Creating Lists and Analytical Views

Exercise Guide

MORNINGSTAR Office

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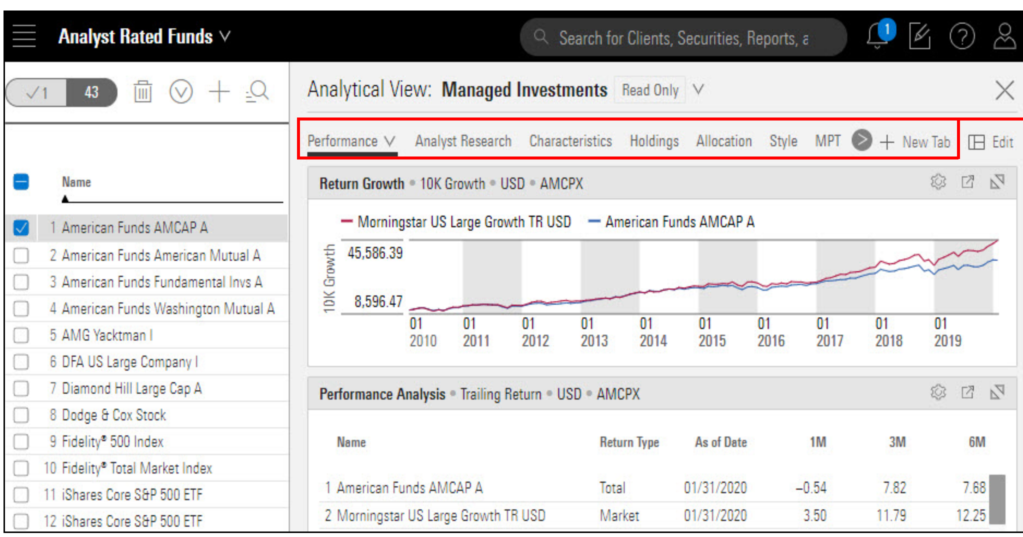
Creating Lists in Morningstar Office Cloud

Overview

Morningstar Office[SM] 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).

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

- Working with Lists (page 5)
- Working with Analytical Views (page 24)



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

Overview

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:

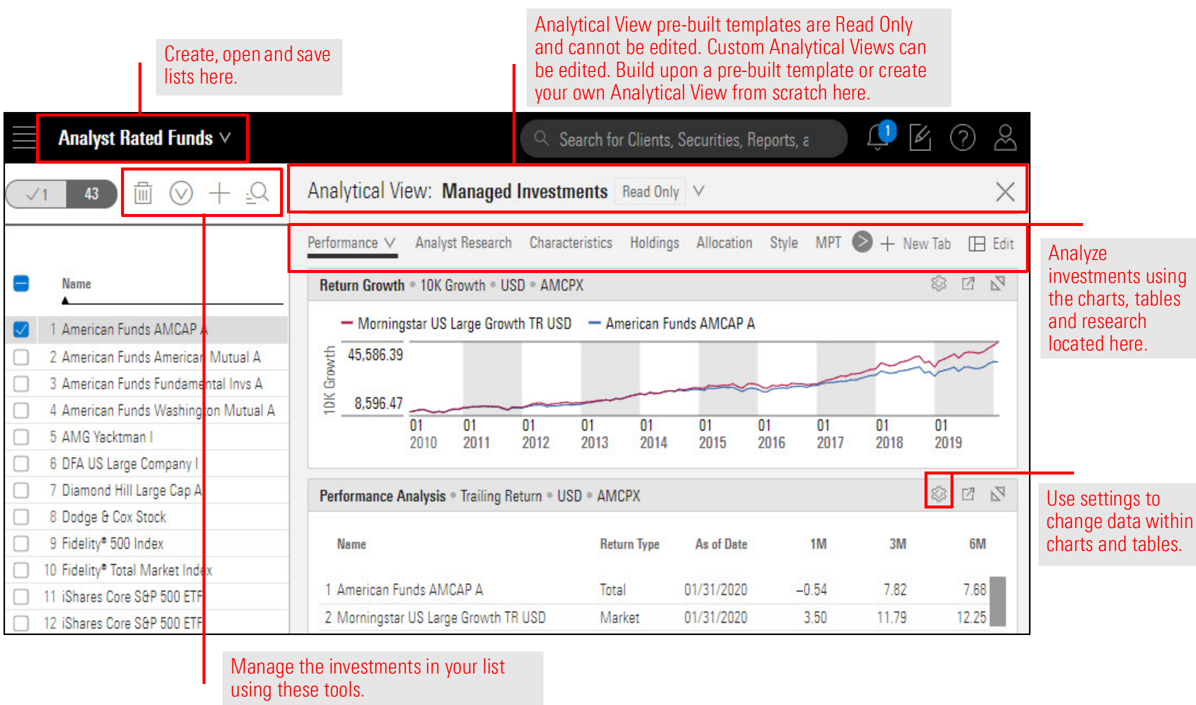
- Name
- Ticker
- ISIN, or
- CUSIP.

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

How do I interact with Morningstar Office Cloud?

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.

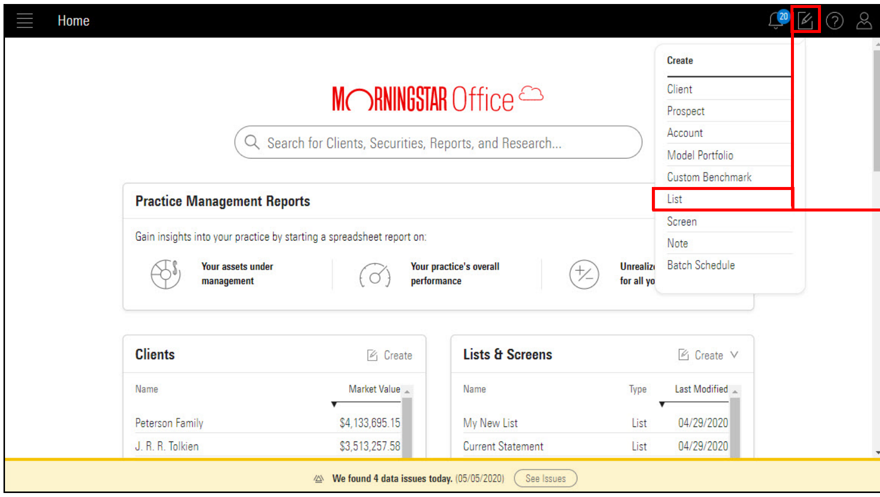


Exercise 1: Create a list of equity funds

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

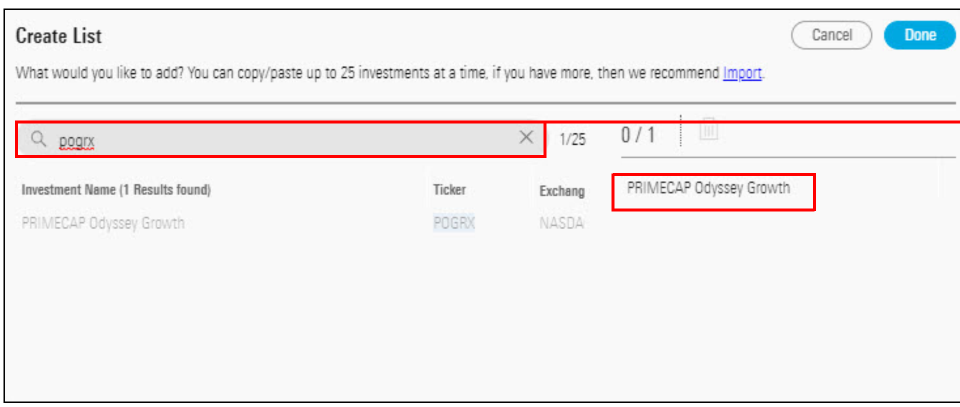
To create a list, do the following:

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.

