Creating Screens



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Screening for Investments in Morningstar OfficeSM Cloud

By now, you should have completed the Creating Lists manual, where you learned how to save a static set of investments as a list. In this manual, you will learn how to create a screen. A screen allows you to define the criteria investments must meet to be seen in a grid.

Unlike a list, whose members never change unless you manually add or remove them, a screen is dynamic. That is, it always reflects the investments which currently match the criteria you have defined. For example, you create a screen in February to find undervalued stocks and it returns 140 stocks, but when you open it in March it could result in just 90 stocks being found, or as many as 150.

This guide provides practice in creating several different screens, and you will also learn new capabilities related to analytical views and working with the Grid.

Overview



Creating and Saving Screens for Stocks

The same basic process is used for each screen you create:

- 1. Select an **investment type** (for example, stocks, funds) as the basis for the screen.
- 2. Choose a **data point** related to those investment types to search for.
- 3. Determine acceptable **values** for that data point.
- 4. Click **OK** to accept the data point and its value.
- 5. **Repeat steps 2-4** until all data points and criteria have been entered.
- 6. Click **Done** to close the Screener window and see the results in a workbook.

This section provides practice in not only creating a screen, but also the following:

- changing the data set associated with a screen's results
- ► saving a screen
- modifying a screen
- changing the settings for a data point
- saving a modified screen with a new name, and
- ► saving a workbook.

Stocks assigned a 5-star rating are those that Morningstar's Analysts believe are the most deeply undervalued. Because the Morningstar Rating for Stocks is updated everyday, creating and saving a screen to track 5-star stocks is helpful. Doing so allows you to open this screen each day to see which new stocks are now in 5-star territory, and thus discover new investment opportunities.

As with a list, a screen can be created from anywhere in Morningstar OfficeSM Cloud by clicking the Create icon on the header. To find 5-star stocks traded in the U.S., do the following:

1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.



2. Select the option for **Equity**.

Overview

Exercise 1: Screen for

5-star stocks

3. Click **OK**. As you make selections, all investments matching the criteria appear in the Screener window's left-hand pane.

Screener		Cancel Done	
▼ Create your Universe	🔘 Logic Mode 📩	0/0 + 🖻 🖒	
Investment Type Select an investment type to start your screen. Value Category Aver Exchange-Trad Model Closed-End Fund Index Collective Inve Insurance Fund Pooled Fund	Preferred Stock Separate Acco		Although only Equity is selected here, you can choose multiple investment types when creating a screen

4. The system shows every instance of a stock, including every exchange it trades on; which results in some stocks appearing on the list more than once. To address this, narrow the results by adding more search criteria. In the Add Criteria area, in the Search for data points field, type Exchange, then select the Exchange data point when it appears.

Screener		Cancel	\sim
▼ Create your Universe	🔘 Logic Mode 📋	^ 0 / 121,959 +	-
Investment Type: Equity		(Y.Z) Queenco Ltd	
# Add Criteria	~	01 Communique Laboratory Inc	
# Add Griteria	<u>^</u>	01 Communique Laboratory Inc	
O Exchange	1	01 Communique Laboratory Inc	
C Donning 4	J	01 Communique Laboratory Inc	
Exchange		UTCyberaton SA	
	_	1 maj ad	Click Exchange after
Exchange Country		1 Page Ltd	searching for it.
		1 Production Film Co	
Exchange Country Id		1&1 Drillisch AG	
		181 Drillisch AG	

5. In the Value area, search for NYSE ARCA, then click to select its option.

Create your Universe		◯ Logic Mode +	0 / 122,120 + 🖻 🖒
Investment Type: Equit	ý		(Y.Z) Queenco Ltd
" Euchenne			01 Communique Laboratory Inc
# Exchange		UK	01 Communique Laboratory Inc
Operator	Value		01 Communique Laboratory Inc
			01 Communique Laboratory Inc
Include	O Allow Missing		01Cyberaton SA
O Exclude	values		1 maj ad
			1 Page Ltd
Malaa			1 Production Film Co
			1&1 Drillisch AG
Q ny		$(\langle \langle 1/1 \rangle \rangle)$	1&1 Drillisch AG
			1&1 Drillisch AG
NYSE ARCA	NYSE MKT LLC		1&1 Drillisch AG
			1&1 Drillisch AG
			1&1 Drillisch AG
			181 Drillisch AG

6. Clear the Filter field, then enter NASDAO and click it to select its option.

Screener			Cancel Done	
Create your Universe		C Logic Mode	Î0/3 + ₫ ⊘	
Investment Type: Equi	ty		Empire State Realty OP LP Operating Partnership	
II Exchange Operator	Value	ОК	Empire State Realty OP LP Operating Partnership Empire State Realty OP LP Operating Partnership	
Include Exclude	Allow Missing Values			
Value				
Q Nas		(≪ < 1/1 > ≫)		
O AB NASDAQ ON	AX VIL O NASDAO OMX COPEN	O NASDAQ OMX RIGA AS		
NASDAQ	NASDAQ OMX HELSIN	NASDAQ OMX STOCK NASDAQ OMX TALLIN		Select this exchange af

7. Clear the **Filter** field, then enter **New York** and click **New York Stock Exchange, Inc.** to select its option.

Screener		Cancel	D
▼ Create your Universe	C Logic Mode +	0 / 122,120 + 🖻 🖒	_
Investment Type: Equity		(Y.Z) Queenco Ltd	
" Eveloper		01 Communique Laboratory Inc	Î.
# Exchange		01 Communique Laboratory Inc	1
Operator Value		01 Communique Laboratory Inc	
		01 Communique Laboratory Inc	
Include O Allow Missing		01Cyberaton SA	
Values C Exclude		1 maj ad	
		1 Page Ltd	
· · · · · · · · · · · · · · · · · · ·		1 Production Film Co	
Value		1&1 Drillisch AG	
O New	(« (1/1) »)	1&1 Drillisch AG	
		181 Drillisch AG	
NEW YORK STOCK EXC O NEW ZEALAND EXCHA		1&1 Drillisch AG	Coloct this syshes
		1&1 Drillisch AG	Select this exchan
		1&1 Drillisch AG	arter searching for
		181 Drillisch AG	

- 8. Click **OK**. Note that the number of matching stocks shrinks considerably.
- 9. To find stocks with a 5-star rating, in the Add Criteria area, in the **Search for data points** field, type **Rating**, then select **Morningstar Rating for Stocks**.

creener			Cancel Done	
Create your Universe		C Logic Mode	0/4,819 +	-
Investment Type: Equit	у		10x Genomics Inc Ordinary Shares - Class A	1
Exchange: NASDAQ , N	EW YORK STOCK EXCHANGE, INC. , NYSE ARCA	٦×	111 Inc 1 ADR represents 2 Class Common stocks 1347 Property Insurance Holdings Inc	
II Add Criteria		×	180 Degree Capital Corp 1-800-Flowers.com Inc Class A	
Q rating	Data Definition for Morningstar Rating for Stocks		1895 Bancorp of Wisconsin Inc Ordinary Shares 1Life Healthcare Inc Ordinary Shares	
Morningstar Rating			1st Constitution Bancorp	Soloct this
for Stocks	The Morningstar Rating for Stocks is		1st Source Corp	point after
0	calculated by comparing a stock's		21Vianet Group Inc ADR	searching f
Quantitative Gredit	current market price with		2U Inc	Scarching
naung	Morningstar's estimate of the stock's		360 Finance Inc ADR	
Stewardship Bating	fair value. When the Morningstar		36KR Holdings Inc ADR	
- Qualitative	Rating for Stocks was initially		3D Systems Corp	
	launched in August 2001, it was		3M Co	
	entirely independent of a stock's risk		500.com Ltd ADR	
	score. A high-risk stock that was 20%		 51iob Inc ADR 	

