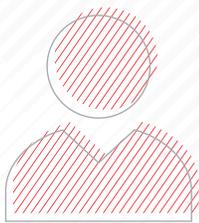
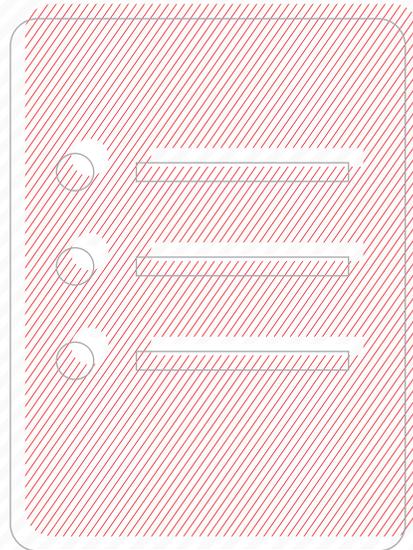
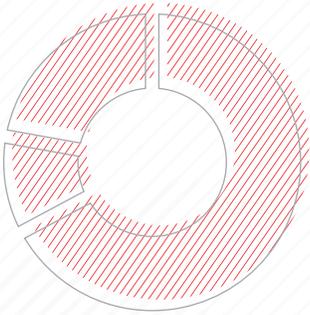
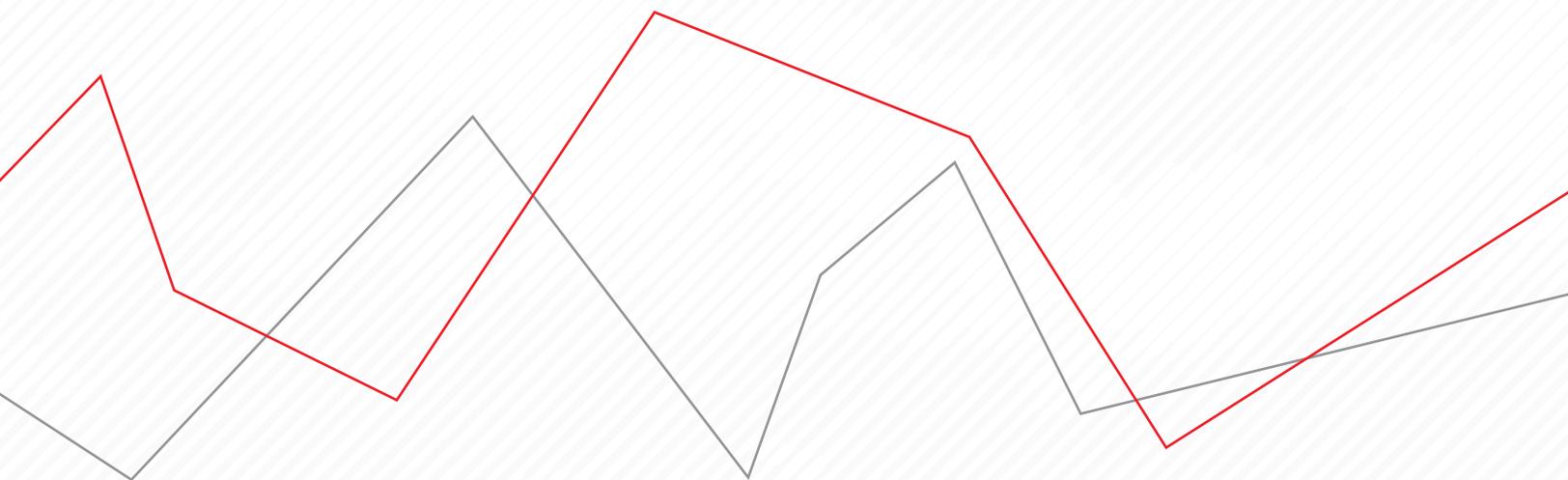


Creating Lists and Analytical Views

Exercise Guide



MORNINGSTAR Office



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Creating Lists in Morningstar Office Cloud

Morningstar OfficeSM Cloud allows users to save a static set of investments to a list. The analysis of those investments can be done with the data set showing in the Grid, and using the Analytical View. An Analytical View is a collection of charts, tables, and Morningstar research, which are categorized in a series of tabs. The charts, tables, and Morningstar research reflect the selected item(s) in a list (or a screen, portfolio object).

Overview

In this guide, you will learn how to do the following:

- ▶ [Working with Lists \(page 5\)](#)
- ▶ [Working with Analytical Views \(page 24\)](#)

The screenshot displays the 'Analyst Rated Funds' section with 43 items. The 'Analytical View: Managed Investments' is active, showing a 'Performance' tab. The chart displays 'Return Growth' for 'Morningstar US Large Growth TR USD' and 'American Funds AMCAP A' from 2010 to 2019. The 'Performance Analysis' table is as follows:

Name	Return Type	As of Date	1M	3M	6M
1 American Funds AMCAP A	Total	01/31/2020	-0.54	7.82	7.68
2 Morningstar US Large Growth TR USD	Market	01/31/2020	3.50	11.79	12.25

Each tab in an analytical view is a collection of charts, tables and research, each reflecting information about the selected investment(s).

Working with Lists

This section contains several exercises to familiarize you with creating, saving, editing, and opening lists in Morningstar Office Cloud. Lists are surfaced in a Grid. Lists are created using the Create icon on the application header. When creating a list, simply enter a name or other identifying symbol of the investments you want. You can find investments using any of the following identifiers:

- ▶ Name
- ▶ Ticker
- ▶ ISIN, or
- ▶ CUSIP.

Note: You can enter multiple tickers at once when searching, and separate them with commas; a space after the comma is not required.

Overview

Within Morningstar Office Cloud, start by selecting a list, screen, client, account, model and more. Once selected, build and save data sets and analytical views to complete research and analysis tasks. Your analysis consists of the following:

- ▶ Data Sets - sets of data points used to analyze content within a grid. Select from Morningstar standard data sets or create your own custom data sets. In addition, you also have the option to apply peer analytics allowing you to conduct more effective analysis within a grid.
- ▶ Analytical View - a series of tabs which contain charts, tables and research tools. customize each tab to add or delete charts, tables or research using the edit panel.

How do I interact with Morningstar Office Cloud?

The screenshot displays the Morningstar Office Cloud interface. At the top, there is a navigation bar with a menu icon, the text 'Analyst Rated Funds', and a search bar. Below this is a sub-header for 'Analytical View: Managed Investments' with a 'Read Only' indicator. The main content area is divided into several tabs: 'Performance', 'Analyst Research', 'Characteristics', 'Holdings', 'Allocation', 'Style', 'MPT', and 'New Tab'. The 'Performance' tab is active, showing a line chart titled 'Return Growth = 10K Growth = USD = AMCPX' comparing 'Morningstar US Large Growth TR USD' and 'American Funds AMCAP A' from 2010 to 2019. Below the chart is a 'Performance Analysis' table. On the left side, there is a list of investments with checkboxes. Red callout boxes provide instructions: 'Create, open and save lists here.' points to the top navigation; 'Analytical View pre-built templates are Read Only and cannot be edited. Custom Analytical Views can be edited. Build upon a pre-built template or create your own Analytical View from scratch here.' points to the 'Read Only' indicator; 'Analyze investments using the charts, tables and research located here.' points to the chart and table; 'Use settings to change data within charts and tables.' points to the settings icon on the chart; and 'Manage the investments in your list using these tools.' points to the list of investments.

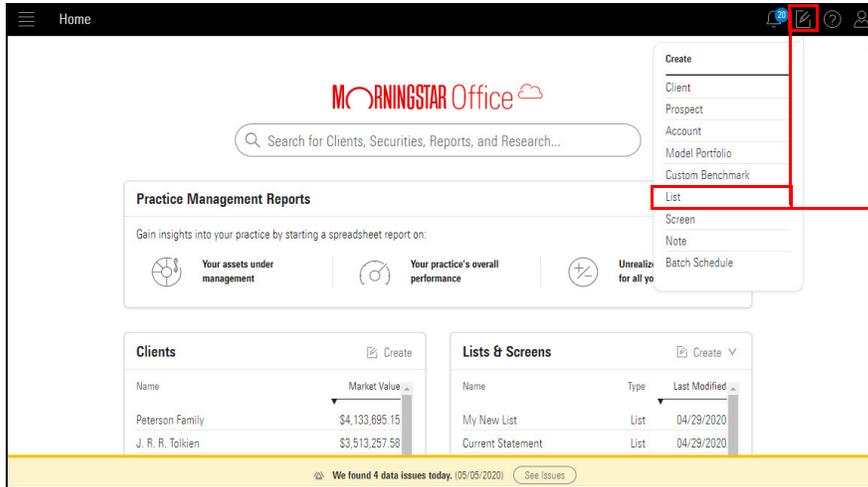
Name	Return Type	As of Date	1M	3M	6M
1 American Funds AMCAP A	Total	01/31/2020	-0.54	7.82	7.68
2 Morningstar US Large Growth TR USD	Market	01/31/2020	3.50	11.79	12.25

In this exercise, you will create a list of equity funds.

To create a list, do the following:

Exercise 1: Create a list of equity funds

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



Use this icon and command to create a list.

2. In the search field at the top of the window, enter **pogrx**. When the matching fund appears, click **PRIMECAP Odyssey Growth**. The fund moves to the left side of the window.



After entering a name, ticker, or other identifier, click an item to include it in the list

3. **Remove** the **ticker symbol** you entered.
4. In the search field at the top of the window, enter **fidelity contra**.

- When the matching funds appear, click to select **Fidelity Contrafund®**. The fund moves to the left side of the window.

Create List Cancel Done

What would you like to add? You can copy/paste up to 25 investments at a time, if you have more, then we recommend [Import](#).

Search: 1/25 0 / 2

Investment Name (10 Results found)	Ticker	Exchange
Fidelity® Contrafund®	FCNTX	NAS
Fidelity® Contrafund® K	FCNKX	NAS
Fidelity® Contrafund® K6	FLCNX	NAS
Fidelity Contrafund Commingled PI 1	-	-
Fidelity Contrafund Commingled PI 2	-	-
Fidelity Contrafund Commingled PI 3	-	-
Fidelity® VIP Contrafund Initial	-	-
Fidelity® VIP Contrafund Investor	-	-

Note that searches are not case-sensitive.

Rather than clicking an item to select it for a list, simply press **<ENTER>** if the correct item is highlighted.

- Remove **fidelity contra** from the search field.
- Enter the following string of tickers, then click each **fund** to complete the list:
AWSHX, BSHGX, HQIAX, PEQIX, SLADX.

Note: You can copy and paste the ticker symbols from the PDF into the search field, then use the Add 5 to List button to include all items at once.

- Click **Done**. The grid opens, populated with the list you created.

Untitled List — Edited Cancel Done

What would you like to add? You can copy/paste up to 25 investments at a time, if you have more, then we recommend [Import](#).

Search: 5/25 0 / 5

Investment Name (5 Results found)	Ticker	Exchange
Best Match + Add 5 to List		
American Funds Washington Mutual A	AWSHX	NAS
Bishop Street High Grade Inc Instl	BSHGX	NAS
Hartford Equity Income A	HQIAX	NAS
Pioneer Equity Income A	PEQIX	NAS
Selected American Shares D	SLADX	NAS

All Results
AWSHX (1)

You can copy and paste up to 25 identifiers here.

Be sure all items for a list appear here before clicking Done.

Use this button to add multiple items at once to a list.