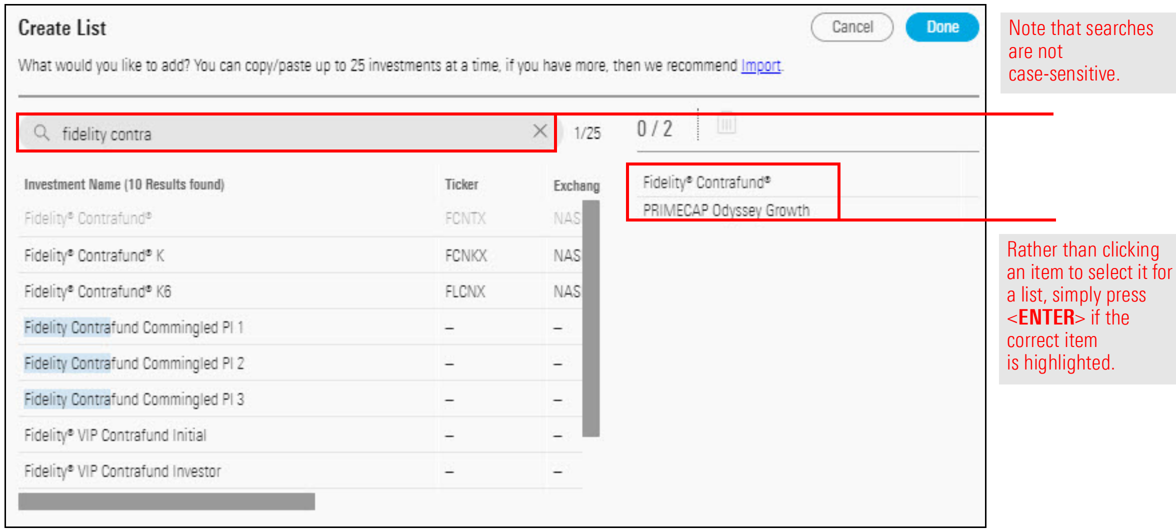
2. In the search field at the top of the window, enter **pogrx**. When the matching fund appears, click **PRIMECAP Odyssey Growth**. The fund moves to the left side of the window.



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**.

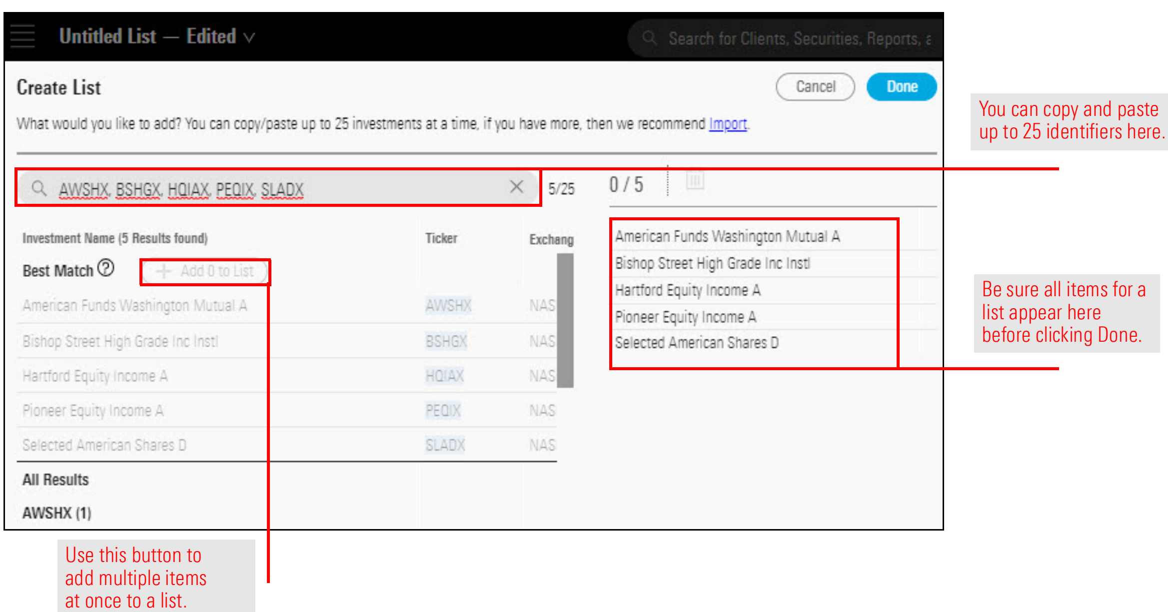
5. When the matching funds appear, click to select **Fidelity Contrafund**®. The fund moves to the left side of the window.



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

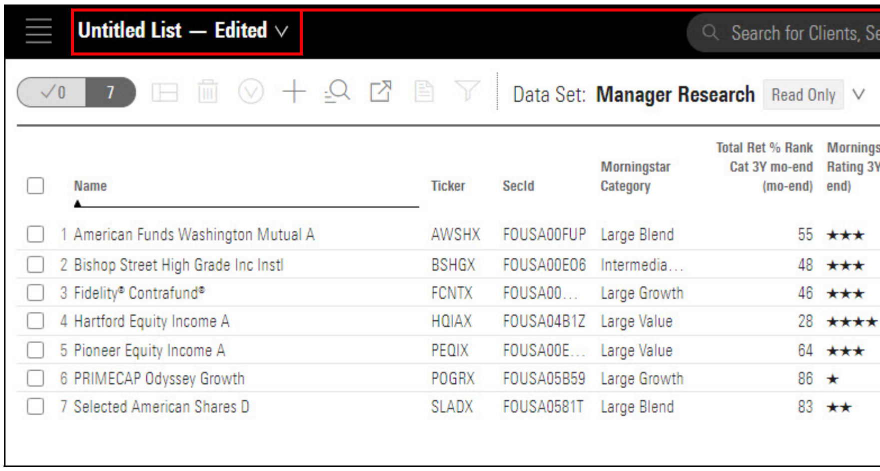
   ☞ Note: You can copy and paste the ticker symbols from the PDF into the search field, then use the Add 5 to List button to include all items at once.

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



Exercise 2: Save a list

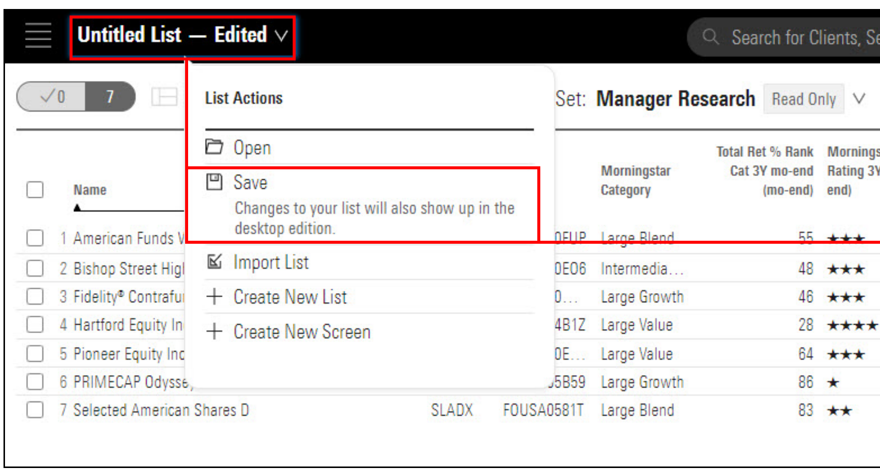
A list is not automatically saved when you create it. In the upper-left corner of the window, note the name of the list (Untitled List - Edited). Edited indicates that the latest changes to a list (or screen) have not been saved.



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

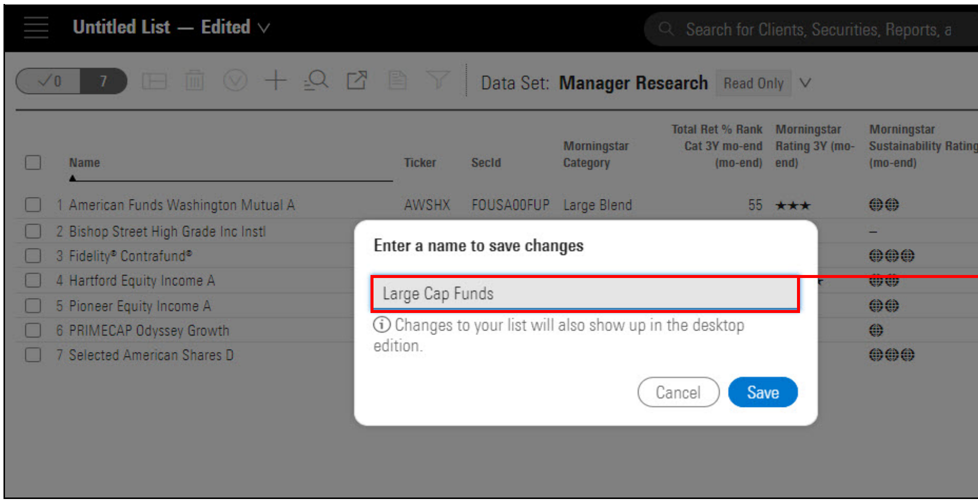
If a list is not saved, it cannot be opened later, and it cannot be shared with colleagues. To save a list, do the following:

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



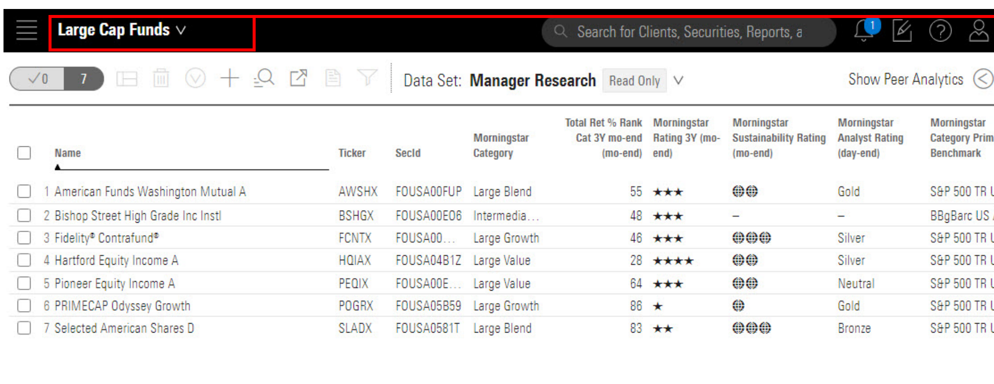
Select this option.

