مباراة لملء بعض المراكز الشاغرة
في ملاك المديرية العامة للشؤون العقارية في وزارة المالية

المدة:40 دقيقة	مسابقة عملية في Word – Excel
نموذج: (1)	لوظيفة:طباع

WORD

- حوّل النص الذي أمامك على الشاشة الى الشكل الذي على الورقة.
- أضف كل ما يجب اضافته واحذف كل ما يجب حذفه.
- حدد مقاييس هامش الصفحة على الشكل التالي:

Top: 20 mm	Bottom: 20 mm
Left: 15 mm	Right: 15 mm
Header: 11 mm	Footer: 11 mm

- النص: verdena, justify, 12
- العنوان: 14, Bold , center
- المسافة بين الأسطر: 1.5 lines
- المسافة بين المقاطع: 6 Pts
- جميع المقاطع تبدأ بعد مسافة 1cm
- اضف الـ Header التالي "Ref: Mer-1 " في بداية كل صفحة.

EXCEL

- حوّل النص الذي أمامك على الشاشة إلى الشكل الموجود على الورقة مستعيناً بالأسئلة في اسفل الورقة .
- أضف كل ما يجب إضافته واحذف ما يجب حذفه.
- استعمل الـ (formulas) لتعبئة النطاق المطلوب.
- نص الاسئلة في اسفل الورقة ليس للإدخال.

اللجنة الفاحصة	بيروت في: 14 /2012/03

Government refers to the legislators who control a state

I. Government

GOVERNMENT[1] IS THE MEANS BY WHICH STATE POLICY IS ENFORCED, AS WELL AS THE MECHANISM FOR DETERMINING THE POLICY OF THE STATE. A FORM OF GOVERNMENT, OR FORM OF STATE GOVERNANCE, REFERS TO THE SET OF POLITICAL INSTITUTIONS BY WHICH A GOVERNMENT OF A STATE IS ORGANIZED.

II. States

States are served by a continuous succession of different governments. Each successive government is composed of a body of individuals who control and exercise control over political decision-making. Their function is to enforce laws, legislate new ones, and arbitrate conflicts. In some societies, this group is often a self-perpetuating or hereditary class. In other societies, such as democracies, the political roles remain, but there is frequent turnover of the people actually filling the positions.

III. To govern

The word government is derived from the Latin infinitive gubernare, meaning "to govern" or "to manage". In parliamentary systems, the word "government" is used to refer to what in presidential systems would be the executive branch. In parliamentary systems, the government is composed of the prime minister and the cabinet. In other cases, "government" refers to executive, legislative, judicial, bureaucratic, and possibly also devolved powers.

IV. Distinction between government and state

In most Western societies, there is a clear distinction between a government and the state. Public disapproval of a particular government (expressed, for example, by not re-electing an incumbent) does not necessarily represent disapproval of the state itself (i.e. of the particular framework of government). However, in

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[1] Regime

some totalitarian regimes, there is not a clear distinction between the regime and the state. In fact, leaders in such regimes often attempt to deliberately blur the lines between the two, in order to conflate their interests with those of the polity.

V. Central government

A central government is the government of a nation-state and is more typically a characteristic of a unitary state. This is not the same thing as a federal government which may have distinct powers at various levels authorized or delegated to it by its member states, though the adjective 'central' is sometimes used to describe it.

$$Z = X_2 + y^2$$

Table prix

Description	Prix Emprunt par Jour
Cadillac	$150.00
Renault	$20.00
Mercedes	$75.00
Peugeot	$50.00