A list is not automatically saved when you create it. In the upper-left corner of the window, note the name of the list (Untitled List - Edited). Edited indicates that the latest changes to a list (or screen) have not been saved.

Exercise 2: Save a list

Name	Ticker	SecId	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mornings Rating 3Y end)
1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	★★★
2 Bishop Street High Grade Inc Instl	BSHGX	FOUSA00E06	Intermedia...	48	★★★
3 Fidelity® Contrafund®	FCNTX	FOUSA00...	Large Growth	46	★★★
4 Hartford Equity Income A	HQIAX	FOUSA04B1Z	Large Value	28	★★★★
5 Pioneer Equity Income A	PEQIX	FOUSA00E...	Large Value	64	★★★
6 PRIMECAP Odyssey Growth	POGRX	FOUSA05B59	Large Growth	86	★
7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	★★

This is the default name given to each list when it is created.

If a list is not saved, it cannot be opened later, and it cannot be shared with colleagues. To save a list, do the following:

1. From the **List Selector** menu, select **Save**. The Enter a name to save changes box opens.

Name	Ticker	SecId	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Mornings Rating 3Y end)
1 American Funds V			Large Blend	55	★★★★
2 Bishop Street Hig			Intermedia...	48	★★★
3 Fidelity® Contrafu			Large Growth	46	★★★
4 Hartford Equity In			Large Value	28	★★★★
5 Pioneer Equity Inc			Large Value	64	★★★
6 PRIMECAP Odysse			Large Growth	86	★
7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	★★

Select this option.

- In the **Enter a new list name** field, enter **Large Cap Funds**.

Enter a name to save changes

Large Cap Funds

① Changes to your list will also show up in the desktop edition.

Cancel Save

Be sure the name you enter for a list isn't already being used by another list.

- Click **Save**. The dialog box closes, and the name of the list reflects your change.

Large Cap Funds

Data Set: Manager Research

Name	Ticker	SecId	Morningstar Category	Total Ret % Cat 3Y mo-end (mo-end)	Morningstar Rating 3Y (mo-end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Morningstar Category Prim Benchmark
1 American Funds Washington Mutual A	AWSHX	FOUSA00FUP	Large Blend	55	★★★	🌐🌐	Gold	S&P 500 TR L
2 Bishop Street High Grade Inc Instl	BSHGX	FOUSA00E06	Intermedia...	48	★★★	-	-	BBgBarc US
3 Fidelity® Contrafund®	FCNTX	FOUSA00...	Large Growth	46	★★★	🌐🌐🌐	Silver	S&P 500 TR L
4 Hartford Equity Income A	HQJAX	FOUSA04B1Z	Large Value	28	★★★★	🌐🌐	Silver	S&P 500 TR L
5 Pioneer Equity Income A	PEQIX	FOUSA00E...	Large Value	64	★★★	🌐🌐	Neutral	S&P 500 TR L
6 PRIMECAP Odyssey Growth	POGRX	FOUSA05859	Large Growth	86	★	🌐	Gold	S&P 500 TR L
7 Selected American Shares D	SLADX	FOUSA0581T	Large Blend	83	★★	🌐🌐🌐	Bronze	S&P 500 TR L

Note the updated List name.

Occasionally, you might need to add one or more securities to an existing list. You can add up to 25 items to a list directly from the Grid. You can add items by using any common identifier, including the following:

Exercise 3: Add items to a list

- ▶ Name
- ▶ Ticker
- ▶ CUSIP
- ▶ ISIN
- ▶ SecID
- ▶ FundID
- ▶ Investment Identifier, and
- ▶ Performance ID.

Do the following:

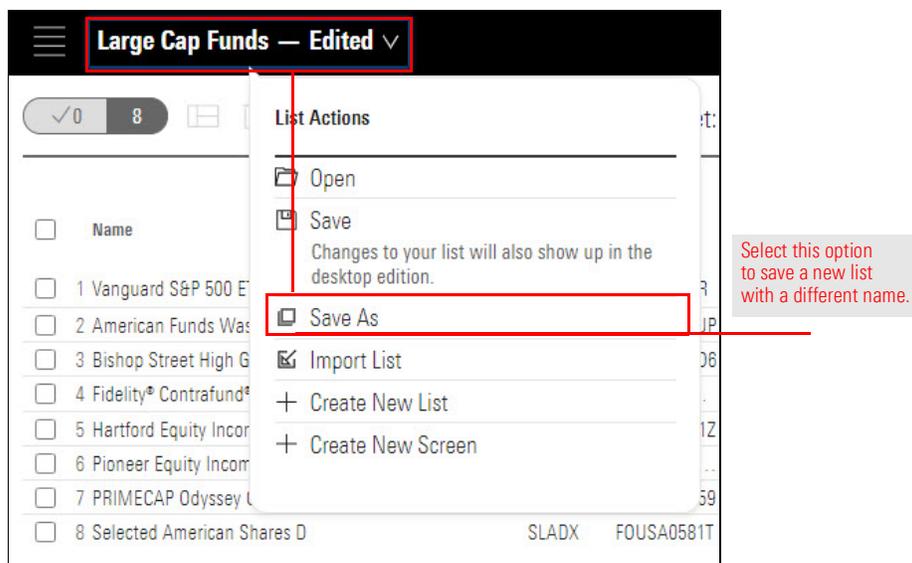
1. From the grid header row, click the **Add Investment** icon. The Add dialog box opens.

The screenshot shows a table of funds with columns: Name, Ticker, Secid, Morningstar Category, Total Ret % Cat 3Y mo-end, Morningstar Rating 3Y mo-end, Morningstar Sustainability Rating mo-end, Morningstar Analyst Rating day-end, and Morningstar Category Prim Benchmark. The 'Add Investment' icon (a plus sign) is highlighted in a red box in the toolbar above the table.

2. In the search field, enter **voo**, then from the results list, click the **first item** to select it.

The screenshot shows the 'Add' dialog box with a search field containing 'voo'. Below the search field is a table of search results with columns: Investment Name, Ticker, Exchange, and Investment Ty. The first result, 'Vanguard S&P 500 ETF' with ticker 'VOO', is highlighted in a red box.

3. **Click** anywhere outside the Add dialog box to close it.
4. The name of the list now has the word Edited to the left of it, indicating that the list has changed. In this exercise, you will save this as a new list. From the **List Actions** menu, select **Save As**. The Save dialog box opens, with a prompt telling you to enter a new name.



5. In the name field, enter **Funds & ETFs**.
6. Click **Save**. The name of the list is displayed at the top of the window.

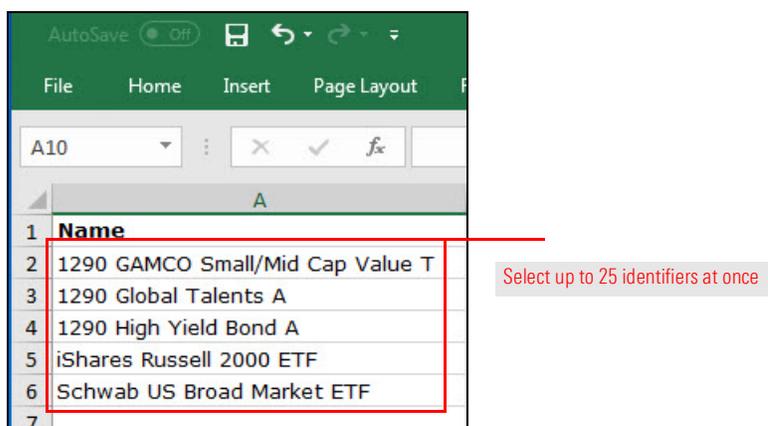
You can copy data from Microsoft® Excel® and paste it into an investment list. You can add up to 25 items to a list directly from the Grid View tab. You can add items by using any common identifier, including the following:

- ▶ Name
- ▶ Ticker
- ▶ CUSIP
- ▶ ISIN
- ▶ SecID
- ▶ FundID
- ▶ Investment Identifier, and
- ▶ Performance ID.

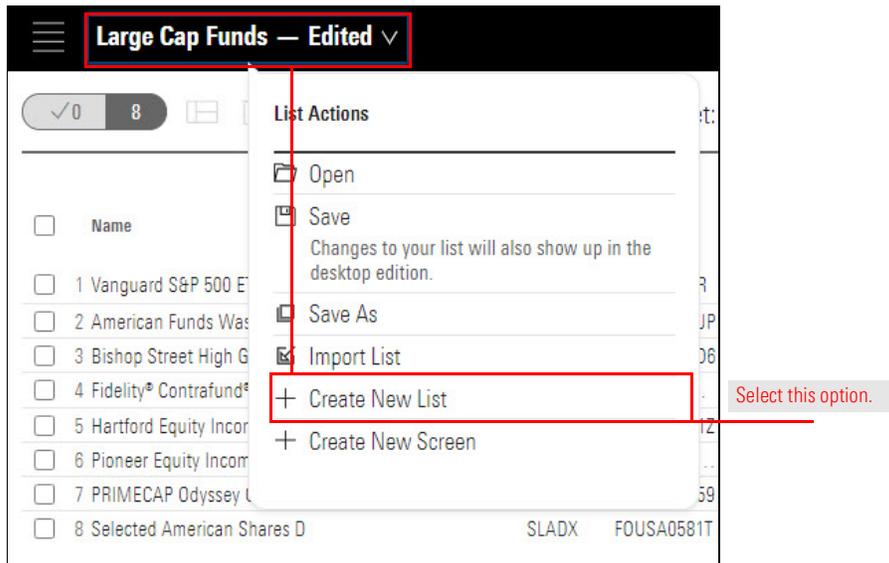
Exercise 4: Add data from Microsoft® Excel® to a list

Do the following:

1. Click [here](#) to **download** the Microsoft Excel file that contains investments for this exercise.
 - ☞ Note: When using an Excel file on your own, be sure to first check the requirements for importing an Excel file, found in [Data Import Specifications](#).
2. **Open** the Microsoft Excel file.
3. Select the **identifiers** for the investments you want to add and **copy** by doing one of the following:
 - ▶ **Right-click** and select **Copy**, or
 - ▶ Press **<CTRL>-<C>**.



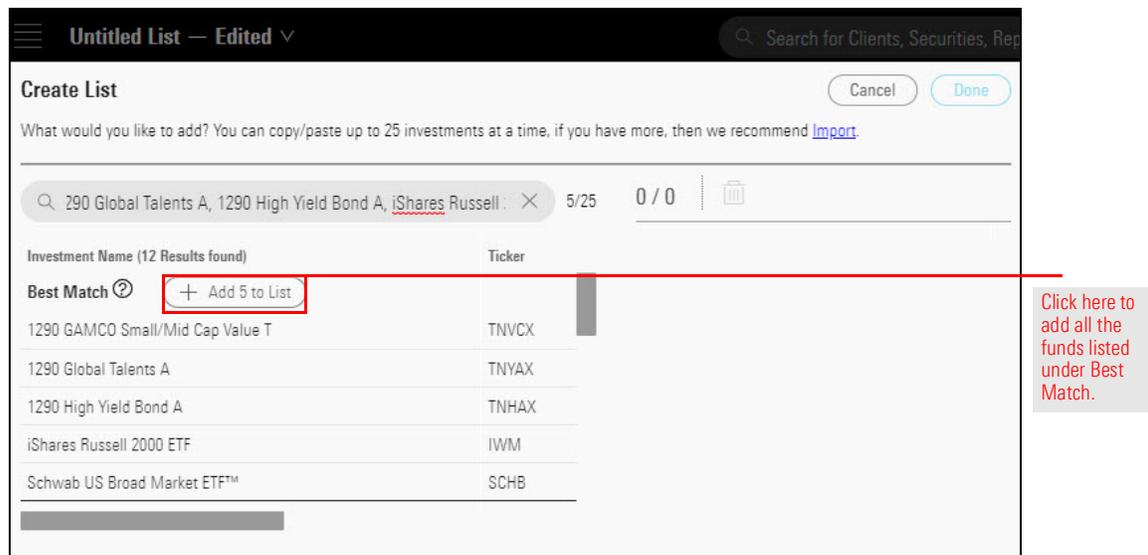
4. In Morningstar Office Cloud, from the **Lists & Screens** menu, select **Create New > List**. The Create List window opens.