10. Select the option for $\star \star \star \star \star$.

11. Click **OK**.

Screener		Cancel Done	Select the
▼ Create your Universe		💿 Logic Mode 🗄 🚺 🚺 🕹	value for the data point,
Investment Type: I	Equity	10x Genomics Inc Ordinary Shares - Class A 111 Inc 1 ADB represents 2 Class Common storts	then click OK and Done
Exchange: NASDAC	1 , NEW YORK STOCK EXCHANGE, INC. , NYSE ARCA	1347 Property Insurance Holdings Inc	the screen
# Morningstar Ratin	g for Stocks Best (mo-end)	CK 180 Degree Capital Corp	
Operator	Value	1895 Bancorp of Wisconsin Inc Ordinary Shares	
<u></u>	Allow Missing	1Life Healthcare Inc Ordinary Shares	
Include	Values	1st Constitution Bancorp	
O Exclude	Voldes	1st Source Corp	
	*****	21Vianet Group Inc ADR	
	· ****	2U Inc	
	0	360 Finance Inc ADR	
	○ ***	36KR Holdings Inc ADR	
	○ ★★	3D Systems Corp	
	$\cap \star$	3M Co	
	0	500.com Ltd ADR	
		▼ 51iob Inc ADR	

12. Click **Done**. The Screener window closes, and the Grid opens.

A screen is not automatically saved when you create it. In the upper-left corner of the window, note the name of the screen. The word Edited indicates that the screen has not been saved.

Exercise 2: Save the screen you created

			0				9		0	
=	Untitled Screen — Edited V			Search for C	lients, Securities	, Reports,	Ļ		Ď	Note the name of
	0 59 🖂 🛍 🛇 + 🕰 🖸	6	7 Data Set: Equities Summ	ary Read C)nly V		Show P	eer Analytic	s 🔇	the unsaved screen
	Nome	Ticker	Exchange	Business Country	Market Cap (day- end)	Base Currency	Market Price - Close (day- end)	Fair Value Best (day- end)	P/E day-end	
	1 Abercrombie & Fitch Co Class A	ANF	NEW YORK STOCK EXCHANGE, INC.	USA	1,057,305,451	US Dollar	16.85	25.66		
	2 Adient PLC	ADNT	NEW YORK STOCK EXCHANGE, INC.	USA	2,543,677,902	US Dollar	27.12	60.00		
	3 Aegon NV ADR	AEG	NEW YORK STOCK EXCHANGE, INC.	NLD	8,547,345,962	US Dollar	4.25	7.05		
	4 AMC Networks Inc A	AMCX	NASDAQ	USA	2,077,876,904	US Dollar	37.40	65.00		
	5 American International Group Inc	AIG	NEW YORK STOCK EXCHANGE, INC.	USA	47,099,179,948	US Dollar	54.14	76.00		
	6 Anheuser-Busch InBev SA/NV ADR	BUD	NEW YORK STOCK EXCHANGE, INC.	BEL	146,368,824,516	US Dollar	74.59	116.00		
	7 Athene Holding Ltd Class A	ATH	NEW YORK STOCK EXCHANGE, INC.	USA	8,194,477,119	US Dollar	46.12	60.01		
	8 Aurora Cannabis Inc	ACB	NEW YORK STOCK EXCHANGE, INC.	CAN	1,749,584,952	US Dollar	1.56	7.00		
	9 Berry Global Group Inc	BERY	NEW YORK STOCK EXCHANGE, INC.	USA	5,515,784,000	US Dollar	41.66	56.65		
	10 Big Lots Inc	BIG	NEW YORK STOCK EXCHANGE, INC.	USA	1,077,580,369	US Dollar	27.60	42.76		
	11 British American Tobacco PLC ADR	BTI	NEW YORK STOCK EXCHANGE, INC.	GBR	102,007,258,646	US Dollar	44.44	59.00		
	12 Brookfield Property Partners LP	BPY	NASDAQ	USA	17,300,913,716	US Dollar	18.23	22.80		

Once saved, the screens you create in Morningstar Office Cloud are dynamic; that is, when you open a screen, it always shows the securities matching the criteria associated with the screen. This allows you to always see the current results of a saved screen you open on a regular basis. To save the screen you created, do the following:

1. On the toolbar above the grid, click the Lists & Screens drop-down field, then select Save. A dialog box opens.

\equiv	Untitled Screen	- Edited \vee			Q	Search for C	lients, Securities	, Reports, a	<u>(</u>	Ľ (?	Bo	
\checkmark	0 59	Screen Actions			Set: Equities Summ	ary Read C)nly V		Show P	eer Analytic	25 (<	
		🗇 Open		10		10000			Market Price -	Fair Value	P/	
	Name	凹 Save			1	Business Country	Market Cap (day- end)	Base Currency	Close (day- end)	Best (day- end)	day-en	
	1 Abercrombie & Fitc	🖻 Import List			STOCK EXCHANGE, INC.	USA	1,057,305,451	US Dollar	16.85	25.66		Use this
	2 Adient PLC	+ Create New List			STOCK EXCHANGE, INC.	USA	2,543,677,902	US Dollar	27.12	60.00		command
	3 Aegon NV ADR	+ Create New Screen			STOCK EXCHANGE, INC.	NLD	8,547,345,962	US Dollar	4.25	7.05		to save a
	4 AMC Networks Inc					USA	2,077,876,904	US Dollar	37.40	65.00		screen
	5 American Internatio	nal Group Inc	AIG	NEW YURK	STOCK EXCHANGE, INC.	USA	47,099,179,948	US Dollar	54.14	76.00		
	6 Anheuser-Busch InB	lev SA/NV ADR	BUD	NEW YORK	STOCK EXCHANGE, INC.	BEL	146,368,824,516	US Dollar	74.59	116.00		
	7 Athene Holding Ltd	Class A	ATH	NEW YORK	STOCK EXCHANGE, INC.	USA	8,194,477,119	US Dollar	46.12	60.01		
	8 Aurora Cannabis Inc		ACB	NEW YORK	STOCK EXCHANGE, INC.	CAN	1,749,584,952	US Dollar	1.56	7.00		
	9 Berry Global Group I	nc	BERY	NEW YORK	STOCK EXCHANGE, INC.	USA	5,515,784,000	US Dollar	41.66	56.65		
0	10.01.1.1		210	NEW YORK	07000 EV0111005 100	110.4	1 077 500 000	110 D 11	07.00	10.70		

- 2. In the Enter new name field, type 5-Star Stocks.
- 3. Click **Save**. The dialog box closes, and the name of the screen now appears in the field on the toolbar.

	Untitled Screen — Edited \vee			Q Se	arch for C	lients, Securities,	Reports, a	<u>(</u>		
\sim	o 5 9 ⊡ ⊡ ⊘ +	Q 17 D	✓ Data Set: Equities	s Summar	y Read O	nly V		Show P	eer Analytics(
	Name	Tickr	r Exchange		Business Country	Market Cap (day- end)	Base Currency	Market Price - Close (day- end)	Fair Value Best (day- day end)	
	1 Abercrombie & Fitch Co Class A	ANF	NEW YORK STOCK EXCHANC	GE, INC.	USA	1,057,305,451	US Dollar	16.85	25.66	
	2 Adient PLC	ADN	T NEW YORK STOCK EXCHANO	GE, INC.	USA	2,543,677,902	US Dollar	27.12	60.00	
	3 Aegon NV ADR 4 AMC Networks Inc A	Enter a r	ame to save changes			47,345,962 77,876,904	US Dollar US Dollar	4.25 37.40	7.05 65.00	
	5 American International Group Inc 6 Anheuser-Busch InBev SA/NV ADR	5-Star S	tock			39,179,948 38,824,516	US Dollar US Dollar	54.14 74.59	76.00	Enter a name, then click Save
	Athene Holding Ltd class A Aurora Cannabis Inc Berry Global Group Inc			Cancel	Sav	e 19,584,952 15,784,000	US Dollar US Dollar	40.12 1.56 41.66	7.00	
	10 Big Lots Inc	BIG	NEW YORK STOCK EXCHANC	GE, INC.	USA	1,077,580,369	US Dollar	27.60	42.76	
	11 British American Tobacco PLC ADR	BTI	NEW YORK STOCK EXCHANC	GE, INC.	GBR	102,007,258,646	US Dollar	44.44	59.00	
	12 Brookfield Property Partners LP	BPY	NASDAQ		USA	17,300,913,716	US Dollar	18.23	22.80	
	13 Cameco Corp	CCJ	NEW YORK STOCK EXCHANC	ge, inc.	CAN	3,484,812,884	US Dollar	8.80	15.50	

Before moving on to creating a screen for funds, one additional exercise on screening for stocks will prove instructive. This exercise allows you to practice the following skills:

Exercise 3: Screen for stocks by P/E Ratio

- changing an existing screen
- ► screening for stocks with a Price-to-Earnings Ratio greater than 20
- ► saving a new screen without changing an existing saved screen, and
- ► saving a workbook to preserve a custom sort.