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



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

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



Note the updated List name.

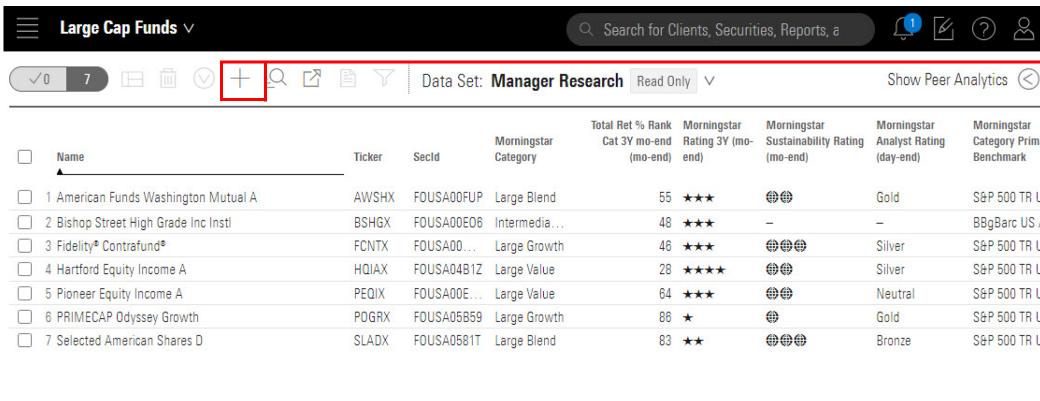
Exercise 3: Add items to a list

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:

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

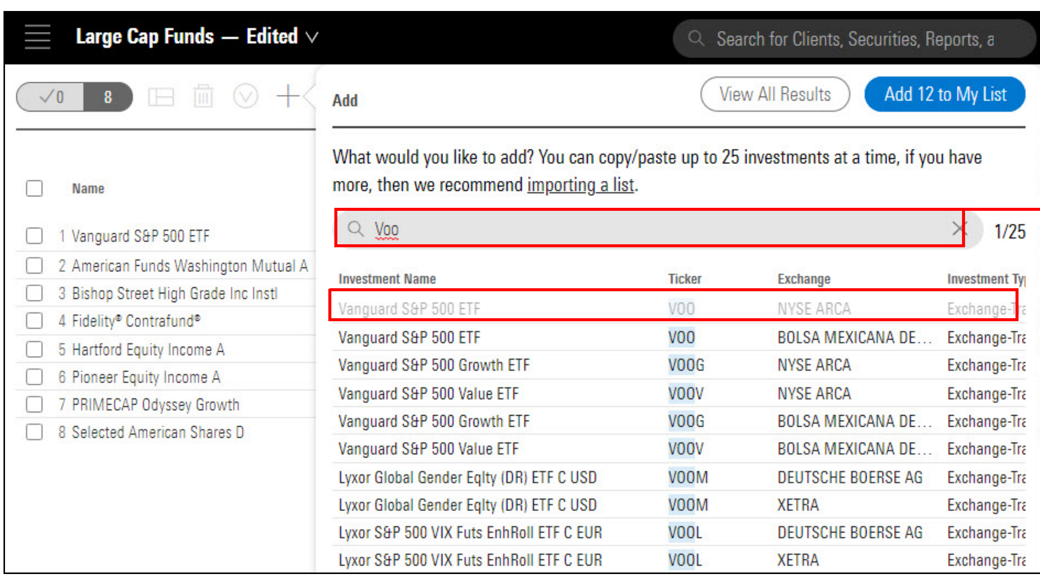
Do the following:

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



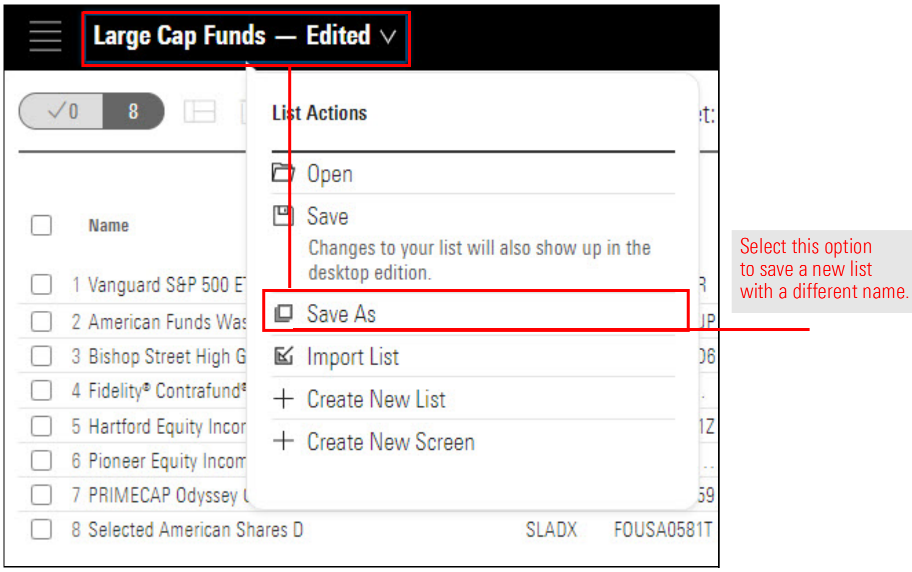
Click this icon to add an investment to a list.

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



You can enter multiple tickers at once, separated by commas.

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.

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

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.

Do the following:

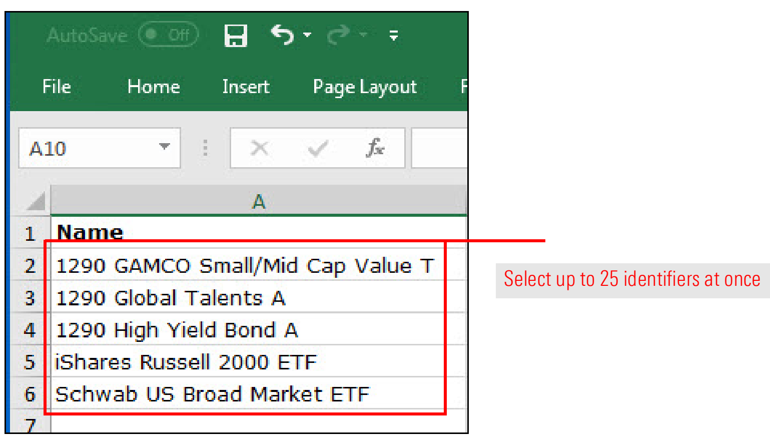
1. Click here to **download** the Microsoft Excel file that contains investments for this exercise.

   ☞ 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.

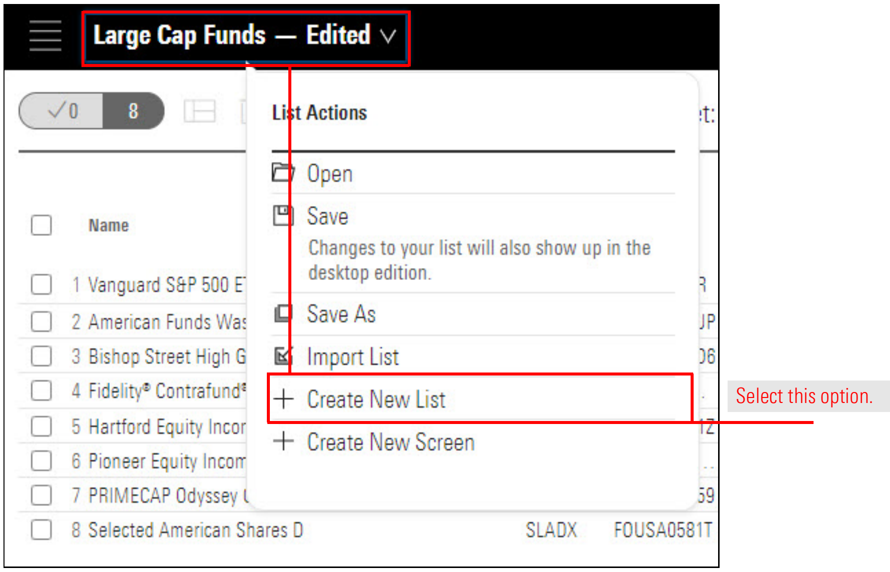
2. **Open** the Microsoft Excel file.