5. Click **inside the Search field** and do one of the following:
- ▶ **Right-click** and select **Paste**, or
 - ▶ Press **<CTRL>-<V>**.

The Search results display the best matches at the top.

6. Click **Add 5 to List**, then click **Done**. The window closes.



The new Untitled List is displayed. It contains the funds you copied from the Excel file.

<input type="checkbox"/>	Name	Ticker	SecId	Morningstar Category	Total Ret % Cat 3Y mo-end (mo-end)	Rank
<input type="checkbox"/>	1 1290 GAMCO Small/Mid Cap Value T	TNVCX	F00000T76X	Small Blend	62	★
<input type="checkbox"/>	2 1290 Global Talents A	TNYAX	F00000WK4X	World Large Stock	69	★
<input type="checkbox"/>	3 1290 High Yield Bond A	TNHAX	F00000T770	High Yield Bond	44	★
<input type="checkbox"/>	4 iShares Russell 2000 ETF	IWM	FEUSA00017	Small Blend	23	★
<input type="checkbox"/>	5 Schwab US Broad Market ETF™	SCHB	F000003XBY	Large Blend	35	★

Your list should look like this.

7. Save the list.

Note the highlighted selections.

8. Name the list **Mixed Investments** and click **Save**.

Enter a name to save changes

Mixed Investments

Changes to your list will also show up in the desktop edition.

In [Exercise 4 on page 12](#), you pasted data from Excel into the Add File search field and saw that the best-matched results were displayed at the top of the search results. “Best-matched” results are based on your import preferences and global settings. However, many investments are available on multiple exchanges or don’t fit your import preferences or global settings.

Exercise 5: Expand the search results to include a wider range of matching funds

To view select from expanded search results, do the following:

1. From the header row, click the **Add Investment** icon. The Add dialog box opens.

<input type="checkbox"/>	Name	Ticker	SecId	Morningstar Category	Total Ret % Cat 3Y mo-end (mo-end)	Rank	Mor Rati end
<input type="checkbox"/>	1 1290 GAMCO Small/Mid Cap Value T	TNVCX	F00000776X	Small Blend	62	★★	
<input type="checkbox"/>	2 1290 Global Talents A	TNYAX	F00000WK4X	World Large Stock	69	★★	
<input type="checkbox"/>	3 1290 High Yield Bond A	TNHAX	F000007770	High Yield Bond	44	★★	
<input type="checkbox"/>	4 iShares Russell 2000 ETF	IWM	FEUSA00017	Small Blend	23	★★	
<input type="checkbox"/>	5 Schwab US Broad Market ETF™	SCHB	F000003XBY	Large Blend	35	★★	

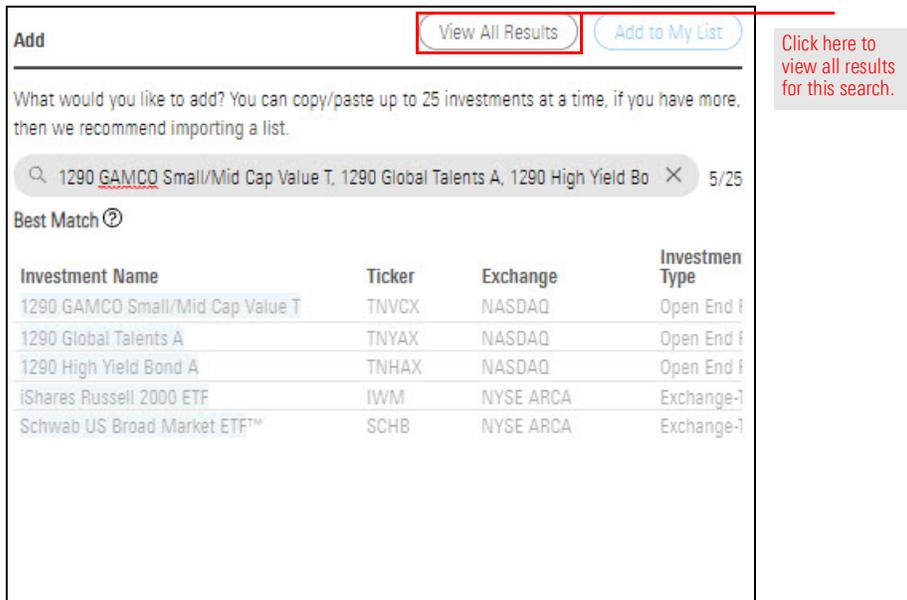
2. Click **in the Search field** and do one of the following:

- ▶ **Right-click** and select **Paste**, or
- ▶ Press **<CTRL>-<V>**.

Note: The last thing you copied (in this case, the cells from the Excel File) should still be stored on the clipboard, which allows you to paste them again. However, if in the mean time, you have cut or copied something else, you won’t see the results you want. If that happens, copy the cells from the Excel file again (steps [2](#) and [3](#) on [page 12](#)), then repeat this step.

Because the list Mixed Investments already contains the best-matched investments, the Search results show only the best-matched.

- To view the other results, click **View All Results**.



What would you like to add? You can copy/paste up to 25 investments at a time, if you have more, then we recommend importing a list.

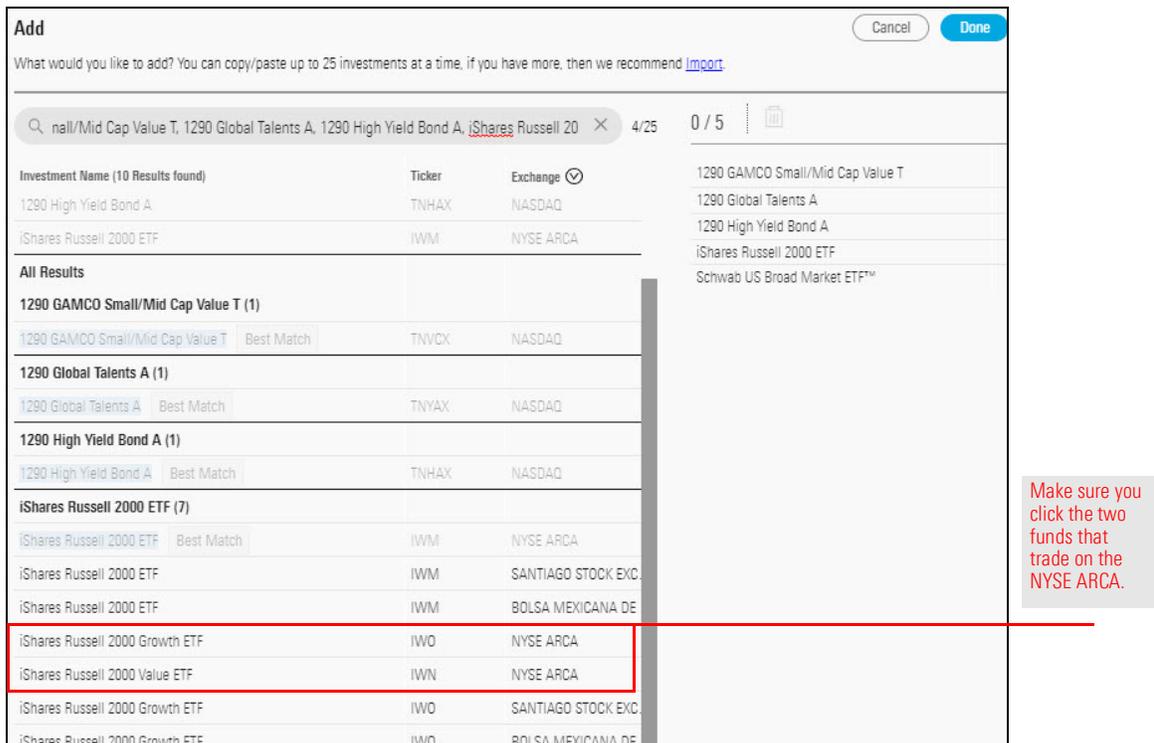
1290 GAMCO Small/Mid Cap Value T, 1290 Global Talents A, 1290 High Yield Bo 5/25

Best Match

Investment Name	Ticker	Exchange	Investmen Type
1290 GAMCO Small/Mid Cap Value T	TNVCX	NASDAQ	Open End f
1290 Global Talents A	TNYAX	NASDAQ	Open End f
1290 High Yield Bond A	TNHAX	NASDAQ	Open End f
iShares Russell 2000 ETF	IWM	NYSE ARCA	Exchange-l
Schwab US Broad Market ETF™	SCHB	NYSE ARCA	Exchange-l

The Add dialog box opens and displays the full search results.

- In the search results, **find** the section for **iShares Russell 2000 ETF**.
 Note: You may need to **scroll down**.
- Click each of the two entries that trade on the NYSE ARCA—**iShares Russell 2000 Growth ETF** and **iShares Russell 2000 Value ETF**.



What would you like to add? You can copy/paste up to 25 investments at a time, if you have more, then we recommend [import](#).

1290 GAMCO Small/Mid Cap Value T, 1290 Global Talents A, 1290 High Yield Bond A, iShares Russell 20 4/25 0 / 5

Investment Name (10 Results found)	Ticker	Exchange
1290 High Yield Bond A	TNHAX	NASDAQ
iShares Russell 2000 ETF	IWM	NYSE ARCA

All Results

1290 GAMCO Small/Mid Cap Value T (1)

1290 GAMCO Small/Mid Cap Value T	Best Match	TNVCX	NASDAQ
----------------------------------	------------	-------	--------

1290 Global Talents A (1)

1290 Global Talents A	Best Match	TNYAX	NASDAQ
-----------------------	------------	-------	--------

1290 High Yield Bond A (1)

1290 High Yield Bond A	Best Match	TNHAX	NASDAQ
------------------------	------------	-------	--------

iShares Russell 2000 ETF (7)

iShares Russell 2000 ETF	Best Match	IWM	NYSE ARCA
iShares Russell 2000 ETF		IWM	SANTIAGO STOCK EXC.
iShares Russell 2000 ETF		IWM	BOLSA MEXICANA DE
iShares Russell 2000 Growth ETF		IWO	NYSE ARCA
iShares Russell 2000 Value ETF		IWN	NYSE ARCA
iShares Russell 2000 Growth ETF		IWO	SANTIAGO STOCK EXC.
iShares Russell 2000 Growth ETF		IWO	BOLSA MEXICANA DE

6. Click **Done**. The dialog box closes and the funds you selected are now on the Mixed Investments list.
7. **Save** the list.

The screenshot shows the 'Mixed Investments — Edited' screen. A 'List Actions' menu is open, with the 'Save' option highlighted. Below the menu, a table of fund data is visible, with the 'Morningstar Category' column highlighted. A red line points from the 'Save' option to a text box that says 'Note the highlighted sections.'