Do the following:

1. From the Grid header row, click the **Open Screener** icon. The Screener window opens.

	5-Star Stock ∨		Q 5	Search for C	lients, Securities,	, Reports, a	Ű.	Ľ (? &	
\checkmark	70 59 🖂 🗑 ⊘ + 🕰 🖄 🕅 🏹 Data Set: Equities Summary Read Only ∨ Show Peer Analytics 🤇 T								This icon opens
	Name	Ticker	Exchange	Business Country	Market Cap (day- end)	Base Currency	Market Price - Close (day- end)	Fair Value P/ Best (day-day-en end)	the Screener
	1 Abercrombie & Fitch Co Class A	ANF	NEW YORK STOCK EXCHANGE, INC.	USA	1,057,305,451	US Dollar	16.85	25.66	
	2 Adient PLC	ADNT	NEW YORK STOCK EXCHANGE, INC.	USA	2,543,677,902	US Dollar	27.12	60.00	
	3 Aegon NV ADR	AEG	NEW YORK STOCK EXCHANGE, INC.	NLD	8,547,345,962	US Dollar	4.25	7.05	
	4 AMC Networks Inc A	AMCX	NASDAQ	USA	2,077,876,904	US Dollar	37.40	65.00	
	5 American International Group Inc	AIG	NEW YORK STOCK EXCHANGE, INC.	USA	47,099,179,948	US Dollar	54.14	76.00	
	6 Anheuser-Busch InBev SA/NV ADR	BUD	NEW YORK STOCK EXCHANGE, INC.	BEL	146,368,824,516	US Dollar	74.59	116.00	
	7 Athene Holding Ltd Class A	ATH	NEW YORK STOCK EXCHANGE, INC.	USA	8,194,477,119	US Dollar	46.12	60.01	
	8 Aurora Cannabis Inc	ACB	NEW YORK STOCK EXCHANGE, INC.	CAN	1,749,584,952	US Dollar	1.56	7.00	
	9 Berry Global Group Inc	BERY	NEW YORK STOCK EXCHANGE, INC.	USA	5,515,784,000	US Dollar	41.66	56.65	
	10 Big Lots Inc	BIG	NEW YORK STOCK EXCHANGE, INC.	USA	1,077,580,369	US Dollar	27.60	42.76	
	11 British American Tobacco PLC ADR	BTI	NEW YORK STOCK EXCHANGE, INC.	GBR	102,007,258,646	US Dollar	44.44	59.00	
\square	12 Brookfield Property Partners LP	BPY	NASDAQ	USA	17,300,913,716	US Dollar	18.23	22.80	

2. To the right of the Morningstar Rating criterion, click the X to remove it.

Screener			Cancel Done	
▼ Create your Universe (🔿 Logic Mode 📩	Î	0/107 🕂 🗇 🖒	
Investment Type: Equity			Acadia Healthcare Co Inc	
${\ensuremath{\mathbb H}}$ Exchange: NASDAQ , NEW YORK STOCK EXCHANGE, INC. , NYSE ARCA		Ŀ	Adient PLC Aegon NV ADR	
# Morningstar Rating for Stocks Best (mo-end): Include Value: 5 Stars			AMC Networks Inc A American International Group Inc	Click here to
# Add Criteria	×		Anheuser-Busch InBev SA/NV ADR	remove a
			Aphria Inc	criterion from
Q Search for			Aramark	a screen
			Baker Hughes Co Class A	0.3010011
Average Price			Banco Santander SA ADR	
Ratio			BorgWarner Inc	
Pupinges Country			BP PLC ADR	
business country			Capri Holdings Ltd	
Cost of Equity			CF Industries Holdings Inc	
			China Life Insurance Co Ltd ADR repr Class H	
Distribution >			China Mobile Ltd ADR	
		*	China Telecom Corp Ltd ADR	

3. In the Add Criteria area **Search for data points** field, type **P/E**. Note that no results are shown.

4. In the Search for data points field, type Price, then click Price Ratio.

Screener		Cancel Done	
▼ Create your Universe	🔘 Logic Mode 📋	Î0/4,819 + ₪ ⊘	
Investment Type: Equity		10x Genomics Inc Ordinary Shares - Class A	
I Exchange: NASDAQ , NEW YORK STOCK EXCHANGE, INC. , NYSE ARCA		111 Inc 1 ADR represents 2 Class Common stocks 1347 Property Insurance Holdings Inc	
# Add Criteria	×	180 Degree Capital Corp	
Q Price		1895 Bancorp of Wisconsin Inc Ordinary Shares	
Average Price Ratio		1st Constitution Bancorp	
Market Price		1st Source Corp 21Vianet Group Inc ADR	
Price Ratio		2U Inc 360 Finance Inc ADR	Note the
Price To Fair Value		36KR Holdings Inc ADR	to search
Stock Price		30 Systems Corp 3M Co	to select
		500.com Ltd ADR 51iob Inc ADR	

5. The system defaults to the P/B Price Ratio (Price-to-Book). To change this to the P/E Price Ratio, click the **Settings** icon.

' Create your Universe	🔘 Logic Mode 📩	Î0/4,819 +	
		10x Genomics Inc Ordinary Shares - Class A 111 Inc 1 ADR represents 2 Class Common stocks	
Exchange. HABBAR, NEW TOTICOTOCK EXCHANGE, INC., NTSE AND		1347 Property Insurance Holdings Inc	
II Price Ratio	ССС	180 Degree Capital Corp 1-800-Flowers.com Inc Class A	Click this icon to
Operator Value		1895 Bancorp of Wisconsin Inc Ordinary Shares	change the
		1Life Healthcare Inc Ordinary Shares	settings for this
Greater than or Values		1st Constitution Bancorp	data point
Equal to		1st Source Corp	
Greater than 💿 Value		21Vianet Group Inc ADR	
Equal to Enter Value		2U Inc	
Not Found to		360 Finance Inc ADR	
Not Available		36KR Holdings Inc ADR	
Less than or Equal		3D Systems Corp	
to		3M Co	
○ Less than		500.com Ltd ADR	
Rotugon		51iob Inc ADR	

6. From the Valuation per Share Type drop-down field, select P/E.

Screener	Cancel Done
▼ Create your Universe	0/4,819 + 🖻 🖒
Investment Type: Equity	10x Genomics Inc Ordinary Shares - Class A
	111 Inc 1 ADR represents 2 Class Common stocks
* Excitalinge. NASDAU, NEW YORK STOCK EXCITANCE, INC., NTSE ARCA	1347 Property Insurance Holdings Inc
Il Price Ratio	180 Degree Capital Corp
	1-800-Flowers.com Inc Class A
Time End Date	1895 Bancorp of Wisconsin Inc Ordinary Shares
	1Life Healthcare Inc Ordinary Shares
Most Recent V Day End V	1st Constitution Bancorp
	1st Source Corp
Valuation per Share Type Screen By	21Vianet Group Inc ADR
	2U Inc
P/E V Value V	360 Finance Inc ADR
P/E 🗸 🗂	36KR Holdings Inc ADR
	3D Systems Corp Select this option
17/8	3M Co from this field
P/S	500.com Ltd ADR
Normalized P/E	51iob Inc ADR

- 7. Click **OK**.
- 8. From the Operator column, select Greater than.
- 9. In the Value field, enter 20.

