

Spreadsheets Assessment

Download and open the **forests spreadsheet**

Question 1

Use the **Question 1 – Sort and filter** worksheet for this task

1. Select the **entire sheet**
2. **Sort** the data by **Size (hectares)** going from **smallest to largest**
Make sure the column headings in the first row stay where they are at the top of the sheet
3. Use a **filter** to display only forests located in **Hampshire**

Switch to the sheet ‘Questions 2–4 – data analysis’ for the next questions

Question 2

Use the **Questions 2–4 – Data analysis** worksheet for this question

Use **functions** to work out each of the following in the spaces provided on the spreadsheet:

1. The size of the **largest** forest
2. The size of the **smallest** forest
3. The **total area** covered by all the forests
4. The **average** forest size
5. The **number of entries** in the Size column
6. The number of forests **in England** (hint: find how many times “England” appears in the Country column)
7. The number of forests that are **greater than** 10000 hectares in size

Turn over

Question 3

Use the **Questions 2–4 – Data analysis** worksheet for this question

1. Add a new column called **Size (acres)**
2. Use a **formula** to convert all of the hectare measurements to acres

The formula you need to use is:

$$\text{acres} = \text{hectares} * 2.47$$

3. Add another new column called **Size category**
4. Use a **function** to say if the forest is large or small
 - a. If the area is less than 1000 hectares the column should say “small”
 - b. Otherwise it should say “large”
 - c. Don’t worry about forests that have no entry for size

Question 4

Use the **Questions 2–4 – Data analysis** worksheet for this question

1. Use **conditional formatting** to show forests which are **larger than 10000 hectares** in size. You can use any colour you like.

Switch to the ‘Questions 5 – Chart’ worksheet for the final question

Question 5

Use the **Question 5 – Chart** worksheet for this question

A survey is regularly conducted in the UK to find out what people think about forests

One question asks people how often they visit forests in the summer

The results of this question are shown in the spreadsheet

1. Make a **pie chart** showing what people thought in 2025
2. Make sure your chart has a **suitable heading** and a **key**