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**>.



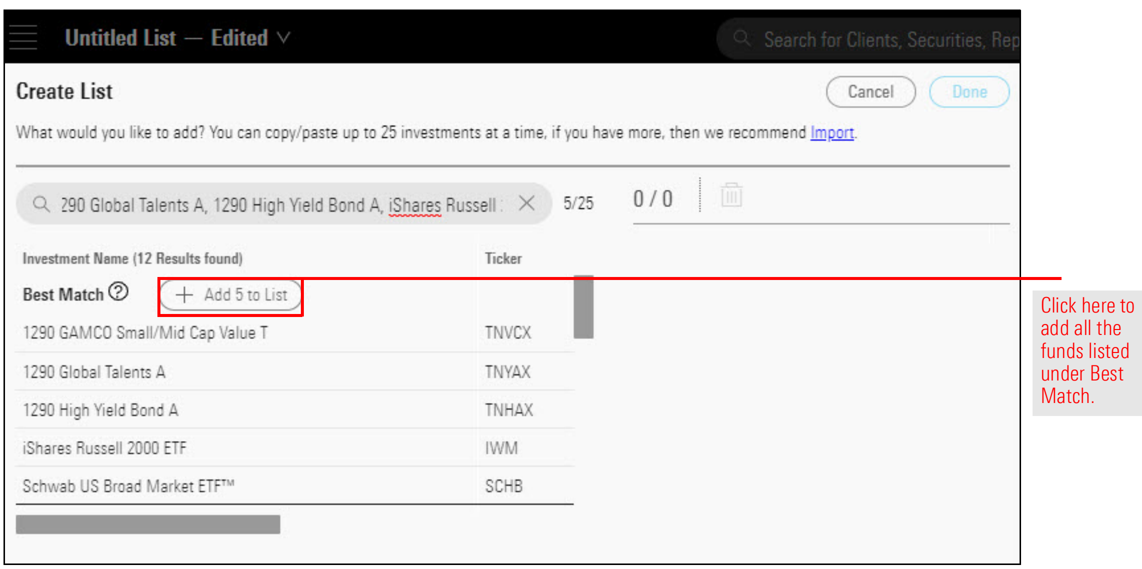
4. In Morningstar Office Cloud, from the **Lists & Screens** menu, select **Create New** > **List**.
   The Create List window opens.



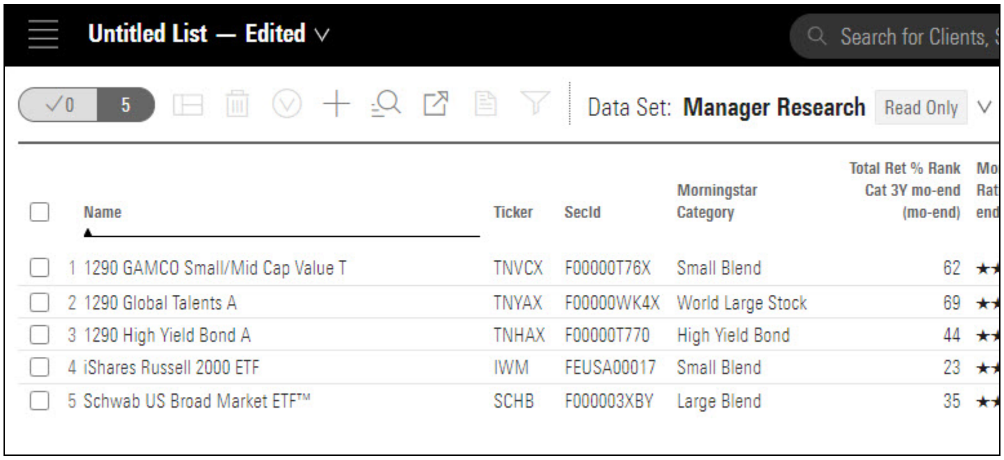
5. Click **inside the Search field** and do one of the following:
   - **Right-click** and select **Paste**, or
   - Press <**CTRL**>-<**V**>.

   The Search results display the best matches at the top.

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

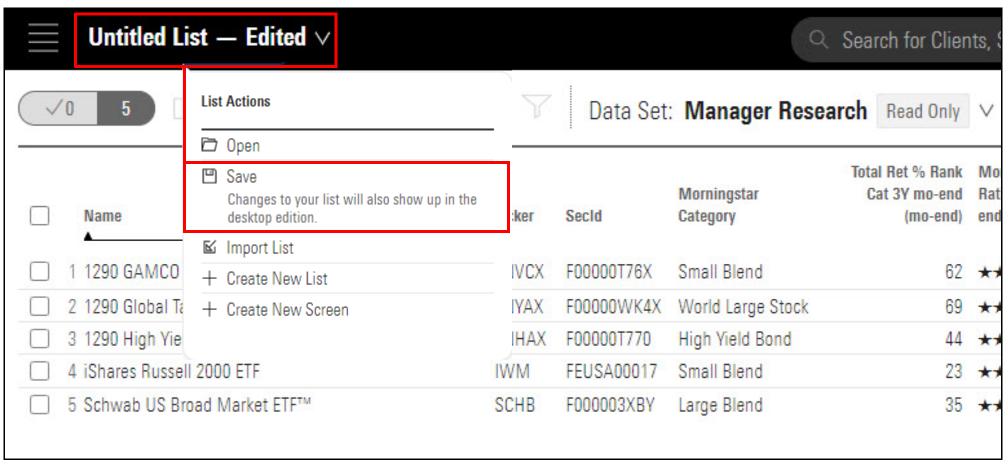


The new Untitled List is displayed. It contains the funds you copied from the Excel file.



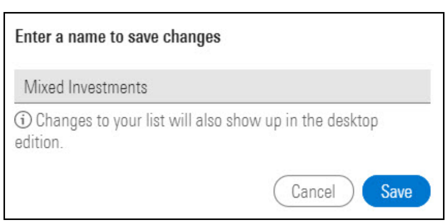
Your list should look like this.

7. **Save** the list.



Note the highlighted selections.

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

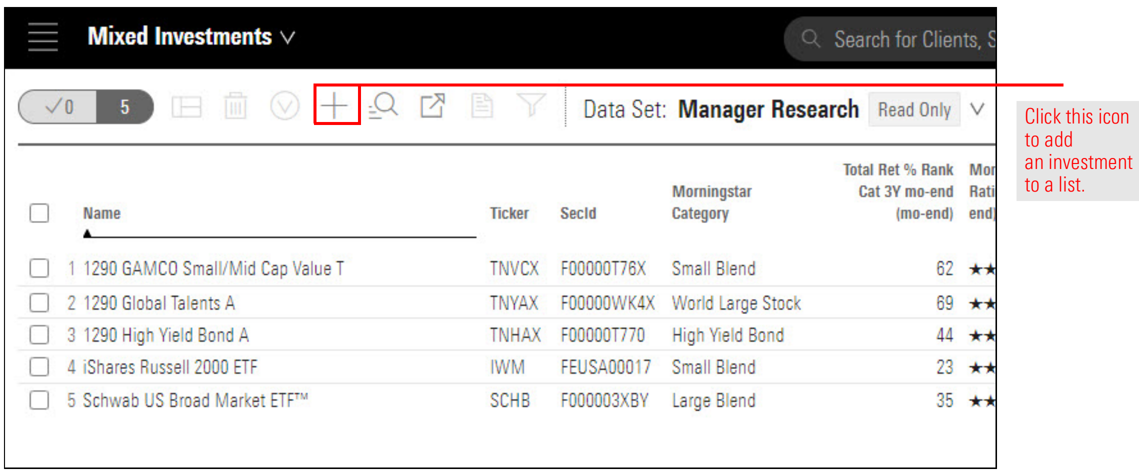


Exercise 5: Expand the search results to include a wider range of matching funds

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.

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.