Screener			Cancel Done	
 Create your Universe 		C Logic Mode	Î0/4,819 +	
Investment Type: Equity			10x Genomics Inc Ordinary Shares - Class A	
# Exchange: NASDAO NE	W VORK STOCK EXCHANGE INC NYSE ARCA		111 Inc 1 ADR represents 2 Class Common stocks	
Exonango. milobad, mi	Torrest Excitates, inc. , interanda		1347 Property Insurance Holdings Inc	
II P/E Ratio day-end (day	/-end)	С ок	180 Degree Capital Corp	
			1-800-Flowers.com Inc Class A	
Operator	Value		1895 Bancorp of Wisconsin Inc Ordinary Shares	
0.0	Allow Missing		1Life Healthcare Inc Ordinary Shares	
Greater than or	Values		1st Constitution Bancorp	
Equal to			1st Source Corp	
Greater than	Value		21Vianet Group Inc ADR	
O Equal to	20		20 inc	
O Not Equal to			360 Finance Inc ADR	Note the selection
I are than ar Equal	🔿 Not Available		36KR Holdings Inc ADR	for these fields
to			3D Systems Corp	-
0			3M Co	-
U Less than			500.com Ltd ADR	
Rotwoon			51iob Inc ADR	

- 10. Click **OK**.
- 11. Click Done. The Screener window closes, and the Grid is displayed.

12. Note the word Edited to the right of the screen's name; this indicates the saved screen has changed. To save this screen with a new name, click the drop-down field and select **Save As**.

	5-Star Stock	— Edited V			Q Se	2
	/0 11	Screen Actions			Set: Equities Summar	C
11		- D Open		103		-
	Name	凹 Save				
	A	Save As				Be sure to choose this
	1 Abercrombie & F	⊠ Import List			K STOCK EXCHANGE, INC.	option, and not Save
	2 American Interna				K STOCK EXCHANGE, INC.	
	3 Cameco Corp	+ Create New List			K STOCK EXCHANGE, INC.	
	4 Equitrans Midstr	+ Create New Screen			K STOCK EXCHANGE, INC.	
	5 Imax Corp				K STOCK EXCHANGE, INC.	
	6 Loews Corp		L		K STOCK EXCHANGE, INC.	
	7 Macerich Co		MAC	NEW YOF	RK STOCK EXCHANGE, INC.	
	8 Molson Coors Bev	erage Co Class A	TAP.A	NEW YOF	RK STOCK EXCHANGE, INC.	
	9 MPLX LP Partnersh	hip Units	MPLX	NEW YOF	RK STOCK EXCHANGE, INC.	
	10 Sociedad Quimica	Y Minera De Chile SA ADR	SQM	NEW YOF	RK STOCK EXCHANGE, INC.	
	11 TripAdvisor Inc		TRIP	NASDAQ		
	21					

13. In the **Enter a new screen name** field, enter **Growth Stock**, then click **Save**. The name of the screen changes automatically.

The process of creating and saving screens for funds is identical to that for stocks. The only difference is the set of data points available for screening. In addition to practicing building additional screens, the exercises in this section also show you how to do the following:

- ► save investments from a screen to a list
- ► group funds by category in the Grid
- ► change a screen's name, and
- ► find a data point if it does not automatically appear when searching for it by name.

For this exercise, you will create a new screen, this time for open-end funds and ETFs with a Gold rating from a Morningstar analyst. The funds must also be open to new investors. To screen for investments meeting these criteria, do the following:

Exercise 4: Screen for

Gold-rated funds

1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.

E Home	Ĵ	<u>9</u> 🖉 🖓	
	Create		
$M \frown RNINGSTAR Office ^{\bigtriangleup}$	Client Prospect		
Q Search for Clients, Securities, Reports, and Research	Account Model Portfolio Custom Benchmark		
Practice Management Reports	List Screen		
Gain insights into your practice by starting a spreadsheet report on:	Note	_	Select this option from the Create menu
Your assets under anagement Your practice's overall performance	Batch Schedule	ises	

2. In the Investment Type area, click **Exchange-Traded Fund** and **Open-End Fund**, then click **OK**.

Screener ▼ Create your Universe © Logic Mode †]	Cancel Dane 0 / 28,672 + 🗟 🖒	After selecting your option(s) for a field, be sure to click OK
Investment Type Image: Trad Select an investment type to start your screen. Value Category Aver Closed-End Fund Index Collective Inve Insurance Fund Equity	1290 Convertible Securities A 1290 Convertible Securities I 1290 Convertible Securities R 1290 Diversified Bond A 1290 Diversified Bond I 1290 Diversified Bond R 1290 DoubleLine Dynamic Allocation A 1290 DoubleLine Dynamic Allocation R 1290 DoubleLine Dynamic Allocation R 1290 GAMCO Small/Mid Cap Value A	The Domicile criteria is included automatically, and is set to United States, saving you the trouble of having to filter for only those funds sold in the U.S.
Domicile: United States	1290 GAMCO Small/Mid Cap Value R 1290 GAMCO Small/Mid Cap Value T 1290 Global Talents A 1290 Global Talents I 1290 Global Talents R 1290 Hich Vield Bond A	

- 3. To find funds with a Gold Morningstar Analyst Rating, in the Add Criteria **Search for data points** field, type **rating**.
- 4. Select Morningstar Analyst Rating.

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Investment Type: Open-End Fund, Exchange-Traded Fund	1290 Convertible Securities A
Demi-lieu trans	1290 Convertible Securities I
Domicile: United States	1290 Convertible Securities R
# Add Criteria	× 1290 Diversified Band A
	1290 Diversified Bond I
Q rating V Analyst Rating Type	1290 Diversified Band R
Analyst nating	1290 DoubleLine Dynamic Allocation A
Overall	1290 DoubleLine Dynamic Allocation I
Analyst Pating	1290 DoubleLine Dynamic Allocation R Note the search term,
Performance Pillar	1290 GAMCO Small/Mid Cap Value A and the item to select
Morningstar > Price Piller	1290 GAMCO Small/Mid Cap Value I
Quantitative	1290 GAMCO Small/Mid Cap Value R
Rating People Pillar	1290 GAMCO Small/Mid Cap Value T
	1290 Global Talents A
Morningstar > Process Pillar	1290 Global Talents I
Rating	1290 Global Talents R
Parent Pillar	 1290 High Yield Bond A