Morningstar Category	Total Ret % Rank	Mo
Small Value	33	★
Small Growth	59	★
Small Blend	62	★
World Large Stock	69	★
High Yield Bond	44	★
Small Blend	23	★
Large Blend	35	★

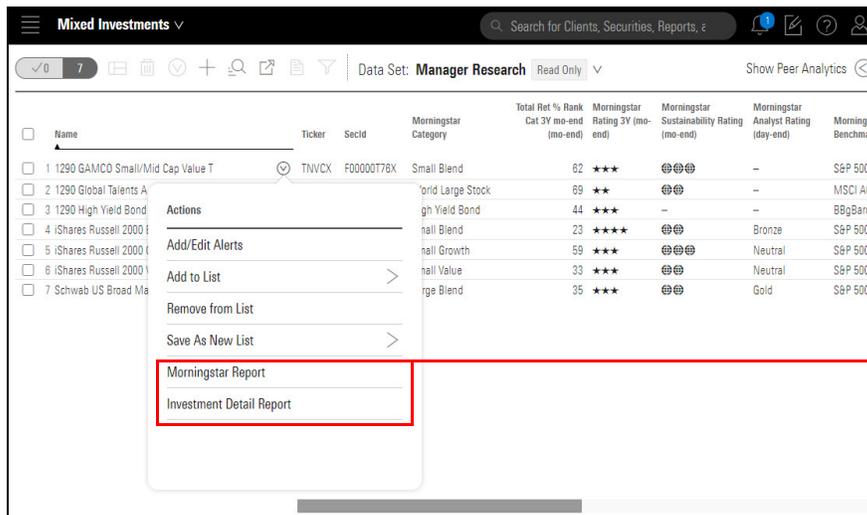
Use the Action menu to open an security-level report for any security within the list. The following two security-level reports are available:

Exercise 6: Open a security report

Report	Description	Output
Morningstar Report	A comprehensive breakdown of a security including the Morningstar Analyst Rating, performance, risk and return analysis, and more.	This report displays as a fly-in panel on the left side of the screen.
Investment Detail Report	A one-page report plus disclosures that provides a high-level look at performance, risk analysis, and more.	This report downloads as a pdf. Launch the pdf from the bottom of the window.

To access either security-level report for an individual security, do the following:

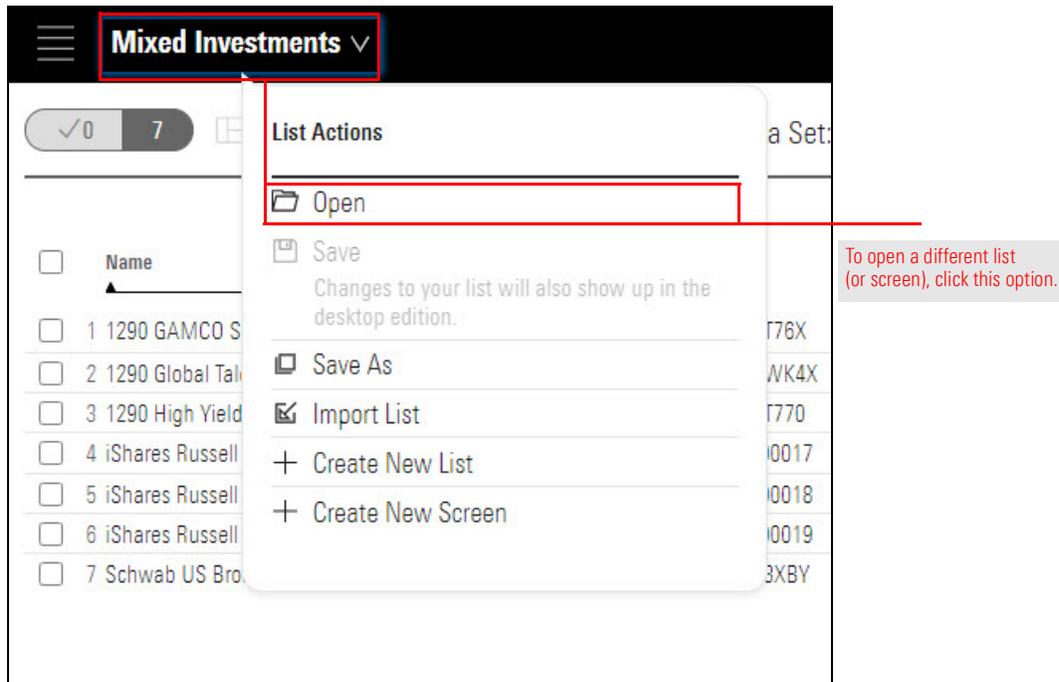
1. Hover the cursor over the **1290 GAMCO Small/Mid Cap Value** row. The Action icon appears.
2. From the **Action** drop-down menu, select the **security-level** report you want to view.



Select from these options.

Use the **List & Screens** menu in the Grid to **open** a list.

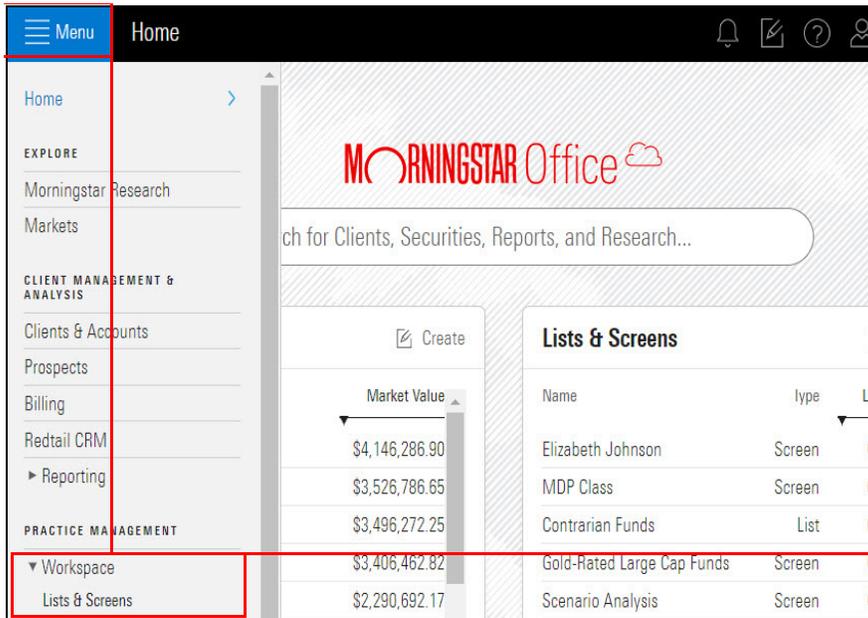
Exercise 7: Open a list



If you do not have an Grid open, you can open a saved list from anywhere in the application. In this exercise, you will practice opening the list from the Menu. Note that the first time you open a saved list, a permanent connection is made between that list and the workbook you select. That is, each subsequent time you open that list, you will not be asked which workbook you want to see it opened in. Instead, the workbook you originally chose will be selected. You can still open the list in a different workbook, but this requires you to open that workbook first, then select the list you want to see displayed in it.

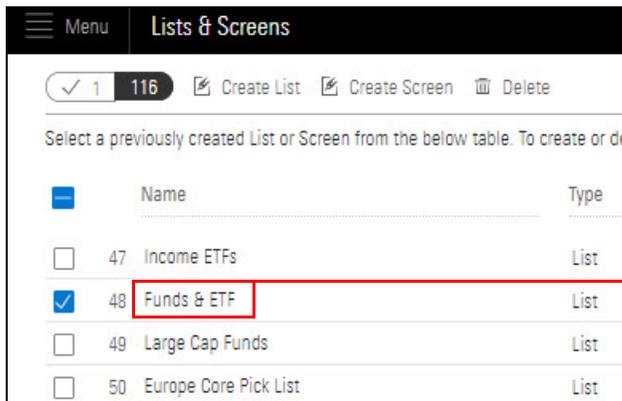
Do the following:

1. From the **Menu**, select **Workspace > Lists & Screens**. The menu opens.



2. A prompt opens, asking if you want to save the workbook. Click **Don't Save**. The Lists & Screens page opens.
3. Locate the **Funds & ETF** list and **click** it. The "Select a workbook to view the list" window opens.

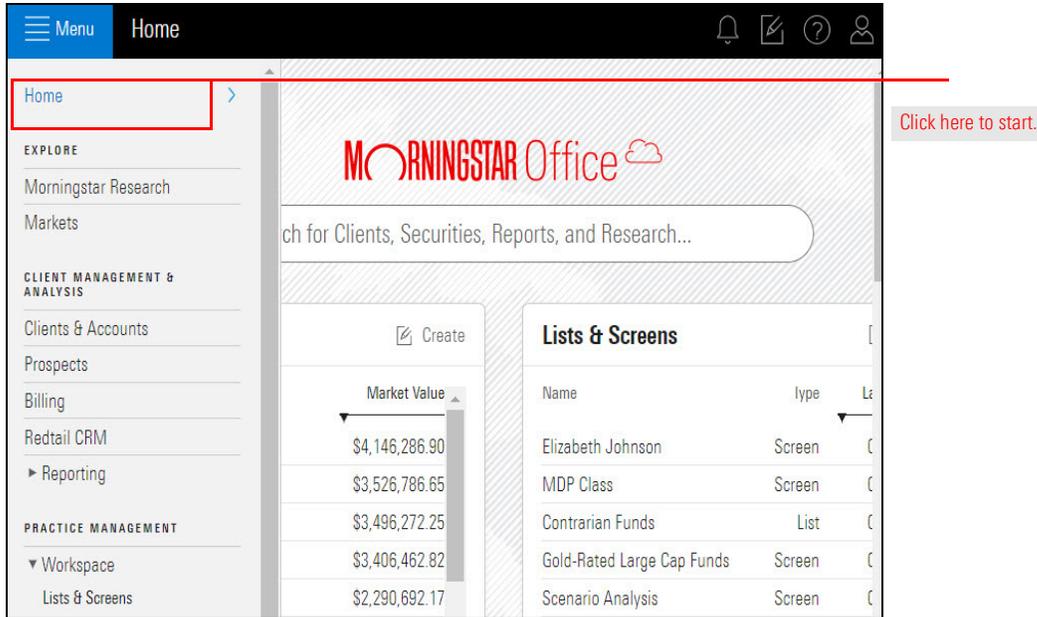
Note: You might have to **scroll down** to find the list.