N° client	Description Voiture	Nombre de Jours	Prix Emprunt par Jour	Total	Escompte	Taxe	Total Net
C001	Cadillac	*10*	$150	$1,500	$300	$150.00	$1,350
C002	Mercedes	4	$75	$300	$30	$30.00	$300
C003	Mercedes	5	$75	$375	$38	$37.50	$375
C004	Peugeot	3	$50	$150	$15	$7.50	$143
C005	Renault	2	$20	$40	$4	$2.00	$38
C006	Renault	6	$20	$120	$12	$6.00	$114
C007	Renault	4	$20	$80	$8	$4.00	$76
C008	Cadillac	*8*	$150	$1,200	$240	$120.00	$1,080
Somme des totaux Net pour les Cadillac:							$2,430
Somme des totaux Net pour les Renault empruntés plus que 2 jours:							$190.00
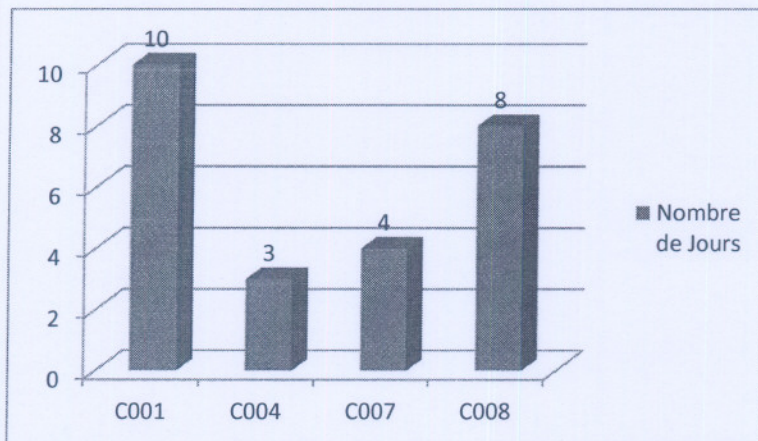
1- Calculer l'escompte selon la condition suivante :
   Si le Total est > 500$ alors l'escompte est de 20% du Total sinon 10%
2- Calculer la Taxe selon la condition suivante :
   Si la voiture est Cadillac ou Mercedes alors la Taxe est de 10% du Total sinon 5%
3- Les nombre de jours plus grand que 5 doivent être bold , Italic et underline

Price Table	
Description	Loan price per day
Cadillac	$150.00
Renault	$20.00
Mercedes	$75.00
Peugeot	$50.00

N° client	Description Car	Number of days	Loan price per day	Total	Discount	Tax	Total Net
C001	Cadillac	*10*	$150	$1,500	$300	$150.00	$1,350
C002	Mercedes	4	$75	$300	$30	$30.00	$300
C003	Mercedes	5	$75	$375	$38	$37.50	$375
C004	Peugeot	3	$50	$150	$15	$7.50	$143
C005	Renault	2	$20	$40	$4	$2.00	$38
C006	Renault	6	$20	$120	$12	$6.00	$114
C007	Renault	4	$20	$80	$8	$4.00	$76
C008	Cadillac	*8*	$150	$1,200	$240	$120.00	$1,080
Sum of net totals of Cadillac:							$2,430
Sum of net total for Renaults borrowed more than 2 days:							$190.00
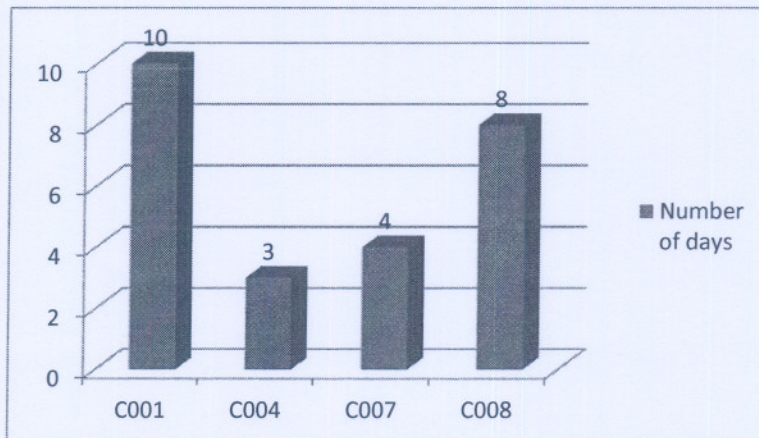
1- Calculate the discount according to the following condition:
 if the total is > 500$ then discount is 20% from total else 10%
2- Calculate the tax according to the following condition:
  If the car is Cadillac or Mercedes the the tax is 10% from Total else 5%
3- The number of days grater than 5 must be bold , Italic and underline