5. Select **Gold**, then click **OK**.

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 Create your Universe 		🔘 Logic Mode 🕂	Î0/28,672 +		
Investment Type: (Open-End Fund, Exchange-Traded Fund		1290 Convertible Securities A		
Dominila: United St	ataa		1290 Convertible Securities I		
Donnene. onneu su	dies		1290 Convertible Securities R		
II Morningstar Analy	yst Rating (day-end)	ξ ² δ Core	1290 Diversified Bond A	Ţ.	
		~~~ <b></b>	1290 Diversified Bond I		
Operator	Value		1290 Diversified Bond R		
<u></u>	Allow Missing Values		1290 DoubleLine Dynamic Allocation A		
Include			1290 DoubleLine Dynamic Allocation L		
O Exclude	🤝 Gold		1290 DoubleLine Dynamic Allocation R		Online alternatio
	○ Silver		1290 GAMCO Small/Mid Cap Value A		Select this optio
			1290 GAMCO Small/Mid Cap Value I		then click UK
	O Bronze		1290 GAMCO Small/Mid Cap Value R	j.	
	<ul> <li>Neutral</li> </ul>		1290 GAMCO Small/Mid Cap Value T		
	<ul> <li>Negative</li> </ul>		1290 Global Talents A		
	O Under Review		1290 Global Talents I		
	O Under neview		1290 Global Talents R		
			1290 High Yield Bond A		

6. To find a single instance of each fund, in the Add Criteria **Search for data points** field, type **old**. Select **Oldest Share Class**. Some additional fields now appear.

creener		Cancel	ne
Create your Universe	C Logic Mode	0/526 │ 十 直 ♂	
Investment Type: Exchange-Traded Fund, Open-End Fund		American Funds AMCAP 529A	
Dominila: United States		American Funds AMCAP 529E	
Domicile. United States		American Funds AMCAP 529F1	
Morningstar Analyst Rating (day-end): Gold		American Funds AMCAP A	
		American Funds AMCAP F1	
# Add Criteria	×	American Funds AMCAP F2	
		American Funds AMCAP F3	
Q oldest 7		American Funds AMCAP R4	
		American Funds AMCAP R5	Note the
Inception Date of		American Funds AMCAP R5E	search term
Fund's Oldest Share		American Funds AMCAP R6	and the iter
Class		American Funds American Mutual 529A	to select
Oldart Shara Class		American Funds American Mutual 329P	
Uldest Slidle Glass		◄ American Funds American Mutual A	

7. The option for Yes should be selected already; click **OK**.

Screener		Cancel	one	
▼ Create your Universe	O Logic Mode	Î0/526   + ⓓ ♂		
Investment Type: Exchange-Traded Fund, Open-End Fund		American Funds AMCAP 529A		
Dominile: United States		American Funds AMCAP 529E		
Domicile. Onited States	~	American Funds AMCAP 529F1		
# Morningstar Analyst Rating (day-end): Gold	()×	American Funds AMCAP A		
		American Funds AMCAP F1		
# Oldest Share Class	ОК	American Funds AMCAP F2		Some fields have a
- 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100		American Funds AMCAP F3		default option
Value		American Funds AMCAP R4		selected when you
O Allow Missing		American Funds AMCAP R5		include them in a screen
Values		American Funds AMCAP R5E		
		American Funds AMCAP R6		
Yes		American Funds American Mutual 529A		
O No		American Funds American Mutual 529F		
O Not Available		American Funds American Mutual A	Ĩ	

- 8. To find funds open to new investors, in the Add Criteria **Search for data points** field, type **open**. Note that the data point you are looking for does not appear.
- 9. Clear the Search for data points field and enter **closed**.
- 10. Select Closed to New Investors.

icreener			Cancel Done	
Create your Universe		O Logic Mode	Î0/157   + 🖻 Ĉ	
Investment Type: Exchange-Traded Fund, Open-End Fu	ind		American Funds AMCAP A	
Damicile: United States			American Funds American Mutual A	
Domicile. United States			American Funds Europacific Growth A	1
Morningstar Analyst Rating (day-end): Gold			American Funds Fundamental Invs A	T.
			American Funds Intl Gr and Inc F2	
Oldest Share Class	Value: Yes		American Funds New Perspective A	1
Add Criteria			American Funds New World A	
Add Unteria		×	American Funds Washington Mutual A	
			AMG Yacktman I	
CC CIUSED			Baird Aggregate Bond Inst	1
Closed to All Investors			Baird Short-Term Bond Inst	
			BlackRock High Yield Bond K	
Closed to All Investors			BlackRock LifePath® Index 2025 K	
Date			BlackRock LifePath® Index 2030 K	
			BlackRock LifePath® Index 2035 K	
Closed to New Investors				Note the se
Closed to New Investors				and the ite
Date				and the ree
Date			•	

11. Select the option for No, then click OK.

Create your Universe     O / 157 +      O / 15	Screener			Cancel Done	
Investment Type: Exchange-Traded Fund, Open-End Fund       American Funds AM/CAP A         Domicile: United States       Image: Analyst Rating (day-end): Gold       American Funds American Mutual A         If Morningstar Analyst Rating (day-end): Gold       Image: Analyst Rating (day-end): Gold       American Funds Lungsoffic Growth A         If Oldest Share Class       Value: Yes       Image: American Funds Indi Gradi Inf F2         If Closed to New Investors       Image: American Funds New Vorid A         Value       Image: American Funds Indi Gradi Inf E2         Allow Missing Values       Image: American Funds Indi Baird American Funds Ind	▼ Create your Universe		C Logic Mode	0/157 + 🖻 🖒	_
Domicile: United States       American Funds American Mutual A         If Morningstar Analyst Rating (day-end): Gold       American Funds Europacific Growth A         If Oldest Share Class       Value: Yes         If Closed to New Investors       Imerican Funds F	Investment Type: Exchange-Traded Fund, Open-End Fund			American Funds AMCAP A	
Warringstar Analyst Rating (day-end): Gold       American Funds Fundamental Invs A         # Morningstar Analyst Rating (day-end): Gold       American Funds Fundamental Invs A         # Oldest Share Class       Value: Yes         # Closed to New Investors       American Funds New World A         Value       American Funds New World A         Allow Missing Values       Baird Aggregate Bond Inst         Yes       BestReck High Yield Bond K         Wate       Baird Rock High Yield Bond K         Wate       BairdRock High Yield Bond K         Wate       BairdRock JiefPath* Index 2030 K	Domicile: United States			American Funds American Mutual A	
If Morningstar Analyst Rating (day-end): Gold       American Funds Funds mental Invs A         If Oldest Share Class       Value: Yes         If Oldest Share Class       Value: Yes         If Closed to New Investors       Image: Class Share Class         Value       Image: Class Share Class Share Class         Value       Image: Class Share				American Funds Europacific Growth A	
I Oldest Share Class     Value: Yes     American Funds Into F2       II Closed to New Investors     Image: Closed to New Investors     American Funds New Perspective A       Value     American Funds New Void A     American Funds New Void A       Value     American Funds New Void A     American Funds New Void A       Allow Missing Values     Baird Agregate Bond Inst     Be sure to sele this option Biard Root K       Yes     Bescheel United Food K     Bescheel United Food K       Yes     Bescheel United Food K     BiardRoot KiefPath* Index 2030 K       Not Awaitable     BiardRoot KiefPath* Index 2035 K     BiardRoot KiefPath* Index 2035 K	Morningstar Analyst Rating (day-end): Gold		$\bigcirc$ ×	American Funds Fundamental Invs A	
It Oldest Share Class     Value: Yes     American Funds New Very Perspective A       It Closed to New Investors     American Funds New Word A     American Funds New Word A       Value     Allow Missing Values     Baird Agregate Bond Inst     Baird Agregate Bond Inst       Value     SackRock kip New Bond Values     Be sure to sele       Yes     SackRock kip New Bond K     Becre Clicking       SackRock kip New Bond New     Baird Agregate Bond Inst     Becre Clicking	21270 NOV 702			American Funds Intl Gr and Inc F2	<u>)</u>
