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Dapartment of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuw
Subject-General Information Technology ment of Education, Sabaragamuwa Province/ Weelly Scho week- January 5

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Grade-12

Weekly School Department of Education,Sai nit of Education,SabaragamuwaProvince/We gamuwa Province/ Weekly School Depart

- Following spreadsheet segment shows monthly payroll of a private company for the month of August.

| 4 | A | B | C | D | E | F | G |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |
| 2 | Number | Emp.No | Emp.Name | Attendance | Daily Rate | Monthly Salary | Bonus |
| 3 |  |  |  |  |  |  | 10\% |
| 4 | 1 | E0001 | Sunil | 24 | 1500.00 |  |  |
| 5 | 2 | E0002 | Kamal | 25 | 1200.00 |  |  |
| 6 | 3 | E0003 | Anil | 23 | 1300.00 |  |  |
| 7 | 4 | E0004 | Nimal | 26 | 1150.00 |  |  |
| 8 | 5 | E0005 | Namal | 25 | 1250.00 |  |  |
| 9 | 6 | E0006 | Sumith | 24 | 1400.00 |  |  |
| 10 | 7 | E0007 | Nihal | 23 | 1350.00 |  |  |
| 11 | 8 | E0008 | Indunil | 25 | 1150.00 |  |  |
| 12 | 9 | E0009 | Ajith | 25 | 1450.00 |  |  |
| 13 | 10 | E0010 | Prasanna | 26 | 1500.00 |  |  |
| 14 | 11 | E0011 | Saman | 24 | 1200.00 |  |  |
| 15 | 12 | E0012 | Amara | 26 | 1150.00 |  |  |
| 16 | 13 | E0013 | Kamala | 25 | 1050.00 |  |  |
| 17 |  |  |  |  |  |  |  |

Bonus is calculated in above worksheet as follows.
Monthly Salary = Attendance $x$ Daily Rate
Bonus $\quad=$ Monthly Salary $\times$ Bonus Rate

Considering the above,
1.) Write a formula to calculate the monthly salary of Sunil in Cell F4.
2.) Write down the steps to copy formula in Cell F4 to F16.
3.) Write the single function to calculate the total monthly salary of employees in cell F18.
4.) Write a suitable formula in Cell G4 to calculate the $10 \%$ of bonus payment from Sunil's monthly payment.(Only using cell addresses)