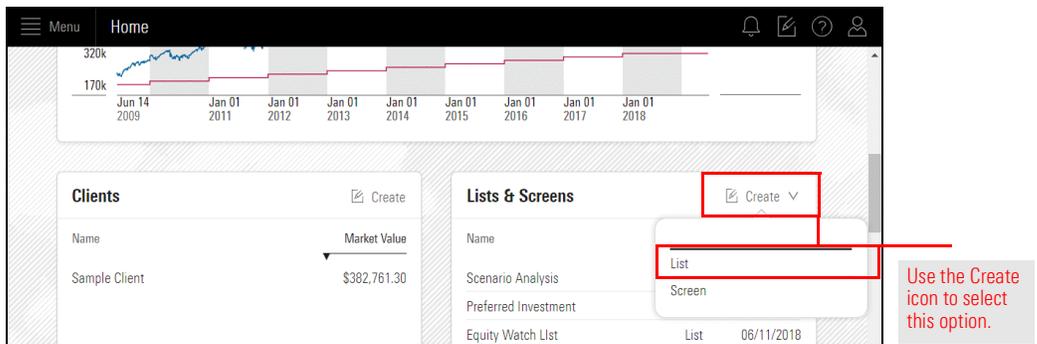
If you decide to change the name of a list should be changed, you must do this from the Lists & Screens page via the Menu. In this exercise, you will learn a new way to create a list, save it, then rename it. Do the following:

Exercise 8: Change the name of a list

1. From the **Menu**, select **Home**.

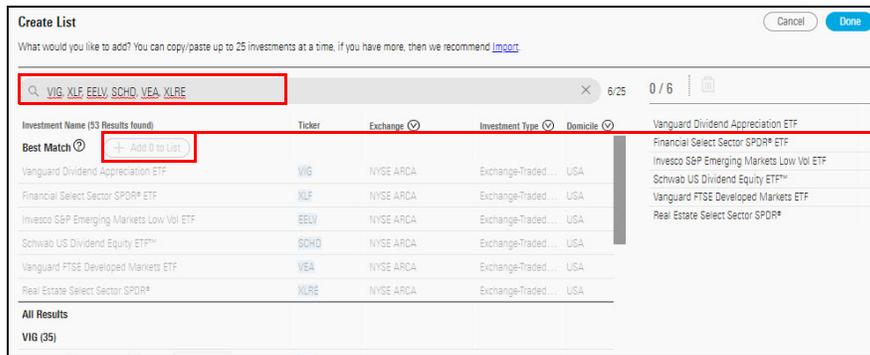


2. From the Lists & Screens widget, click **Create**, then select **List**. The Create List window opens.



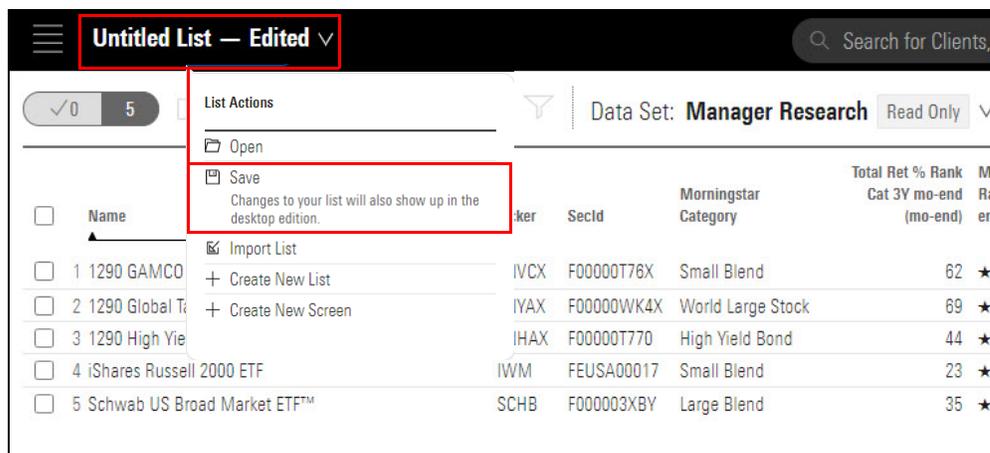
3. In the search field, enter the following ticker symbols either manually, or by copying and pasting them from here: **VIG, XLF, EELV, SCHD, VEA, XLRE**.

- Click **Add 6 to List**, then click **Done**.



Paste or enter the ticker symbols in the field above, then use this button to add them at once to the list.

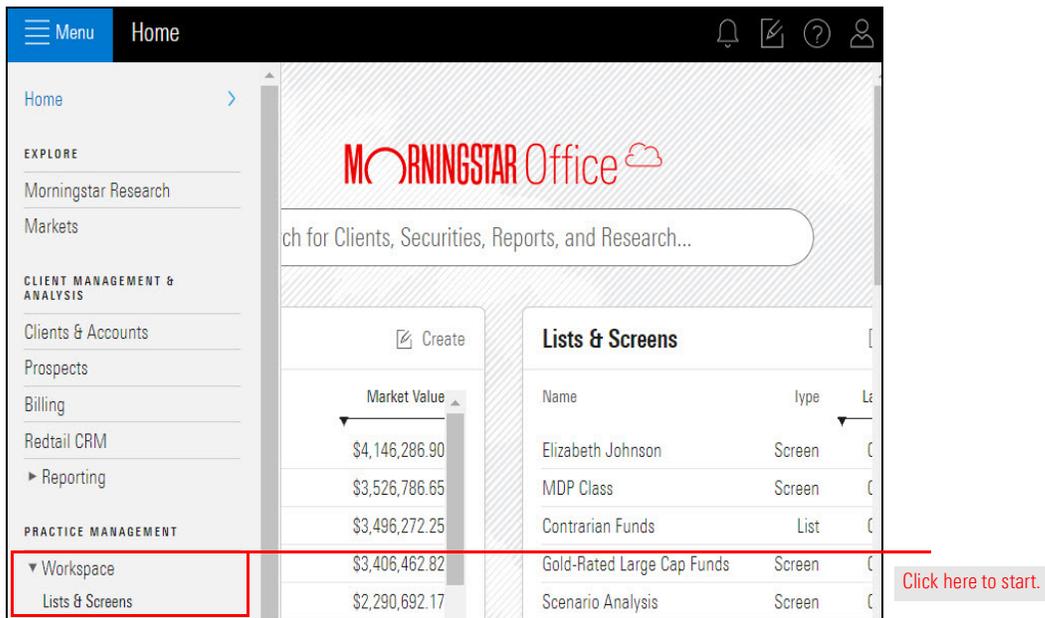
- From the **Lists & Screens** menu, select **Save**.



Use this option to save your list.

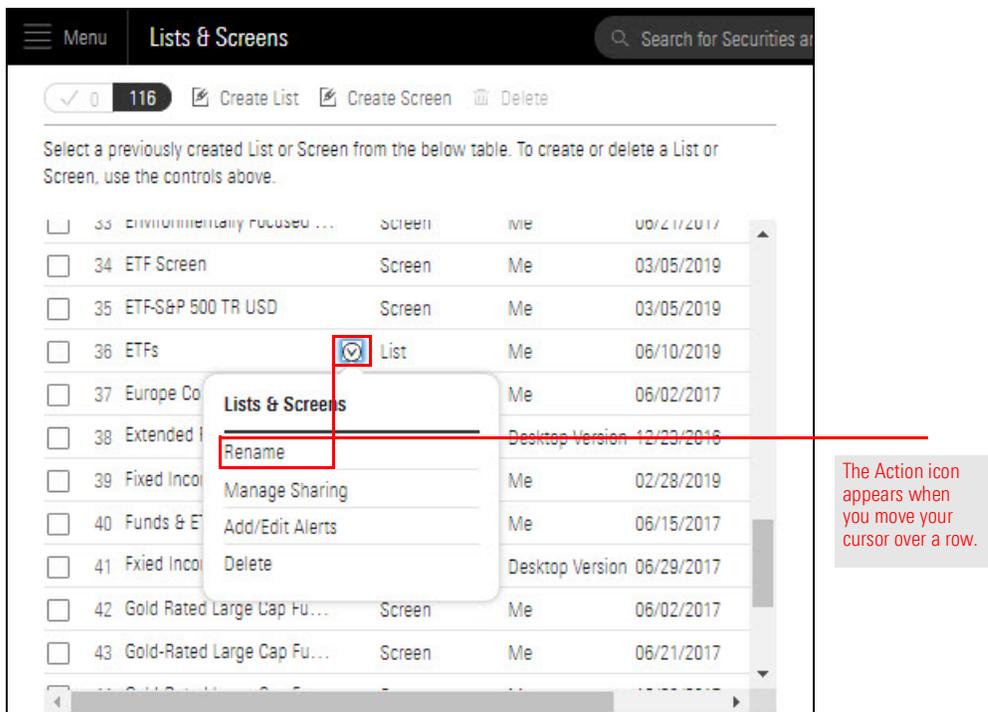
- Name the list **ETFs**, then click **Save**.
- From the **Menu**, select **Workspace > Lists & Screens**.

Note: When prompted to save the workbook, click **Don't Save**.



8. In the row for the ETFs list you created, click the **Action** icon, then select **Rename**. A dialog box opens.

Note: Other options here include sharing a list with colleagues (via the Manage Sharing command), adding or editing alerts for a list, and deleting a list.



9. Change the list name to **Income ETFs**, then click **Save**.

Working with Analytical Views

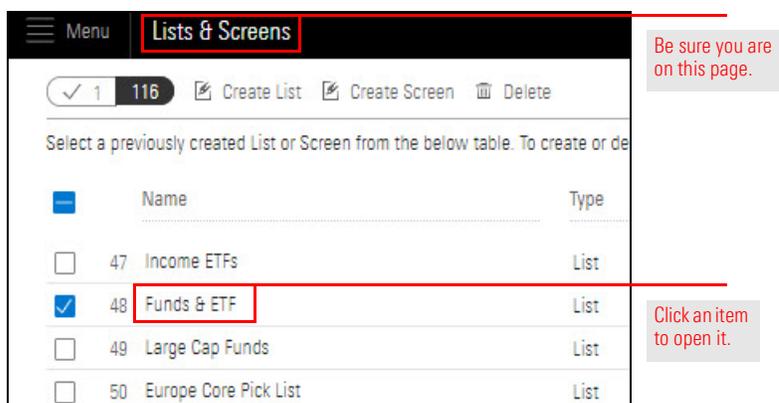
So far, you have seen lists within a grid. This section familiarizes you with viewing, editing, saving, and opening analytical views. In these exercises, you will work with Investment Analysis analytical views, but the same rules, principles, and techniques apply to working with Portfolio analytical views.

An analytical view is a series of tabs and each tab contains a mix of charts, tables and research tools. You can expand or delete charts, tables and research tools. Or, add additional tabs using the Edit Panel. In addition to editing an existing tab, you can mix and match charts, tables and research tools within a custom tab.

The Lists & Screens page should still be open. Do the following:

1. Open the **Funds & ETFs** list and **click** it.

 Note: You might have to **scroll down** to find the list.



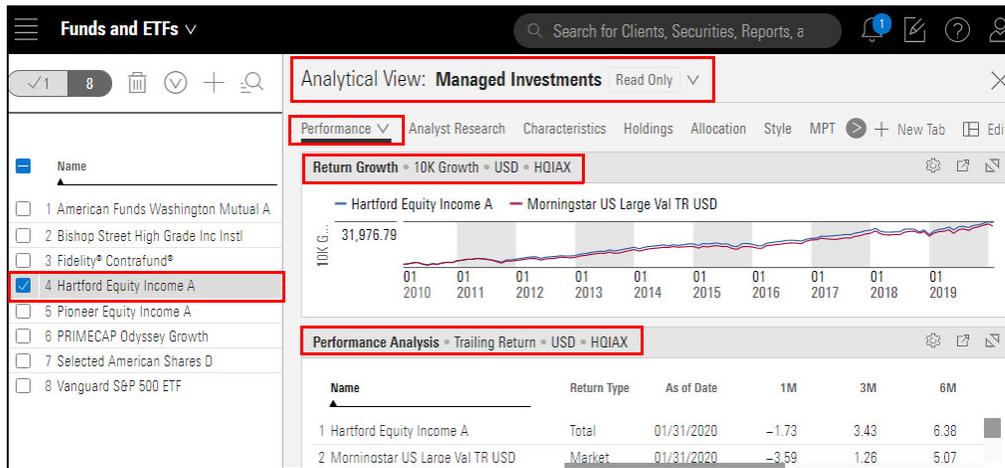
2. In the Grid, click **Hartford Equity Income A**. The Analytical View opens on the right with the Performance tab selected. The Performance tab displays information about the selected investment(s) in the following components:
 - ▶ Return Growth, and
 - ▶ Performance Analysis.