Closed to New Investors     CK     American Funds New World A       Value     American Funds New World A     American Funds New World A       Value     American Funds New World A     American Funds New World A       Value     Baird Aggregate Bond Inst     Baird Aggregate Bond Inst       Baird Short-Term Bond Inst     Baird Short-Term Bond Inst       Image: State of the state of t	II Oldest Share Class	Value: Yes		American Funds New Perspective A	
Value     American Funds Washington Mutual A       Value     AMG Yacktman I       Allow Missing Values     Baird Aggregate Bond Inst.       BlackRock High Yield Bond K.     BlackRock High Yield Bond K.       Image: State Stat	Clessed to New Investore			American Funds New World A	1
Value     AMG 'sectional int     Be sure to sele       O Allow Missing Values     Baird Aggregate Bond Inst     Bird Aggregate Bond Inst       O Allow Missing Values     Baird Aggregate Bond Inst     Bird Sport-Firm Bond Inst       Yes     BackRock High Yield Bond K       O No     BackRock LifePath* Index 2035 K	I GIOSED TO NEW INVESTORS			American Funds Washington Mutual A	
Allow Missing Values     Baird Aggregate Bond Inst     this option       O Allow Missing Values     Baird Short-Term Bond Inst     before clicking       Yes     Baird Short-Term Index 2035 K       No     BlackRock LifePath*Index 2035 K	Value			AMG Yacktman I	Be sure to select
Allow Missing Values     Baid Short-Term Bond Inst     Baid-Rock High Yield Bond K     Ves     Declification     No     No     No     No     StackRock LifePath*Index 2030 K     BlackRock LifePath*Index 2030 K     BlackRock LifePath*Index 2030 K				Baird Aggregate Bond Inst	this option
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Yes         Betellevi (teleparti eder 005 r'           ● No         BiackRock (teleparti eder 005 r'           ● No         BiackRock (teleparti eder 005 r'           ● No         BiackRock (teleparti eder 005 r'				BlackRock High Yield Bond K	before eneking of
No BlackRock LifePath*Index 2030 K BlackRock LifePath*Index 2035 K	() Yes			BlockRock LifePath® Index 2025 K	
Not Available BlackRock LifePath® Index 2035 K	No			BlackRock LifePath® Index 2030 K	
C International	O Not Available			BlackRock LifePath® Index 2035 K	Ĩ

12. Click Done. The Screener window closes and the workbook opens.

To save the screen you created for Gold-rated funds, do the following:

1. Click the Lists & Screens drop-down field and select Save. A dialog box opens.

Exercise 5: Save the screen you created

	Untitled Screen	— Edited ∨					
$\checkmark$	0 179	Screen Actions			Set	Manager Research Read Onl	
10		🗗 Open				11	Use this command
	Name	凹 Save				Morningstar Category	to save the screen
	American Funds A	☑ Import List			349	Large Growth	
	2 American Funds A	+ Greate New List			38C	Large Value	
	3 American Funds (	+ Create New Screen			3K7	World Large Stock	
	4 American Funds E				BJ	Foreign Large Growth	
	5 American Funds Fu	indamental Invs A	ANCFX	FOUSA00	CTS	Large Blend	
	6 American Funds In	tl Gr and Inc F2	IGFFX	FOUSA06	YLG	Foreign Large Blend	
	7 American Funds No	ew Perspective A	ANWPX	FOUSA00	E5U	World Large Stock	
	8 American Funds No	ew World A	NEWFX	FOUSA00	961	Diversified Emerging Mkts	
	9 American Funds W	ashington Mutual A	AWSHX	FOUSA00	FUP	Large Blend	
	10 AMG Yacktman I		YACKX	FOUSA00	FOR	Large Value	

- 2. In the Enter a screen name field, type Analyst Rated Funds.
- 3. Click Save. The name of the screen updates automatically.

In this exercise, the screen you saved will be modified to look for only large cap funds, and then re-saved. You will also learn an alternate way to screen for a popular data point.

Exercise 6: Modify a screen to find only large cap funds

Do the following:

1. On the grid header, click the **Open Screener** icon. The Screener window opens.

	Analyst Rated Funds $\vee$			Q Search	for Clients, S	
$\checkmark$	0 179 ⊟ 🗇 🛇 + 🕰 🖄	P V	Data Set	Manager Research	Read Only	Use this icon to open the Screener window
	Name	Ticker	SecId	Morningstar Category	Total Ca	
	1 American Funds AMCAP A	AMCPX	FOUSA00B49	Large Growth		
	2 American Funds American Mutual A	AMRMX	FOUSA00B8C	Large Value		
	3 American Funds Capital World Gr&Inc A	CWGIX	FOUSA00BK7	World Large Stock		
	4 American Funds Europacific Growth A	AEPGX	FOUSA00CBJ	Foreign Large Growth		
	5 American Funds Fundamental Invs A	ANCFX	FOUSA00CTS	Large Blend		
	6 American Funds Intl Gr and Inc F2	IGFFX	FOUSA06YLG	Foreign Large Blend		
	7 American Funds New Perspective A	ANWPX	FOUSA00E5U	World Large Stock		
	8 American Funds New World A	NEWFX	FOUSA00961	Diversified Emerging Mkts		
	9 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend		
	10 AMG Yacktman I	YACKX	FOUSA00FOR	Large Value		
	11 Baird Aggregate Bond Inst	BAGIX	FOUSA00P4Y	Intermediate Core Bond	200	

- 2. To find only large cap funds, in the Add Criteria Search for data points field, type peer.
- 3. Select **Morningstar Category**. Some additional fields now appear.

creener				Cancel Don	e )
Create your Universe			O Logic Mode	Î0/138   + ₪ ⊘	_
Investment Type: Exchange	Traded Fund, Open-End Fund			American Funds AMCAP A	
Domicile: United States				American Funds American Mutual A	
in Donnene. Onned States				American Funds Europacific Growth A	
I Morningstar Analyst Ratio	ig (day-end): Gold		$\bigcirc$ ×	American Funds Fundamental Invs A	
				American Funds Intl Gr and Inc F2	
II Oldest Share Class		Value: Yes		American Funds New Perspective A	
Closed to New Investore		Value: No		American Funds New World A	
" Closed to New Investors		value: NO		American Funds Washington Mutual A	
# Add Criteria			×	AMG Yacktman I	
				Raird Aggregate Rood Inst	
Q peer	C Data Definition for Morningstar Category			Baird Short-Term Bond Inst	The smart search
				BlackRock High Yield Bond K	conobility in
Morningstar Category	A neer aroun assigned by Morningstar to			BlackRock LifePath® Index 2025 K	
	distinguish funds by their portfolio, invest	tment		BlackRock LifePath® Index 2030 K	Worningstar Uffice Clou
Most Recent Category	objective, and style. Morningstar Categor	y		BlackRock LifePath® Index 2035 K	occasionally allows you
Peer Group Name	allows for a comparison between similar			BlackRock LifePath® Index 2040 K	to find a data point by
	investments.			BlackRock LifePath® Index 2045 K	searching for a synony
				BlackRock LifePath® Index 2050 K	of a data point's name

4. In the Value **Search** field, type **large**. The list of available categories updates to match your search term.

5. Select Large Blend, Large Growth, and Large Value.

Closed to New Investors		Value: No		ˆ0/138   + 🗐 🖒	
Morningstar Category			OK	American Funds AMCAP A	
Operator	Region	Mahua		American Funds American Mutual A	
opolation		value		American Funds Europacific Growth A	
Include	United States V	Allow Missing Values		American Funds Fundamental Invs A	
C Exclude				American Funds Intl Gr and Inc F2	
0				American Funds New Perspective A	
Olahal Dread Ontenany Oraun	Malue			American Funds New World A	
Giobal Broad Category Group	value		<u></u>	American Funds Washington Mutual A	
All	Q. Large		$\langle 1/1 \rangle \rangle$	AMG Yacktman I	
				Baird Aggregate Bond Inst	Use this field to
Allocation	Foreign Large Blend	Large Growth		Baird Short-Term Bond Inst	narrow the list of optio
Alternative	O Foreign Large Growth			BlackRock High Yield Bond K	
Commodition	C Foreign Large Value	Carge value		BIACKHUCK LITEPALTY ITUEX 2025 K	
