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

	A	В	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	х	Daily Rate
Bonus	= Monthly Salary x	Bonus	s 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)