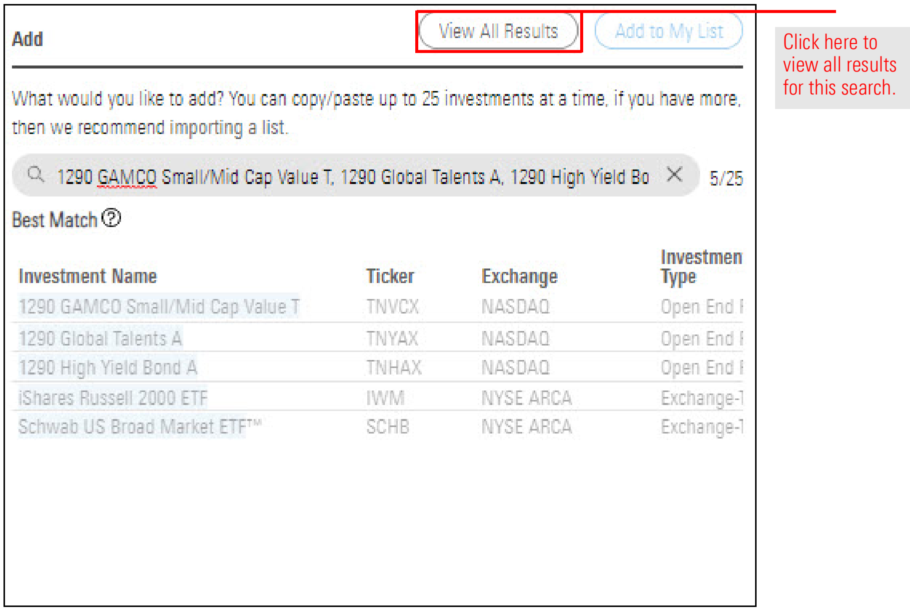


2. Click **in the Search field** and do one of the following:
   - **Right-click** and select **Paste**, or
   - Press <**CTRL**>-<**V**>.

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.

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

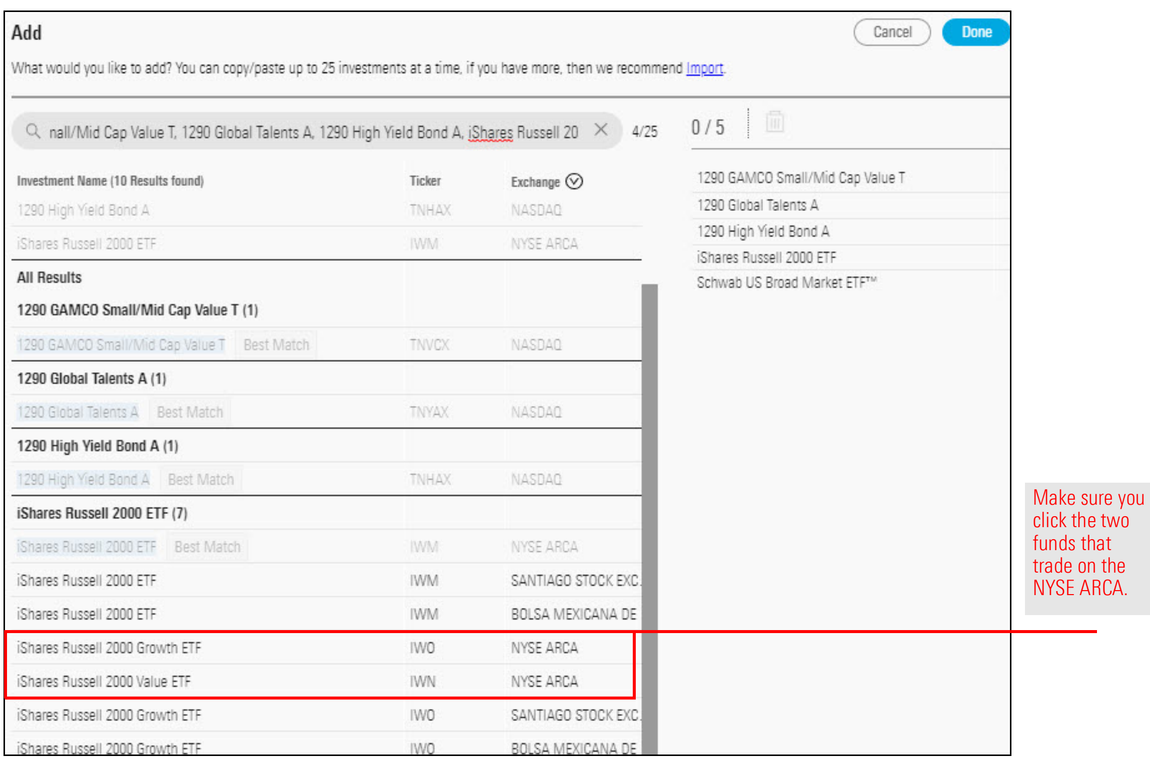


The Add dialog box opens and displays the full search results.

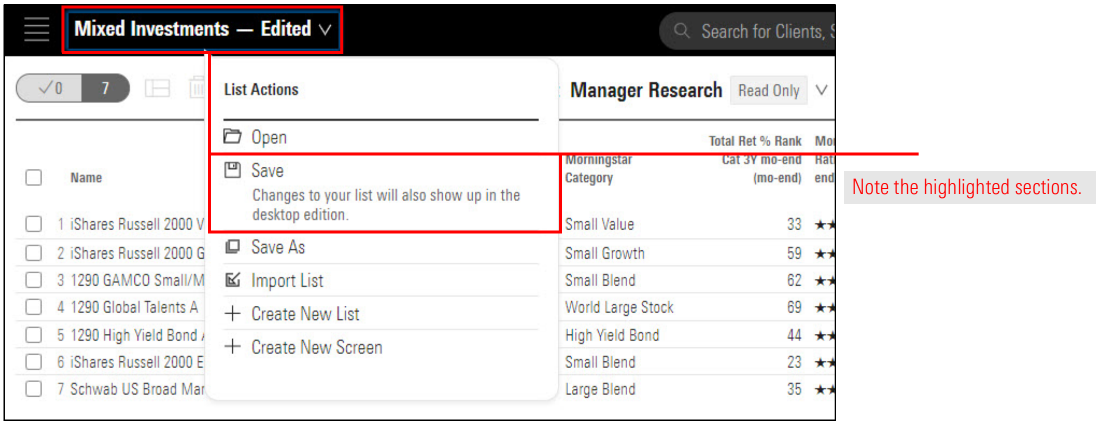
4. In the search results, **find** the section for **iShares Russell 2000 ETF**.

   ☞ Note: You may need to **scroll down**.

5. Click each of the two entries that trade on the NYSE ARCA—**iShares Russell 2000 Growth ETF** and **iShares Russell 2000 Value ETF**.



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



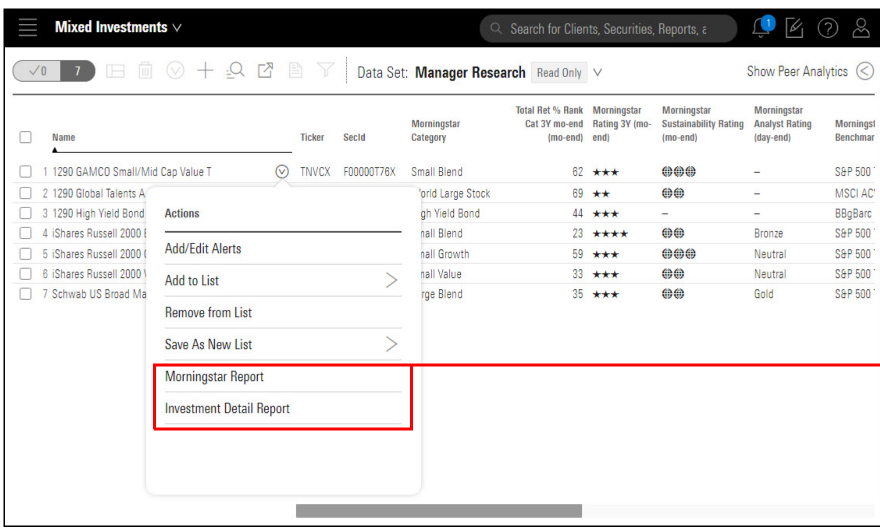
Exercise 6: Open a security report

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

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:

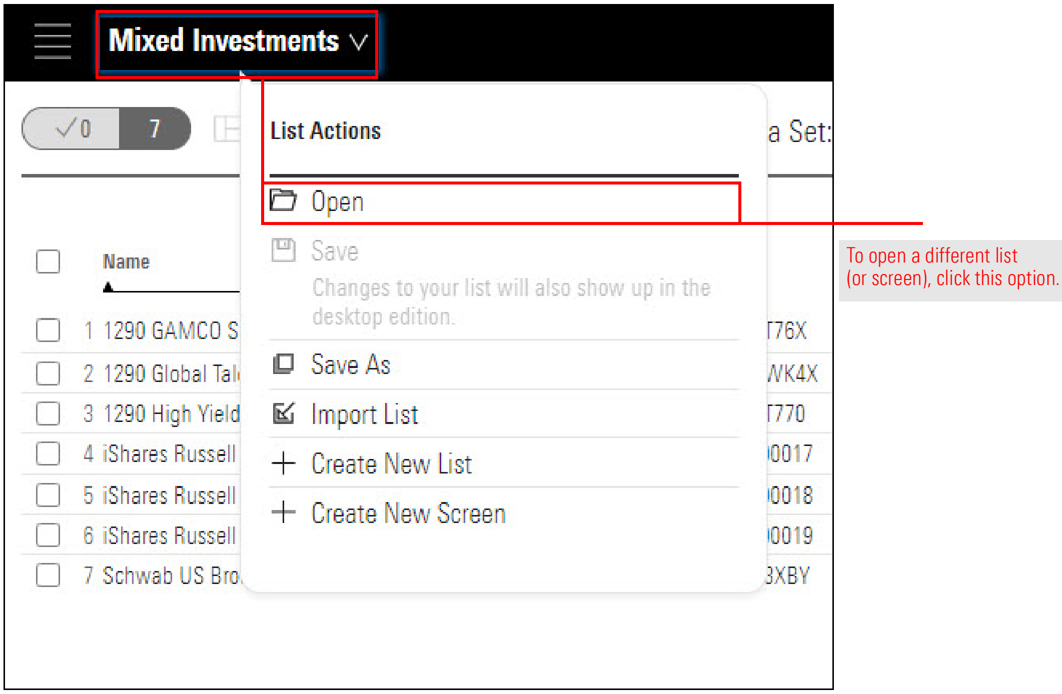
1. Hover the cursor over the**1290 GAMCO Small/Mid Cap Value** row. The Action icon appears.
2. From the **Action** drop-down menu, select the **security-level** report you want to view.