Commodities		World Large Sto	ck	BlackRock LifePath® Index 2030 K	Select the categories
Convertibles	es 🗸 🗸 Large Blend		BlackHock LifePath® Index 2035 K	you want included in	
Equity				BIACKHOCK LITEPATN® INDEX 2040 K	the scroop
				BIACKHOCK LITEPATN® INDEX 2045 K	the scieell

- 6. Click **OK**.
- 7. Click Done. The Screener window closes and the workbook is displayed.
- 8. From the drop-down field, select **Save**. (In this exercise, it is OK to overwrite the previously saved screen.)

	Analyst Rated Fur	Rated Funds — Edited V				ents, S			
$\checkmark$	′0 43 🖂 🗐	Scr	een Actions		:	Manager Re	search Read Or	nly V	
	Nama	D	Open Save			Morningstar	Total Ret % Rank Cat 3Y mo-end	Morni Rating	Use this command to save the modified screen
	1 American Funds AMC/		Save As			Large Growth	88	**	
	2 American Funds Amer	Ľ	Import List			Large Value	16	***	
	3 American Funds Funda	+	Create New List			Large Blend	60	***	
	4 American Funds Wash	+	Create New Screen			Large Blend	55	***	
	5 AMG Yacktman I					Large Value	18	***	
	6 DFA US Large Company			DIOGA	TUUUHUUHUK	Large Blend	19	***	
	7 Diamond Hill Large Cap	А		DHLAX	FOUSA02UMA	Large Value	21	***	
	8 Dodge & Cox Stock			DODGX	FOUSA00C30	Large Value	43	***	
	9 Fidelity® 500 Index			FXAIX	F00000LZSI	Large Blend	16	***	
	10 Fidelity® Total Market In	dex		FSKAX	F00000MJS0	Large Blend	35	***	
	11 iShares Core S&P 500 E	TF		IVV	FEUSA0000E	Large Blend		***	
-									

Remember that the results of a screen are dynamic. Depending on the criteria you include, the investments found via a screen could change from day-to-day. This exercise shows you how to save the results of a screen to a list, in case you want to maintain a static list of items as well. Do the following:

Exercise 7: Save funds from a screen to a list

1. To choose the investments to be included in the list, click the **Select all** button above the grid view.

	Analyst Rated Funds $\lor$				오 Sear	
	(43 43) □ □ ○ + □		Data Set	Manager R	esearc	
N.				Morningstar	Total F Cat	select all rows at one
$\checkmark$	Name	Ticker	SecId	Category		
	1 American Funds AMCAP A	AMCPX	FOUSA00B49	Large Growth		
	2 American Funds American Mutual A	AMRMX	FOUSA00B8C	Large Value		
	3 American Funds Fundamental Invs A	ANCFX	FOUSA00CTS	Large Blend		
	4 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend		
	5 AMG Yacktman I	YACKX	FOUSA00FOR	Large Value		
	6 DFA US Large Company I	DFUSX	FOUSA00AOK	Large Blend		
	7 Diamond Hill Large Cap A	DHLAX	FOUSA02UMA	Large Value		
	8 Dodge & Cox Stock	DODGX	FOUSA00C30	Large Value		
	9 Fidelity® 500 Index	FXAIX	F00000LZSI	Large Blend		
	10 Fidelity® Total Market Index	FSKAX	F00000MJS0	Large Blend		

2. On the grid header, click the **Actions** icon and select **Save As New List**.

				그 Sear	
2 🖸 🗎	Y	Data Set:	Manager R	esearc	
			Morningstar	Total F Cat	
		SecId	Category		
~	х	FOUSA00B49	Large Growth		
/	٨X	FOUSA00B8C	Large Value		Use this command
	K	FOUSA00CTS	Large Blend		of the screen to a list
	X	FOUSADOFUP	Large Blend		
/	0	FOUSA00FOR	Large Value		
()	<	FOUSA00AOK	Large Blend		
	<	FOUSA02UMA	Large Value		
(i)	x	FOUSA00C30	Large Value		
		F00000LZSI	Large Blend		
FSI	KAX	F00000MJS0	Large Blend		
	∑ E ²		C C C C C C C C C C C C C C C C C C C	C       C       C       Morningstar Category         >       X       FOUSA00B49       Large Growth Large Value         >       X       FOUSA00B8C       Large Value          X       FOUSA00F0P       Large Blend         >       X       FOUSA00F0P       Large Blend         >       K       FOUSA00F0R       Large Value         (       FOUSA00F0R       Large Value         ()       K       FOUSA00A0K       Large Value         ()       K       FOUSA002UMA       Large Value         ()       X       FOUSA00C30       Large Value         ()       X       FOUSA00C30       Large Blend         FSKAX       F00000MJS0       Large Blend	C       C       C       Sear         C       C       Data Set:       Manager Researc         SecId       Morningstar       Category         SecId       Category       Category         X       FOUSA00B49       Large Growth         //X       FOUSA00B8C       Large Value          FOUSA00TS       Large Blend         X       FOUSA00F0P       Large Blend          FOUSA00F0R       Large Value          FOUSA00A0K       Large Value          FOUSA002UMA       Large Value          FOUSA0020       Large Value          FOUSA0020       Large Value          FOUSA022UMA       Large Value          FOUSA0020       Large Value          FOUSA0020       Large Blend          FOUSA00200       Large Blend          FOUSA00200       Large Blend

3. In the Enter list name field, type Gold-Rated Large Cap Funds.

4. Click Done.

	Analyst Rated Funds $\vee$				२ Seai	
$\checkmark$	43 43 ⊡ ඕ ⊘ + ⊵♀		Data Set:	Manager R	esearc	
	Save As New List	Done	C. II	Morningstar	Total F Cat	
$\sim$	Gold-Rated Large Cap Funds		occiu	oategory		Enter the name for
	<u> </u>	X	FOUSA00B49	Large Growth		the list, then click Done
		ΛX	FOUSA00B8C	Large Value		
		K	FOUSA00CTS	Large Blend		
		dX	FOUSA00FUP	Large Blend		
	5 AMG Yacktman I	YACKX	FOUSA00FOR	Large Value		
	6 DFA US Large Company I	DFUSX	FOUSA00AOK	Large Blend		
	7 Diamond Hill Large Cap A	DHLAX	FOUSA02UMA	Large Value		
	8 Dodge & Cox Stock	DODGX	FOUSA00C30	Large Value		
	9 Fidelity® 500 Index	FXAIX	F00000LZSI	Large Blend		

5. Click the **Select all** button again to deselect the rows.

How many passively managed open-end funds and ETFs are in the Mid-Cap Value category? This exercise not only provides additional practice in creating and saving a screen, but also shows you another smart search term you can use to find a particular data point. Do the following:

Exercise 8: Find passively managed funds

1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.

Home			
M RNINGSTAR Office	Create Client Prospect Account Model Portfolio Custom Benchmark	-	
Practice Management Reports	List Screen		
Gain insights into your practice by starting a spreadsheet report on:           Your assets under management         Your practice's overall performance	Note Batch Schedule	ises	Select this option from the Create menu

2. Select Exchange-Traded Fund and Open-End Fund.

Screener	Cancel Done	After selecting your option(s) for a field,
▼ Create your Universe	0/28,672 🕂 🖮 🖒	DE SUIE LO CIICK OK
Investment Type Select an investment type to start your screen. Value Category Aver Closed-End Fund Index Collective Inve Insurance Fund Equity	1290 Convertible Securities A 1290 Convertible Securities I 1290 Convertible Securities R 1290 Diversified Bond A 1290 Diversified Bond R 1290 Diversified Bond R 1290 DoubleLine Dynamic Allocation A 1290 DoubleLine Dynamic Allocation R 1290 DoubleLine Dynamic Allocation R 1290 GAMCO Small/Mid Cap Value A 1290 GAMCO Small/Mid Cap Value A	The Domicile criteria is included automatically, and is set to United States, saving you the trouble of having to filter for only those funds sold in the U.S.
Domicile: United States	1290 GAMCO Small/Mid Cap Value R 1290 GAMCO Small/Mid Cap Value T 1290 Global Talents A 1290 Global Talents I 1290 Global Talents R 1290 High Yield Bond A	

- 3. Click **OK**.
- 4. In the Add Criteria area, in the **Search for data points** field, enter **peer**, then select **Morningstar Category**.

5. In the Filter field under the Value area, type mid, then select Mid-Cap Value.

Greener			Cancel Done	
Create your Universe		O Logic Mode	0/298,423  +	