Overview

What is an analytical view?

Exercise 9: Remove a chart

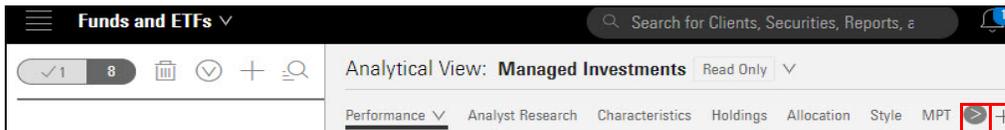
Note: In the following screenshot, not all tabs are displayed. This might also be the case on your screen.



Note the highlighted sections.

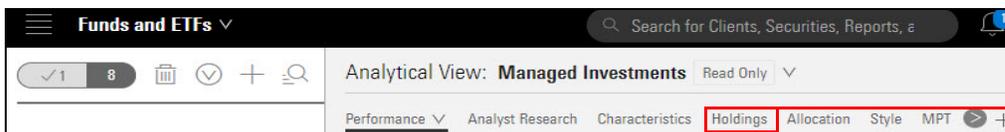
3. On the Tab bar, if the Holdings tab isn't displayed, do one of the following:

- ▶ **Widen** your browser window.
- ▶ **Zoom out** by pressing <CTRL> + <out >, or
- ▶ **Click the arrow** on the Tabs bar.



Click here to see additional tabs.

4. Click the **Holdings** tab.



Click this tab.

The Holdings tab displays two components – the Holdings Plot chart at the top and the Holdings Analysis table below. The item selected in the Grid (Hartford Equity Income A) is reflected in the components in the tab.

Analytical View: Managed Investments Read Only

Performance Analyst Research Characteristics **Holdings** Allocation Style MPT + New Tab Edit

Holdings Plot Morningstar Sector = USD = 12/31/2019 = HQIAX

Return: 67.27, 35.90, 4.53, -26.84
Standard Deviation: 2.78, 9.39, 16.00, 22.61, 29.22, 35.83

Morningstar Sector

- Financial Services
- Healthcare
- Industrials
- Consumer

Holdings Analysis 12/31/2019 = HQIAX

Name	Ticker	Portfolio Weight %	Shares	Position Value (\$)
Total	–	100.00	83,999,9...	4,217
1 JPMorgan Chase & Co	JPM	4.74	1,433,20...	
2 Bank of America Corp	BAC	3.71	4,439,31...	

Note the highlighted selections.

- In the upper-right corner of the window, click the **Edit** icon. The Component Library panel opens.

Analytical View: Managed Investments Read Only

Performance Analyst Research Characteristics **Holdings** Allocation Style MPT + New Tab **Edit**

Holdings Plot Morningstar Sector = USD = 12/31/2019 = HQIAX

Return: 67.27, 35.90, 4.53, -26.84
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1 JPMorgan Chase & Co	JPM	4.74	1,433,20...	
2 Bank of America Corp	BAC	3.71	4,439,31...	

Click the **Edit** icon to change the layout and/or contents of a tab.

- The Edit Panel is divided into sections: Allocation, Analyst Research, and so on. From the **Allocation** area, **drag-and-drop** the **Style Box** table to the left of the Holdings Plot component.

Holdings Plot • Morningstar Sector • USD • 04/30/2019 • HQIAX

Holdings Analysis • 04/30/2019 • HQIAX

Name	Ticker	Portfolio Weight %	Shares	Position Market Value (mil)
Total	—	100.00	134,66...	4,054.89
1 JPMorgan Chase & Co	JPM	4.22	1,474,1...	171.08
2 Cisco Systems Inc	CSCO	3.41	2,469,0...	138.15
3 Bank of America Corporation	BAC	3.11	4,125,9...	126.17
4 Verizon Communications Inc	VZ	3.09	2,189,7...	125.23
5 Comcast Corp Class A	CMCSA	2.68	2,497,6...	108.72

Allocation

- Allocation
- Global Revenue Map
- Historical Allocation
- Revenue Exposure
- Style Box**

Analyst Research

- Latest Morningstar Notes
- Latest Morningstar Research
- Morningstar Analyst Take
- Morningstar Asset Flows Research
- Qualitative Research

Move the Style Box component to this area.

- At the top of the Edit Panel, click **Done**. The Edit Panel closes.

Holdings Plot • Morningstar Sector • USD • 04/30/2019 • HQIAX

Holdings Analysis • 04/30/2019 • HQIAX

Name	Ticker	Portfolio Weight %	Shares	Position Market Value (mil)
Total	—	100.00	134,66...	4,054.89
1 JPMorgan Chase & Co	JPM	4.22	1,474,1...	171.08
2 Cisco Systems Inc	CSCO	3.41	2,469,0...	138.15
3 Bank of America Corporation	BAC	3.11	4,125,9...	126.17
4 Verizon Communications Inc	VZ	3.09	2,189,7...	125.23
5 Comcast Corp Class A	CMCSA	2.68	2,497,6...	108.72

Allocation

- Allocation
- Global Revenue Map
- Historical Allocation
- Revenue Exposure
- Style Box

Analyst Research

- Latest Morningstar Notes
- Latest Morningstar Research
- Morningstar Analyst Take
- Morningstar Asset Flows Research
- Qualitative Research

Click here to close the Component Library.

You can change a chart or table in a number of ways, including the following:

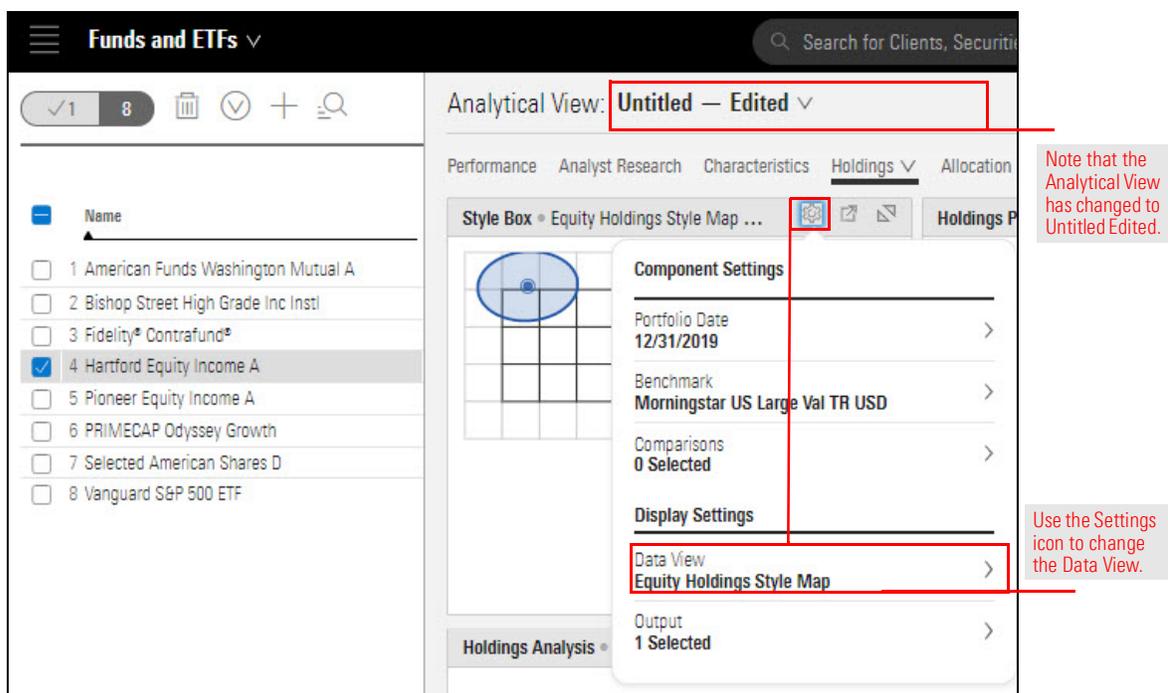
- ▶ the time period reflected in the component
- ▶ the benchmark being used
- ▶ the data being presented, and
- ▶ comparison investments.

Note: The settings you can update vary by component.

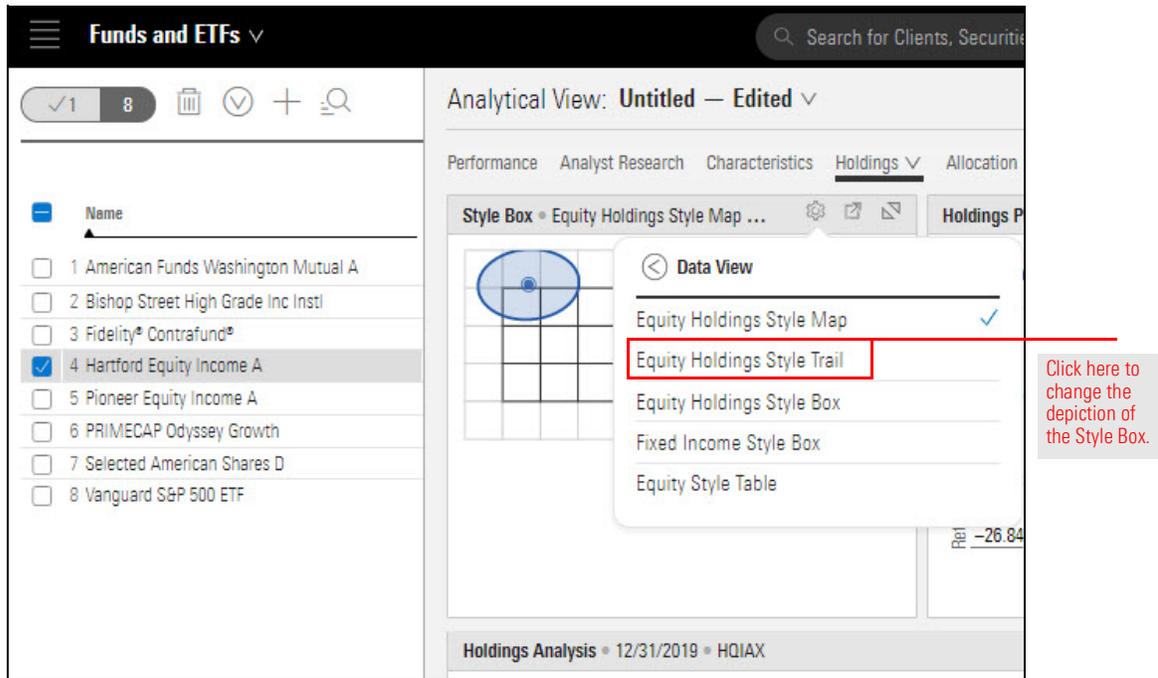
Exercise 10: Change a chart

Once you change a chart, the name of the Analytical View changes. To retain the change you made, you must save the Analytical View. In this exercise, you will display the legend for an existing chart and change the information being depicted in the chart as well. Do the following:

