



# UNIVERSITÀ DEGLI STUDI DI MILANO

**CONCORSO PUBBLICO, PER TITOLI ED ESAMI, A N. 1 POSTO DI CATEGORIA C - AREA TECNICA, TECNICO-SCIENTIFICA ED ELABORAZIONE DATI, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITA' DEGLI STUDI DI MILANO - DIREZIONE ICT - BANDITO CON DETERMINA N. 11953 DEL 12/10/2020, IL CUI AVVISO È STATO PUBBLICATO SULLA G.U. N. 81 DEL 16/10/2020 - CODICE 21209**

La Commissione giudicatrice del concorso, nominata con determina n. 13519 del 14.11.2020, così composta:

Dott.ssa Vercesi Silvia	Presidente
Dott. Cartocci Valerio	Componente
Sig. Negri Angelo Giovanni	Componente
Dott. Bosi Giampaolo	Segretario
Dott.ssa Bernasconi Angela	Esperta di lingua inglese

comunica i quesiti relativi alla prova orale:

## Gruppo di quesiti n. 1

Come si prepara un documento accessibile? Il candidato descriva brevemente formati e struttura dei documenti accessibili.

Il candidato illustri cosa è utile che venga inserito in una Checklist di verifica per il redattore web.

La stampa unione on Word.

Brano in inglese: Ariel is a web environment managed by the Teaching and Learning Innovation and Multimedia Technology Centre (CTU), which brings together the sites supporting classroom teaching. In Ariel the student finds the teaching web sites of courses in undergraduate and postgraduate programmes (where to find study materials and notices, self-evaluation tests, discussion forums) and special online labs in the fields of science and the humanities. You can access Ariel at <https://ariel.unimi.it/> by clicking on the ARIEL button directly from the homepage of the portal [www.unimi.it](http://www.unimi.it) (log in using your University credentials).

Most of the University's administrative services are available online. From the dedicated "Online Services" page on the portal, you can quickly access:

- admission, enrolment, and rankings procedures
- payment management services (to pay the balance on your university tuition and other payments)
- online customer-service desk for education incentive programmes (scholarships, housing and cafeterias)

## Gruppo di quesiti n. 2

Le principali fonti normative in tema di accessibilità.

Il portale UNIMI e la Statale@work: ambiti, contesto e destinatari.

Il pdf accessibile.

Brano in inglese: The University email is the only official channel of communication. Therefore, it is important that you check your account regularly in order to receive updates on deadlines and fees, as well as on the activities of student groups and organizations. You can also decide to forward your University email to another personal e-mail account. To do so, login to your University e-mail account, from the left column select "Options" - "E-mail" - "Local account" - "Forward". In order to receive messages, you must periodically empty your e-mail account. The University takes no responsibility for failure to receive communication due to over quota.

To access Unimia, click on the button in the horizontal menu of the website homepage or go to [unimia.unimi.it](http://unimia.unimi.it) and login using your University credentials. We suggest you use a JavaScript-enabled browser to navigate in Unimia.

## Gruppo di quesiti n. 3



## UNIVERSITÀ DEGLI STUDI DI MILANO

Elencare e descrivere le caratteristiche che un documento accessibile deve possedere in base alle *Web Content Accessibility Guidelines* del *World Wide Web Consortium*.

Quali sono le best practice utilizzate per rendere più leggibile un testo online?

La formattazione condizionale in Excel.

Brano in inglese: All students are assigned an email account with 150 MB storage. Upon enrolment, you will receive your credentials, i.e. your username and password. Print them out and keep them for your entire University career, as they replace those used for registration. The username, which is also your e-mail address, is of the type name.surname@studenti.unimi.it and is generated automatically. The credentials will be activated on the day following the payment of enrolment fees, and allow access to: email services, Unimia, online SIFA services, the digital library, the Ariel e-learning portal and Cosp services. You can consult and use your email account directly online - at [www.unimi.it](http://www.unimi.it) - by clicking on the Webmail button in the horizontal menu of the website homepage. If you forget your password or wish to change it, you will receive a text with a reset code and a link to set a new password.

Milano, 24 Marzo 2021

La Commissione

Dott.ssa Vercesi Silvia - Presidente

Dott. Cartocci Valerio - Componente

Sig. Negri Angelo Giovanni - Componente

Dott. Bosi Giampaolo - Segretario

Dott.ssa Bernasconi Angela