Investment Type: Exchange-Tr Morningstar Category Operator Include Exclude	aded Fund, Open-End Fund           Region         Value           United States         ✓	OK Ow Missing Values	(LF) FoF Bal Bind LIS Priv Banking (LF) FoF Balanced Bind Gibl Interamerican (LF) FoF Equity Blend Interamerican (LF) FoF EGG Focus Private Banking (LF) FoF Gible Tay Mitse Marking USD (LF) FoF Gibbal I Marking USD (LF) FoF Gibbal I Marking Marking USD (LF) FoF Gibbal I Marking Marking I Marking I Marking USD (LF) FoF Gibbal I Marking Marking I M	
Global Broad Category Group	Vatue	( <b>«</b> (1/1))	(LF) FOF Global Medium Postbank(BGN) Cap (LF) FOF Global Medium Postbank(BGN) Cap (LF) FOF Global Medium Romania (RON) (LF) FOF Life Cycle 2032 Group Pension (LF) FOF Life Cycle 2032 Group Pension	
Allocation	Foreign Small/Mid Blend     Foreign Small/Mid Growth	Mid-Cap Growth	(LF) High Yield A List Eurobank Cap (LF) High Yield A List Eurobank I	
Commodities Convertibles Equity	<ul> <li>Foreign Small/Mid Value</li> <li>Mid-Cap Blend</li> </ul>	World Small/Mid Stock	(LF) High Yield A List Priv Banking (LF) High Yield A List Priv Banking DIS (LF)-Flexi Allocation Greece Eurobank (LF)-Flexi Allocation Greece Priv Bkg	Be sure to select the correct catego

- 6. Click **OK**.
- 7. In the Add Criteria area, in the **Search for data points** field, enter **passive**, then select **Index Fund**. The Value for this data point defaults to Yes.

Screener		ancel Done
Investment Type: Exchange-Traded Fund, Open-End Fund		
Domicile: United States	AB Discovery Value A	
Morningstar Category: Mid-Cap Value	AB Discovery Value Advisor	
	AB Discovery Value C	Note the search
🖩 Add Criteria	× AB Discovery Value I	term and the
	AB Discovery Value K	data point to
Q passive V	AB Discovery Value R	select
	AB Discovery Value Z	301001
Index Fund	AdvisorShares DoubleLine Value	EQ ETF
	AIG ESG Dividend A	
	AIG ESG Dividend C	
	AIG ESG Dividend W	
	AllianzGI Mid-Cap Value A	
	AllianzGl Mid-Cap Value Admin	
	AllianzGl Mid-Cap Value C	
	AlliantRI Mid. Pan Value Inst	

- 8. Click **OK**.
- 9. Click **Done**. The Screener window closes, and you are returned to the workbook.
- 10. Save the screen with the name Passive Mid-Cap Value Funds.

**Exercise 9: Find socially** 

responsible separate

accounts and CITs

How many separate accounts and collective investment trusts (CITs) self-identify as socially responsible funds, with a focus on the environment?

This exercise allows you to screen for two new investment types, and shows you a trick for finding a data point if it doesn't automatically appear when you search for it.

- 1. On the header, click the **Create** icon, then select **Screen**. The Screener window opens.
  - Note: If you are prompted to save the workbook, click Don't Save.

Home	<u> </u>	Ø ? &	
MORNINGSTAR Office Search for Clients, Securities, Reports, and Research Practice Management Reports	Create Client Prospect Account Model Portfolio Custom Benchmark List		
Gain insights into your practice by starting a spreadsheet report on: Your assets under management Your practice's overall performance	Screen Note Batch Schedule	ses	Select this option from the Create menu

 Select Collective Investment Trust, and Separate Account, then click OK. The investment type (or types) you select determine the subsequent data points available to you in a screen. For example, after selecting these two investment types, you cannot use "Morningstar Stock Star Rating" as a criterion for the screen because that data point does not exist for these two investment types.

Screener		Cancel Done	
▼ Create your Universe	O Logic Mode +	0/0  + 🖻 🖒	
Investment Type	С		
Select an investment type to start your screen.			Be sure to select both investment types
Category Average Exchange-Traded F Closed-End Fund Collective Investme. Insurance Fund Equity	Model     Preferred Stock       Money Market Fund     Separate Account       Open-End Fund     Pooled Fund		

3. In the Add Criteria area, in the **Search for data points** field, enter **social**, then select **Socially Conscious**. The Value defaults to Yes.

creener		Cancel Done	
Create your Universe	O Logic Mode	0/16,870   + 🖻 🖒	-
Investment Type: Collective Investment Trust, Separate Account		12th Street Asset Management LP	
Add Criteria		12th Street Asset Opportunity	
Aud Gritena	^	12th Street Small Cap Value	
O Socially		1492 Small Cap Core Alpha	
of occarity		1492 Small Cap Dynamic Hedge	
Fund Category >		1492 Small Cap Growth	
Average Product		1492 Small Cap Value	
Involvement		1620 Mid/Small Cap Core Equity	
Percentage		16th Amendment Long Performance	
Manianta		16th Amendment Long Relative Value	
Sustainability Rating		16th Amendment Vicksburg	Note the term to
Sustainability nating		1919 SRI Balanced	Note the term to
Portfolio Product >		1919 SRI Catholic Values	search tor, and the
Involvement		1919 SRI Equity Institutional	data point to selec
Percentage		1919 SRI Fossil Free Equity	_
		1919 SHI International AUH Equity	_
Socially Lonscious		361 Large Cap Concentrated Equity	
		361 Large Cap Concentrated Equity – Wrap	

- 4. Click **OK**.
- 5. The next data point is Ethical Issue Strategy Focus, which helps find investments particularly focused on the environment. In the Add Criteria area, in the Search for data points field, enter focus. Note that only Product Focus appears as a data point.
- 6. To the right of the search field, click the **filter** icon. The Filter by Investment Type menu opens.
- 7. Select **Open-End Fund**. This allows you to see data points for that universe as well.

Screener			Cancel	Done
Investment Type: Collective Investment Trust, Separat	e Account		^0/30   +	
Socially Conscious	Value: Yes			
# Add Criteria		×	AMP Capital Gibl Prop Securities AMP Capital Global Property AMP Capital RIL Int Share	
Q. Search for data # of Holdings Filter by Investment Type			AMP Capital Sustainable Share Arrowstreet Global Equity Mint Australiasian Property Fund Nikko AM Global Share Nikko AM Global Share	Use this icon to select the highlighted option
Select all Open-End Fund Insurance Fund			Platinum Asia (Inst) Platinum Internat Healthcare (Inst) Platinum Internat Technology (Inst) Platinum Japan (Inst) Platinum Unhected (Inst)	1
Money Market Fund     Exchange-Traded Fund			Realindex Global Share (Inst) Schroder Australian Equity	

- 8. Click outside the Filter by Investment Type menu to close it.
- 9. Select Ethical Issue Strategy Focus.

### 10. Select Environmental Focus.

creener				Cancel	Done
Create your Universe			O Logic Mode	0/30 + 🖻 🖒	
Investment Type: Colle	ective Investment Trust, Separate Account			AMP Capital GIbl Prop Securities	
Socially Conscious		Value: Yes	$\times$	AMP Capital Global Property AMP Capital RIL Int Share	
Ethical Issue Strategy	/ Focus		OK	AMP Capital Sustainable Share Arrowstreet Global Fourity	
Operator	Value			Mint Australasian Property Fund	
	Allow Missing Values			Nikko AM Australian Share	
Include	Anow Wissing Values			Nikko AM Global Share	
O Exclude				Platinum Asia (Inst)	
				Platinum Internat Healthcare (Inst)	
Value				Platinum Internat Technology (Inst)	
				Platinum International (Inst)	Select this opt
Q Filter			$(\langle \langle 1/1 \rangle \rangle)$	Platinum Japan (Inst)	Select this opt
				Platinum Unhedged (Inst)	
ESG Focus	🥑 Environmental F	ocus		Realindex Global Share (Inst)	
				Schroder Australian Equity	
				Schroder Credit Securities (Inst)	
				Schroder Fixed Inc comp	

- 11. Click **OK**.
- 12. Click **Done**. The Screener window closes, and the workbook is displayed.
- 13. Save the screen as Environmentally Focused CITs/SAs.