

**Diritto di accesso e limiti**

**Ricorso all'indebitamento nell'ente locale**

**Piano economico finanziario e tariffe TARI**

## **Keep safe on the Internet**

- 1** Never share your personal details with people online. Keep your address and telephone number a secret.
- 2** Create a nickname. Never use your real name.
- 3** Never tell anyone your password, not even your friends. Write your password on paper, not on your computer and keep it at home.
- 4** Don't use your password on public computers, in libraries or cafés. Criminals can track your keystrokes and steal your identity.
- 5** Be careful with wireless connections in public places, they aren't safe – someone can access your computer uninvited.
- 6** Tell your parents or an adult if you see something bad on the Internet.

Statistically, the three important social network sites in the world at the moment are Facebook, Myspace and Bebo.

Creare sul Desktop una cartella con nome "Comunicazioni" all'interno della quale devono essere presenti due sottocartelle nominate "Zona A" e "Zona B" contenenti le comunicazioni in Word da inviare ai cittadini appartenenti alle due zone; i nomi dei file delle comunicazioni devono contenere il cognome e il nome dell'utente.

**Fondo pluriennale vincolato**

**Composizione del risultato di amministrazione**

**Il potere di autotutela della PA ai sensi della legge 241/90**

## **Busy as a bee**

One third of the world's agricultural production relies on the European honeybee, *Apis mellifera*, to pollinate its crops.

However, the population of many varieties of bees is declining dramatically.

Scientists are not certain why but they believe that pesticides and chemical fertilizers used in agriculture are a major cause.

Also, some of the flowers which bees love don't grow in fields which are cultivated intensively. Another problem is the *varroa* parasite which enters the honeycomb and kills the bees.

Beekeepers across Europe, Australia, Brazil, Canada and China are asking their governments to make a plan to promote biodiversity to help honeybees to survive.

Aprire un file Word e predisporre una comunicazione da inviare ad un cittadino, inserendo le parti fondamentali e una corretta formattazione. Salvare il file sul desktop con il nome "Comunicazioni".

**Programma delle opere pubbliche e programma degli acquisiti di beni e servizi**

**Esercizio provvisorio e gestione provvisoria**

**Responsabilità dei dipendenti pubblici**

## **A global market**

Nowadays, there is a risk of losing small, local shops in favour of large supermarket chains as the world becomes a global market. Supermarkets sell the same products in different countries and now you can use the Internet to buy a product from the other side of the world.

### **Convenience Shopping**

The word 'convenience' was first used to describe shopping in a supermarket because everything is under one roof. Food is called 'convenient' when it doesn't need any preparation and is ready to cook and eat.

Nowadays, supermarket shopping is even more convenient than before because you can choose to do your shopping in the comfort of your home using the Internet. You pay a small delivery cost so you can stay at home while your groceries arrive at your door.

Aprire un nuovo file Word e inserire una tabella con 5 righe e tre colonne, inserire in ogni cella un contenuto a piacere allineato a sinistra e rendere la colonna centrale colorata di giallo. Salvare il file sul desktop con il nome "Tabella 1".