Select from these options.

Exercise 7: Open a list

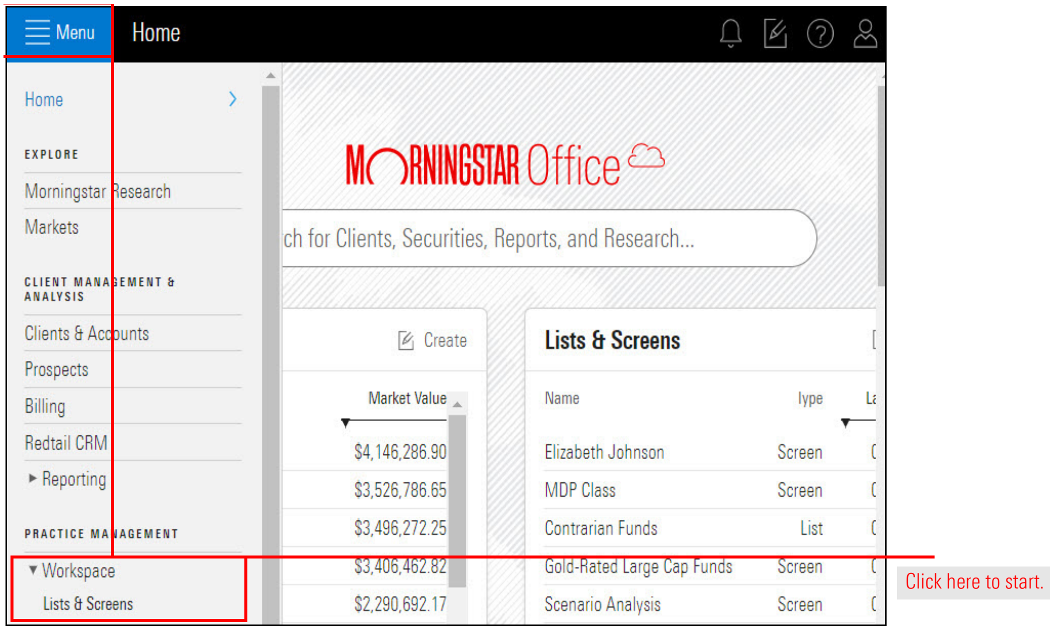
Use the **List & Screens** menu in the Grid to **open** a list.



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:

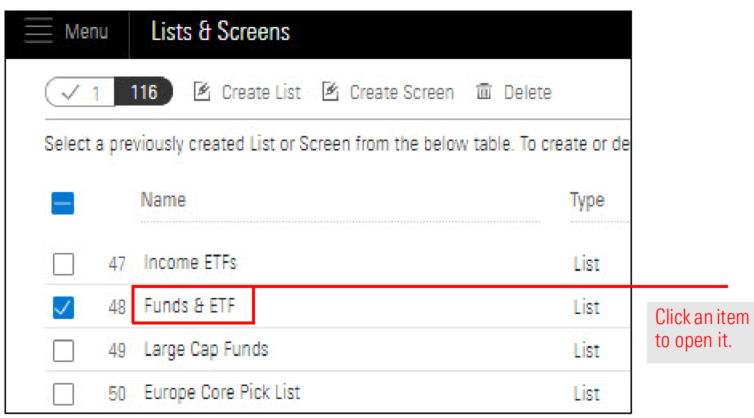
1. From the **Menu,** select **Workspace > Lists & Screens**. The menu opens.



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.

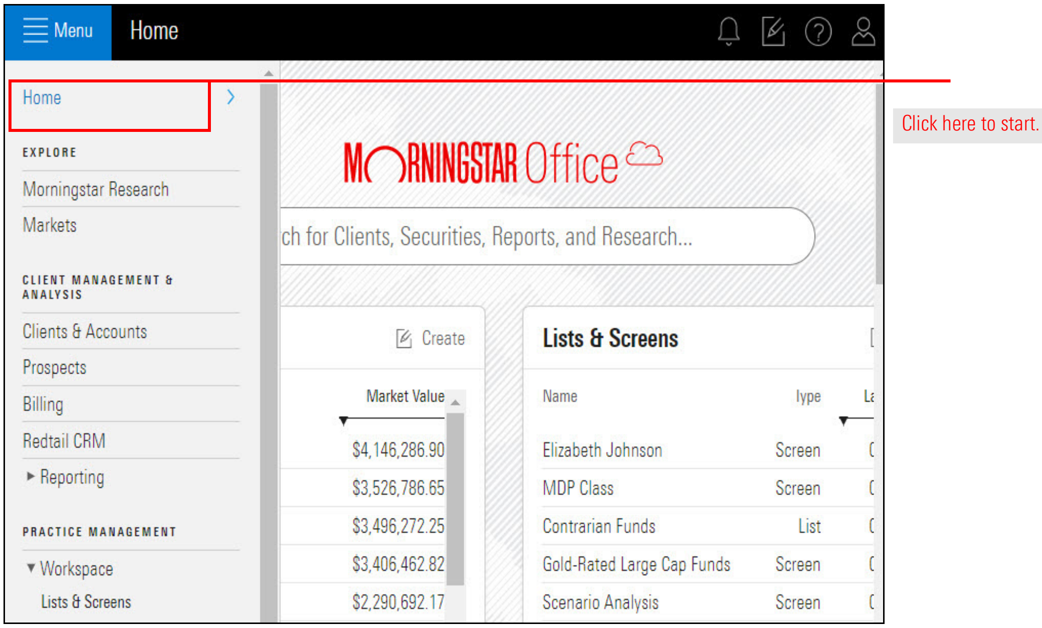
   ☞ Note: You might have to **scroll down** to find the list.



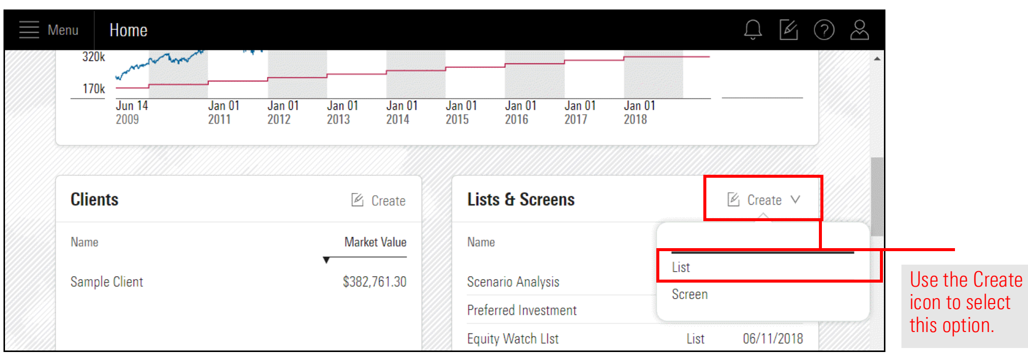
Exercise 8: Change the name of a list

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:

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

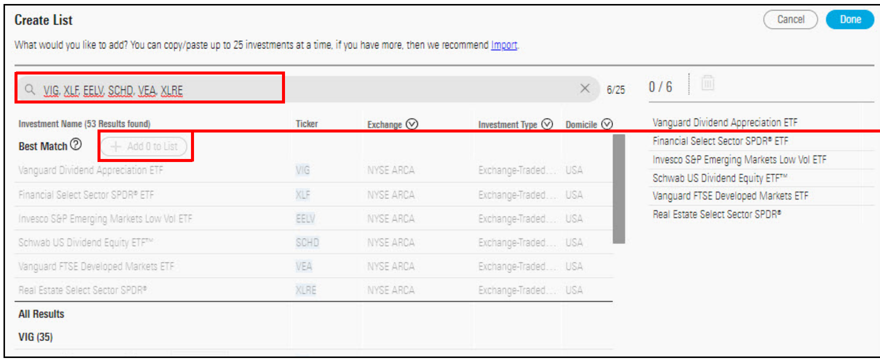


2. From the Lists & Screens widget, click **Create**, then select **List**. The Create List window opens.



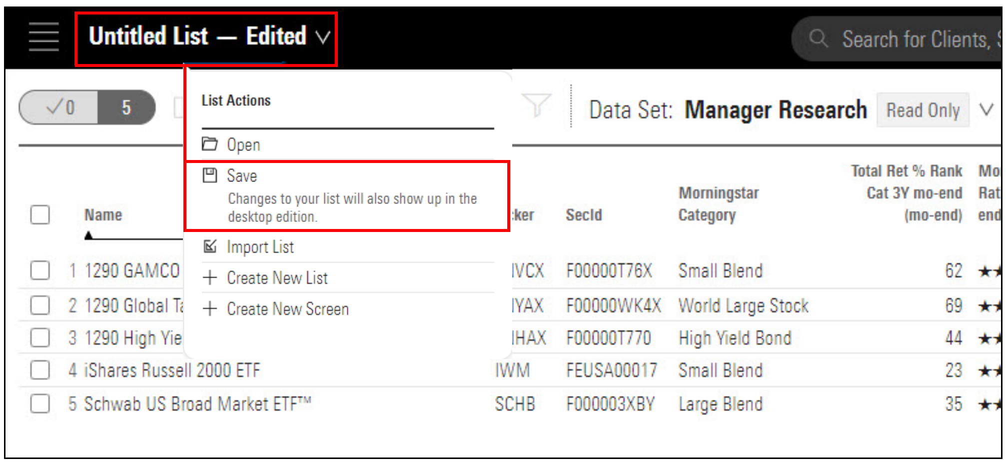
3. In the search field, enter the following ticker symbols either manually, or by copying and pasting them from here: **VIG, XLF, EELV, SCHD, VEA, XLRE**.

4. 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.

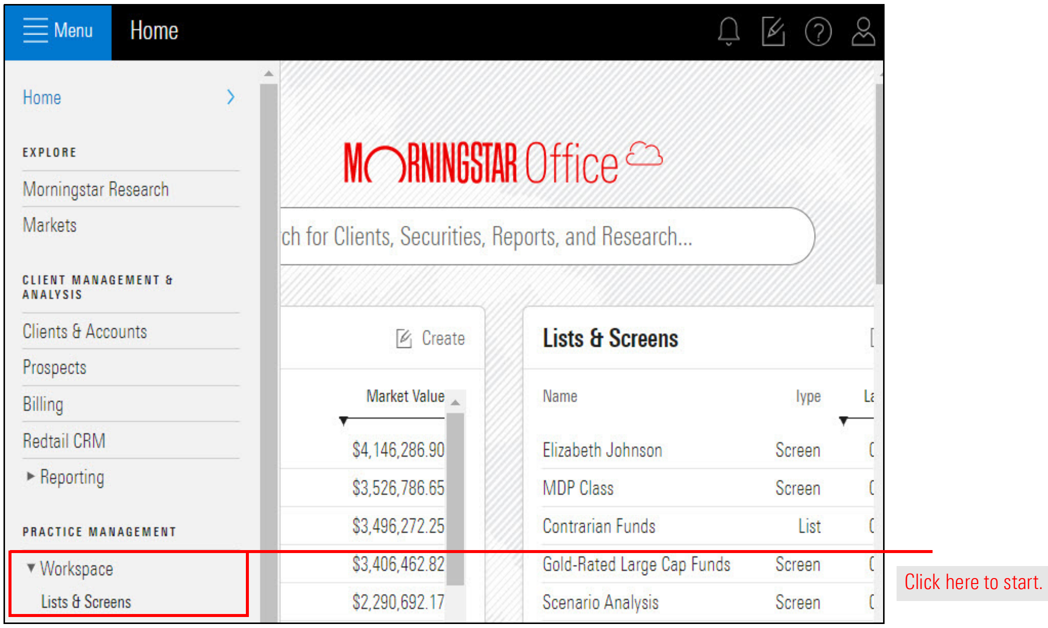
5. From the **Lists & Screens** menu, select **Save**.



Use this option to save your list.

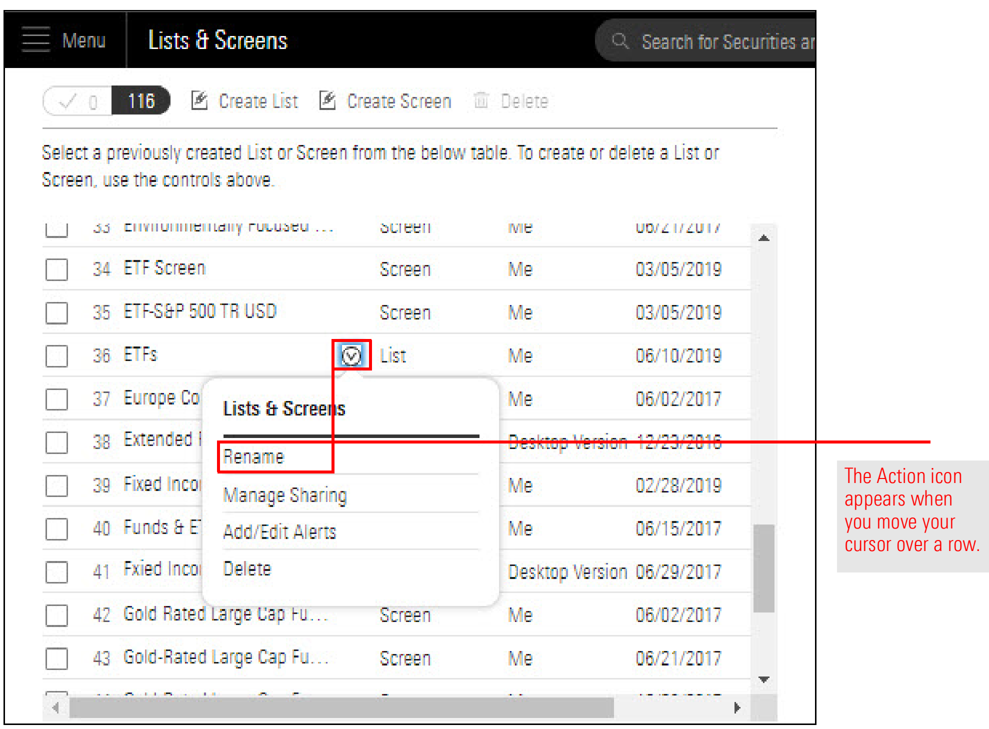
6. Name the list **ETFs**, then click **Save**.
7. From the **Menu**, select **Workspace > Lists & Screens**.

☞ 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

Overview

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.

What is an analytical view?

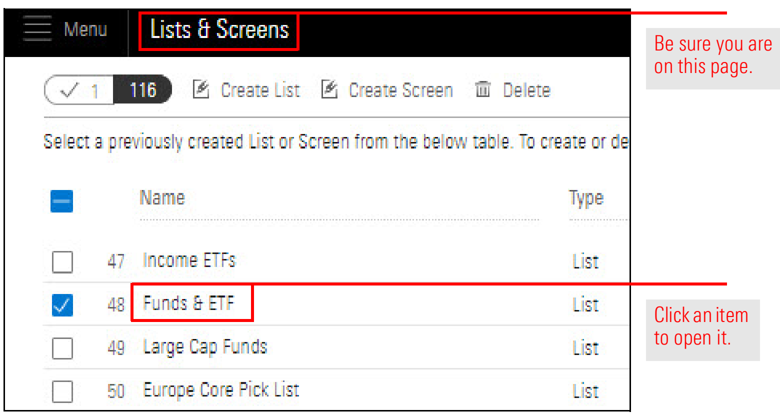
An analytical view is a series of tabs and each tab contains a mix of charts, tables and research tools. You can expand or delete charts, tables and research tools. Or, add additional tabs using the Edit Panel. In addition to editing an existing tab, you can mix and match charts, tables and research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

Exercise 9: Remove a chart

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

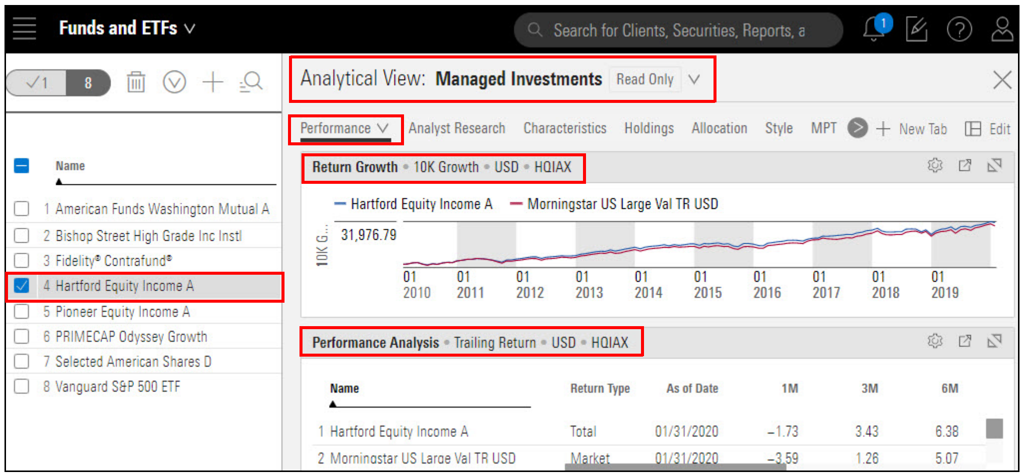
1. Open the **Funds & ETFs** list and **click** it.