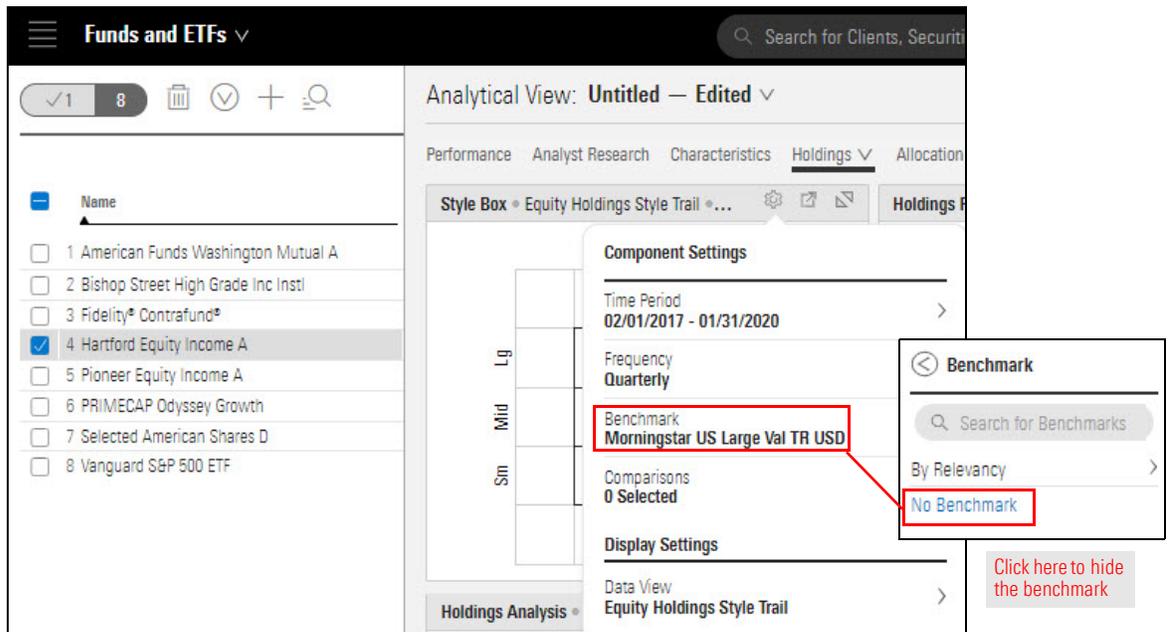
1. In the Style Box chart, click the **Settings** icon. The Settings menu opens. Select **Data View**. Another menu opens.



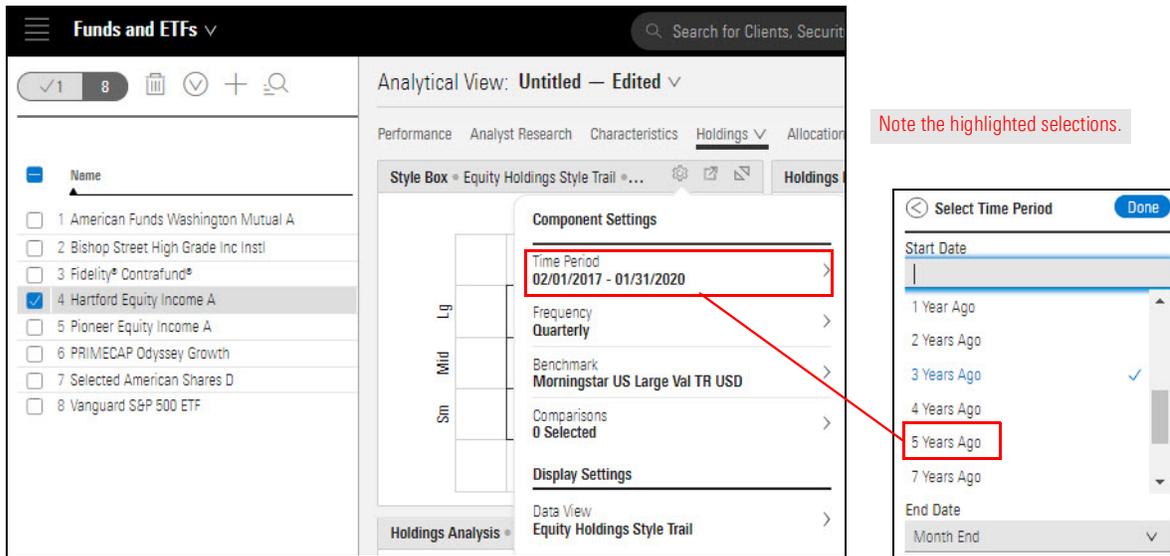
2. Select **Equity Holdings Style Trail**. The component updates to reflect your selection.



3. Click **Benchmark**, then select **No Benchmark**.



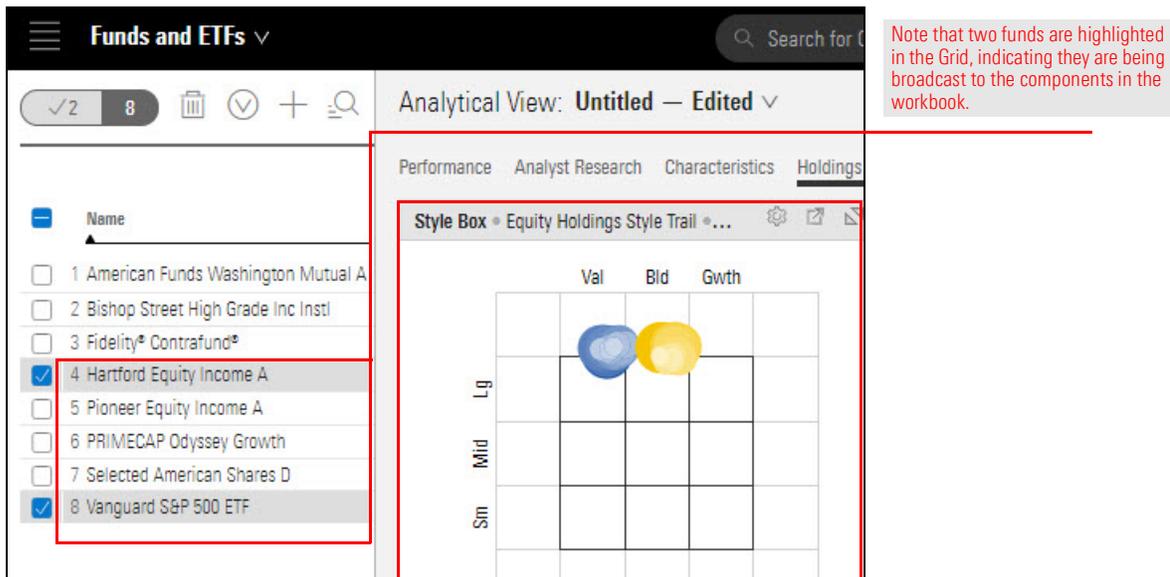
- Click **Time Period**, then click **Start Date**, and then select **5 Years Ago**.



- In the upper-right corner of the Select Time Period menu, click **Done**.
- Click away** from the Settings menu to close it.
- Hold down the **<CTRL>** key while clicking **Vanguard S&P 500 ETF** in the Grid.

How does the style trail of this fund compare to that for the Hartford Equity Income fund?

Note: You can broadcast up to 10 investments at once to most components by using **<CTRL>+click** to select them.

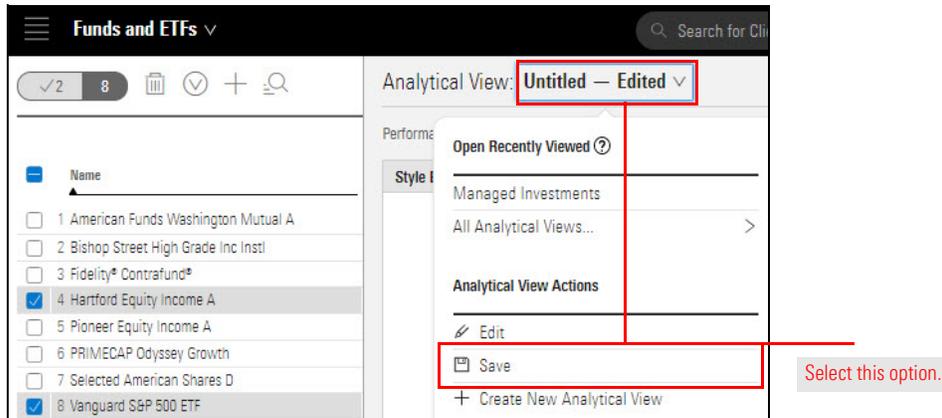


While you cannot overwrite the read-only analytical views provided by default in Morningstar Office Cloud, you can save this analytical view as your own template to retain the changes you made to the Holdings tab of the Managed Investments Analytical View template.

Exercise 11: Save an Analytical View

Once saved, you can use this view with other lists and screens. To save a custom Analytical View, do the following:

1. From the Analytical View drop-down menu, select **Save**. The Enter a name to save changes box opens.



2. In the **Enter a new Analytical View name** field, type **Holdings Tab Style Box**.



3. Click **Save**.

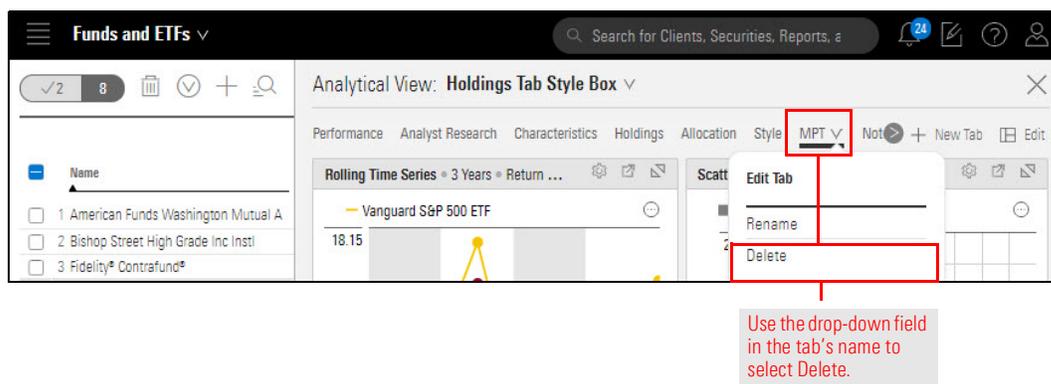
Note: Once saved, the custom analytical view will appear within the Open Recently Viewed area of the Analytical View drop-down menu.

Besides adding, removing, and changing charts and tables on a tab, you can also remove a tab from an analytical view. This exercise shows you how to do that, namely for the MPT tab.

Exercise 12: Remove a tab

Do the following:

1. Click the **MPT** tab.
2. Click the **drop-down** icon to the right of MPT, and select **Delete**.



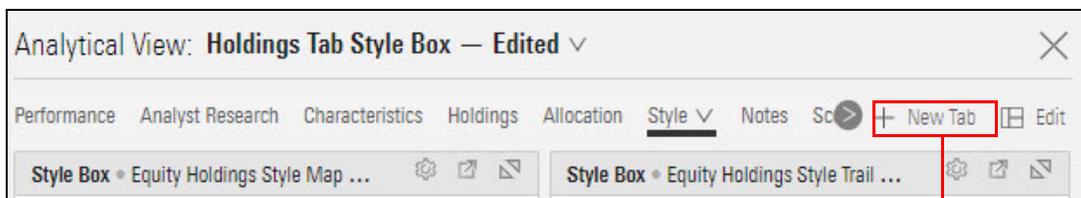
3. When the confirmation message opens, click **Delete**. The tab is removed from the analytical view, and the next tab to the left (Allocation) is automatically displayed.

