa a "Privacy e protezione dei dati personali". Copiare il contenuto trovato in un nuovo documento Word/Writer.
7. Aggiungere un indice al documento e salvare il file.



### TRACCIA 09

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Pubblicazioni.xls** in una cartella **TRACCIA\_09** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare la colonna "lingua" in corsivo.
3. Filtrare la tabella in modo da visualizzare solo le pubblicazioni il cui titolo contiene la parola "Measurement".
4. Aggiungere una colonna lunghezza che riporti la lunghezza del titolo della pubblicazione.
5. Impostare la proprietà "Titolo" del file a "Pubblicazioni UniTrento" e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale UniTrento il "Manuale identità coordinata". Copiare il paragrafo "Riferimenti normativi" su un documento Microsoft Word o OpenOffice Writer.
7. Sostituire gli elenchi numerati con elenchi puntati.



### TRACCIA 10

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Pubblicazioni.xls** in una cartella **TRACCIA\_10** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Impostare la larghezza delle colonne a 30.
3. Visualizzare solo le pubblicazioni con licenza (colonna file.licenza) di tipo "creative commons".
4. Aggiungere una colonna "Inglese" che riporti il testo "OK" se la lingua della pubblicazione è inglese (utilizzare la colonna "lingua").
5. Proteggere il file con password "OrDin88" e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Copiare in un documento Word/Writer le prime 15 righe della tabella filtrata.
7. Aggiungere una didascalia opportuna alla tabella e salvare il file in formato PDF.





## TRACCIA 11

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Distributori.xls** in una cartella **TRACCIA\_11** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Impostare l'altezza di tutte le righe ad un valore di 25.
3. Filtrare la tabella in modo da visualizzare solo le righe che hanno descCarburante="GPL".
4. Aggiungere un grafico del prezzo del Metano nel tempo.
5. Proteggere il file con password e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Copiare in un documento Word/Writer il grafico precedentemente creato.
7. Salvare il file in formato PDF.



## TRACCIA 12

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Distributori.xls** in una cartella **TRACCIA\_12** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Adeguare la larghezza delle colonne al contenuto.
3. Filtrare le righe visualizzando solo quelle che hanno prezzo minore di 2.
4. Calcolare il numero di distributori che offrono GPL.
5. Impostare opportunamente la proprietà "Titolo" del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Copiare in un documento Word/Writer le prime 15 righe della tabella.
7. Aggiungere la data odierna a piè di pagina e salvare il file in formato PDF.



### TRACCIA 13

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Distributori.xls** in una cartella **TRACCIA\_13** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare la colonna "dtComu" visualizzando solo la data (senza ora).
3. Filtrare la tabella in modo da visualizzare solo le righe che hanno descCarburante="Benzina".
4. Aggiungere una colonna "GPL?" che riporti il valore "OK" se il carburante è GPL, vuoto altrimenti.
5. Proteggere il file con password "OrDin88" e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Copiare in un documento Word/Writer le prime 15 righe della tabella.
7. Aggiungere i numeri di pagina in testa a ciascuna pagina e salvare il file in formato PDF.



## TRACCIA 14

Svolgere le seguenti operazioni:

1. Copiare il file **C:/CONCORSO/Distributori.xls** in una cartella **TRACCIA\_14** sul Desktop (creare la cartella se necessario). Aprirlo con un programma a scelta tra quelli disponibili sul computer e descriverne brevemente il contenuto.

Excel / Calc:

2. Formattare la colonna "prezzo" in modo che sia allineata al centro.
3. Ordinare la tabella per "prezzo" decrescente.
4. Su un nuovo foglio "Grafico", aggiungere un grafico del prezzo del carburante nel tempo.
5. Impostare opportunamente la proprietà Autore del file e salvarlo nella directory creata al punto 1.

Word / Writer:

6. Cercare sul portale dell'Università di Trento la pagina relativa a "Privacy e protezione dei dati personali". Copiare il contenuto trovato in un nuovo documento Word/Writer.
7. Salvare il file in formato PDF.