In the same way you can easily remove a tab from an analytical view, you can also add a tab to a analytical view. In this exercise, you will see how to re-create the MPT tab that you just removed. The MPT tab contains two charts at the top, and a table at the bottom. As you build the tab, you will notice it does not look exactly like the original MPT tab. However, you will learn how to change the components to match their original appearance.

Exercise 13: Add a tab to an Analytical View.

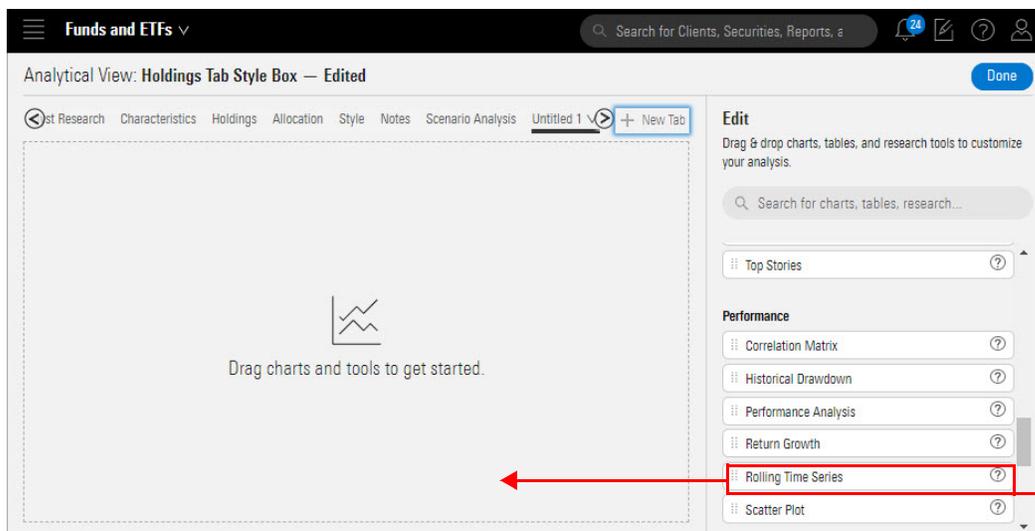
Do the following:

1. At the right end of the Tabs bar, click the **New Tab** icon. A tab named Untitled 1 is added, the Grid is no longer visible, and the Edit Panel opens.



Click here to add a tab to the Analytical View.

2. In the Edit Panel, **scroll down** to the **Performance** section, then **drag-and-drop** the **Rolling Time Series** component to the left. The Rolling Time Series table automatically appears. This is not the line chart you saw in the original tab, so you need to change its appearance.



3. In the component, click the **Settings** icon. The Settings menu opens.

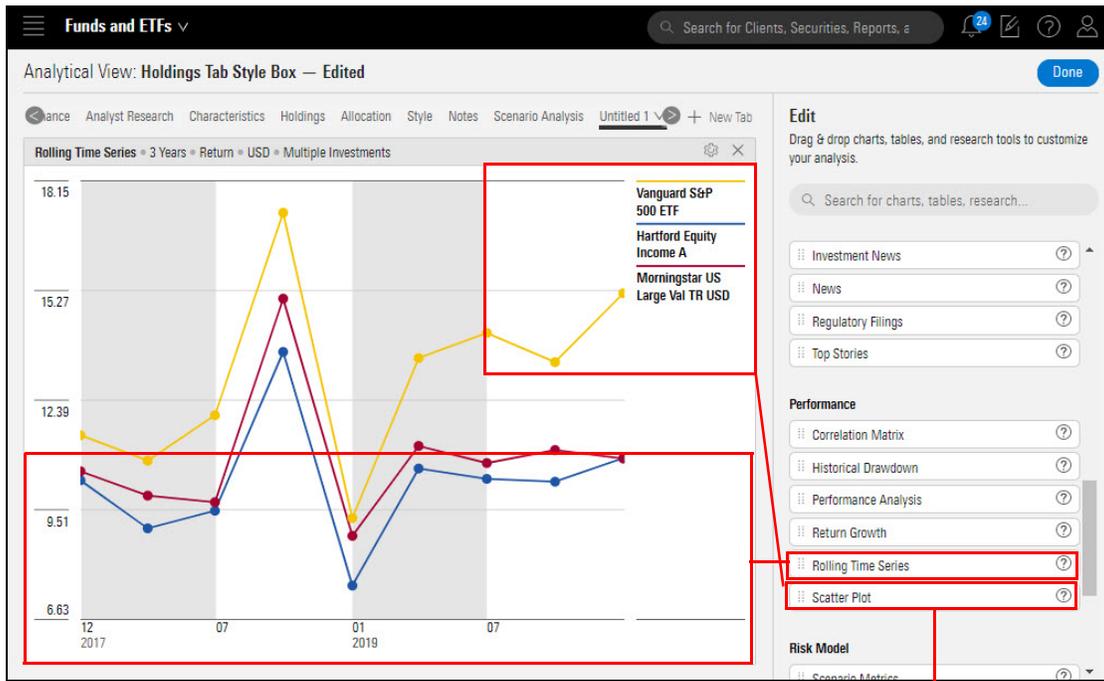
4. **Scroll down** to the **Display Settings** section at the bottom of the menu, then click **Data View**. A secondary menu opens, Select **Line Chart**.

The screenshot shows the 'Component Settings' menu for a 'Rolling Time Series' component. The menu is open, and the 'Data View' option is selected, opening a secondary menu with 'Line Chart' highlighted. Red boxes and arrows highlight the 'Component Settings' menu and the 'Data View' secondary menu. Two callout boxes provide instructions: 'Scroll through the Component Settings here.' and 'Not every component can display different data views.'

Name	Return Type	Return	St De
1 Hartford Equity Income A	Total	10.84	
2 Vanguard S&P 500 ETF	Market	15.17	
3 Morningstar US Large Val TR USD	Market	10.83	

5. **Click away** from the Settings menu to close it (or click the **Settings** icon).
6. Once again, in the Edit Panel, **drag** the **Rolling Time Series** component to the left and **place** it beneath the component you just added. This positions the table where it appeared in the original MPT tab.

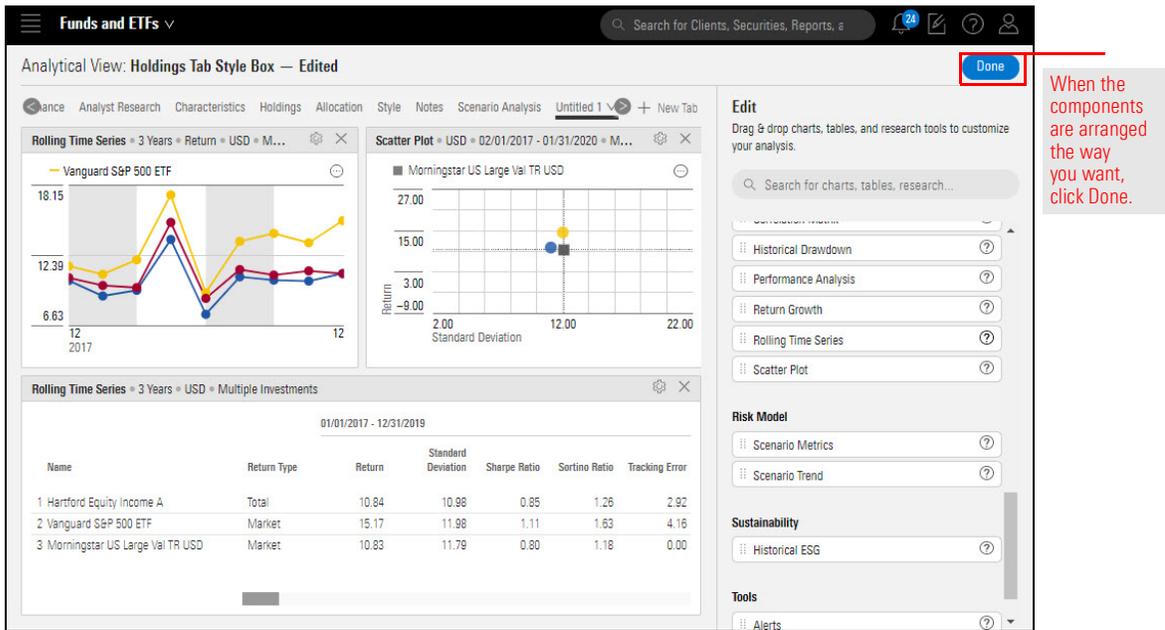
- In the Edit Panel also in the Performance area, **drag-and-drop** the **Scatterplot** to the right of the Rolling Time Series line chart



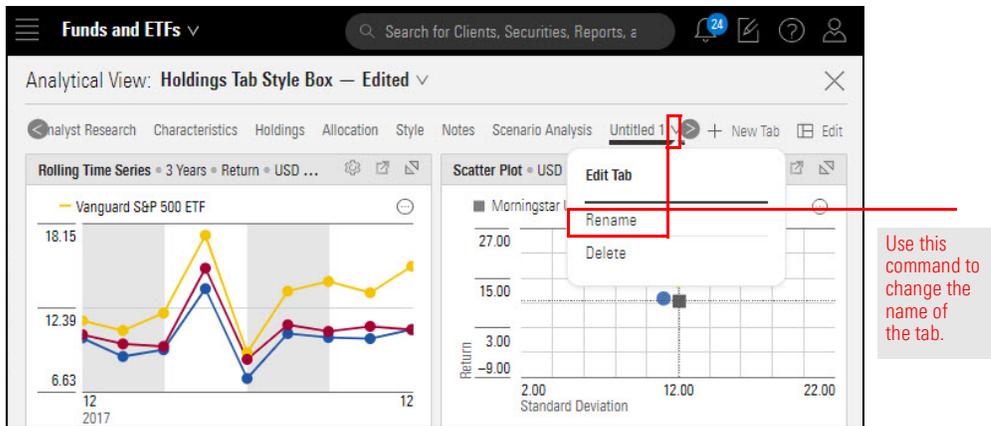
Drag-and drop these table items into the design area

- .

- At the top right of the Edit Panel, click **Done**. The Component Library closes and the Grid is once more displayed.



- Click the **down arrow** to the right of **Untitled 1**, then select **Rename**.



- Enter **MPT**, then click **Save**.

Note: You cannot change the position of the tabs within an analytical view.

You have now done the following in your analytical view:

- ▶ removed a component from the Holdings tab
- ▶ changed a component's appearance
- ▶ deleted the MPT tab
- ▶ added a tab
- ▶ edited the tab you added to include three components
- ▶ edited a component to convert it from a table to a line chart, and
- ▶ renamed a tab.

Exercise 14: Save changes to a custom Analytical View

Notice that the word Edited appears next to the Analytical View. In order to retain the changes you made to your custom analytical view, be sure to save them using the analytical view drop-down menu.

The screenshot shows the Morningstar 'Funds and ETFs' interface. On the left, a list of funds is displayed with checkboxes. On the right, the 'Analytical View' dropdown menu is open, showing 'Holdings Tab Style Box — Edited'. Below this, there are sections for 'Open Recently Viewed' (listing 'Holdings Tab Style Box' and 'Managed Investments') and 'Analytical View Actions' (listing 'Edit', 'Save', 'Save As', and 'Create New Analytical View'). The 'Save' option is highlighted with a red box, and a red arrow points to it from a callout box that says 'Click here to save.'