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



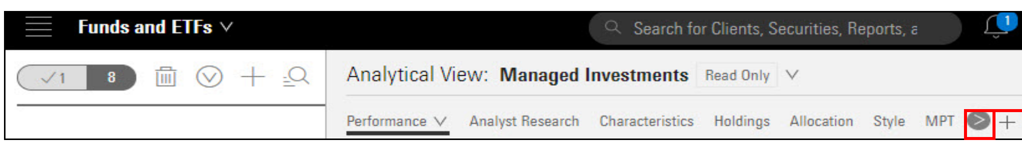
2. In the Grid, click **Hartford Equity Income A**. The Analytical View opens on the right with the Performance tab selected. The Performance tab displays information about the selected investment(s) in the following components:
   - Return Growth, and
   - Performance Analysis.

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



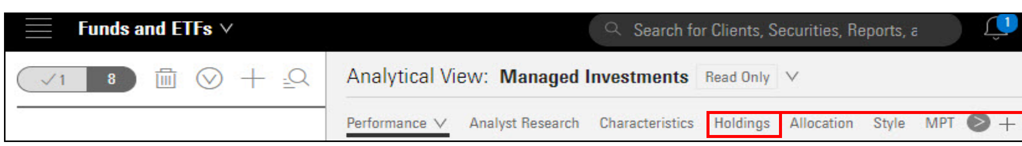
Note the highlighted sections.

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.



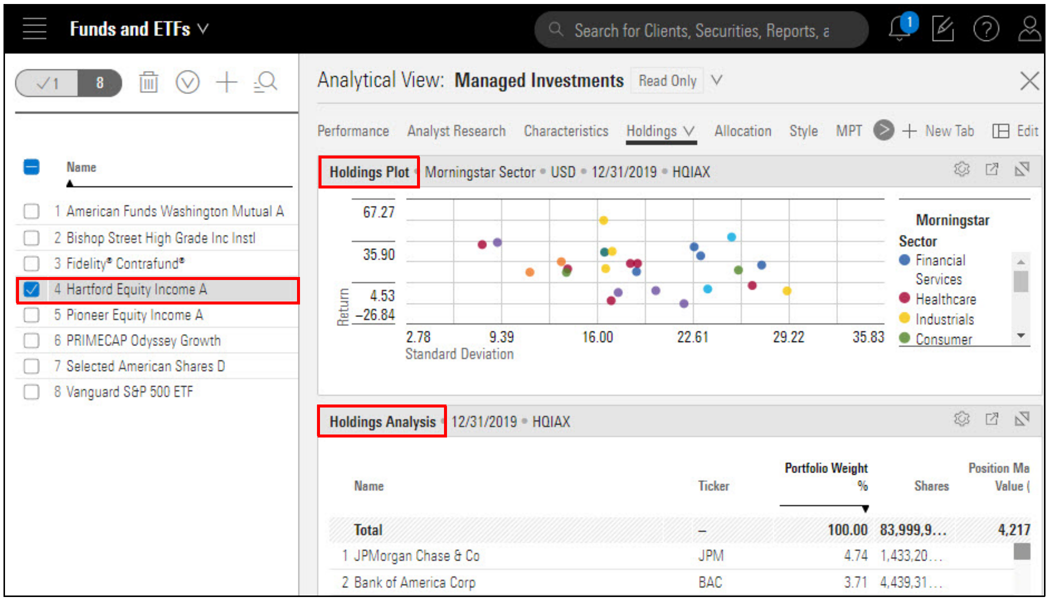
Click here to see additional tabs.

4. Click the **Holdings** tab.



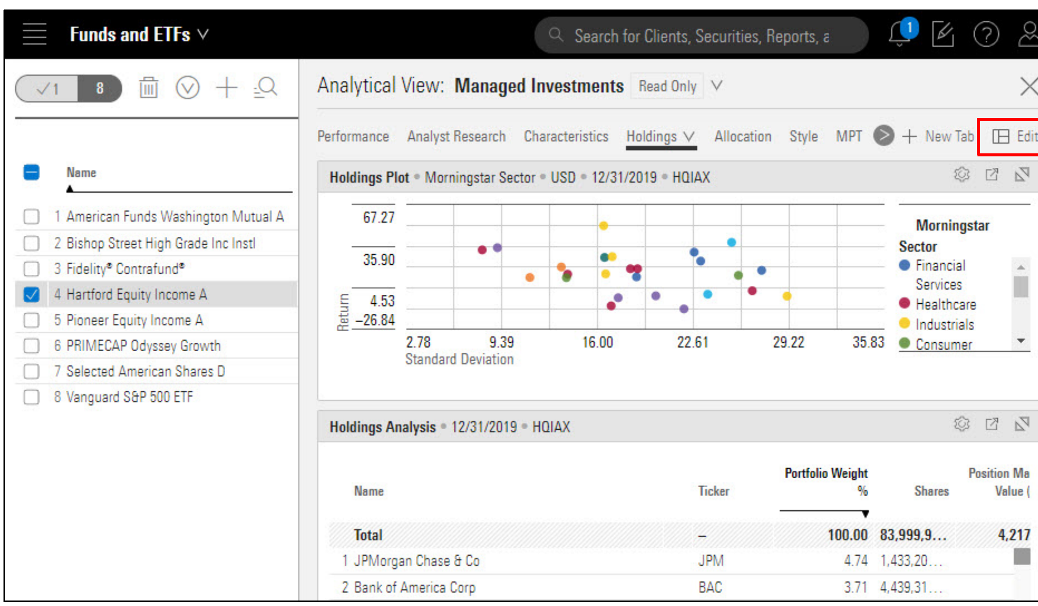
Click this tab.

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.



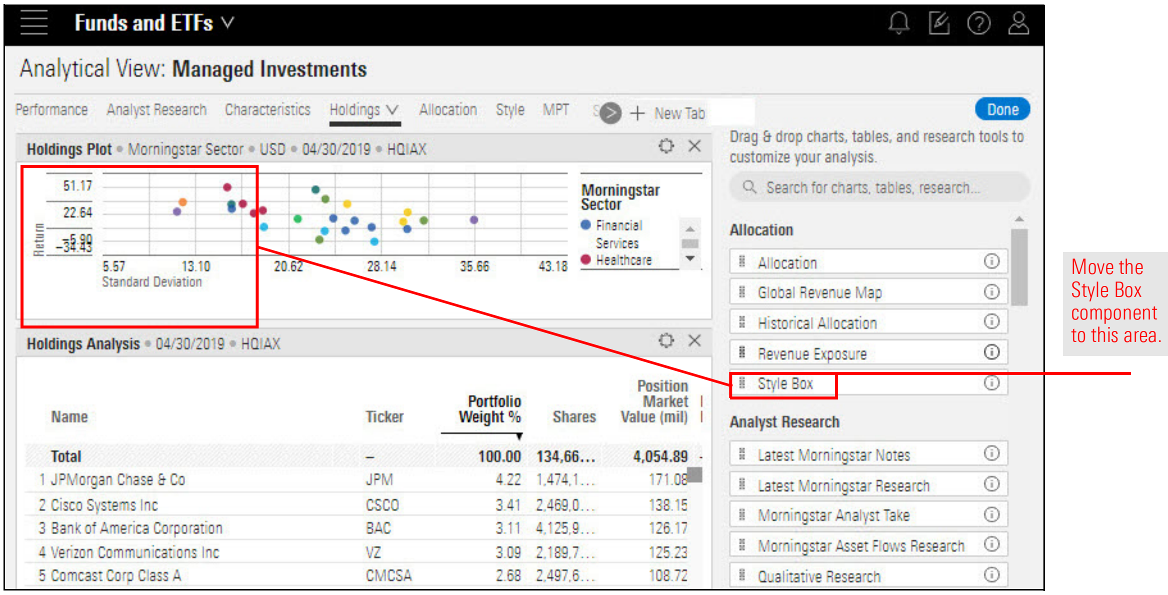
Note the highlighted selections.

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

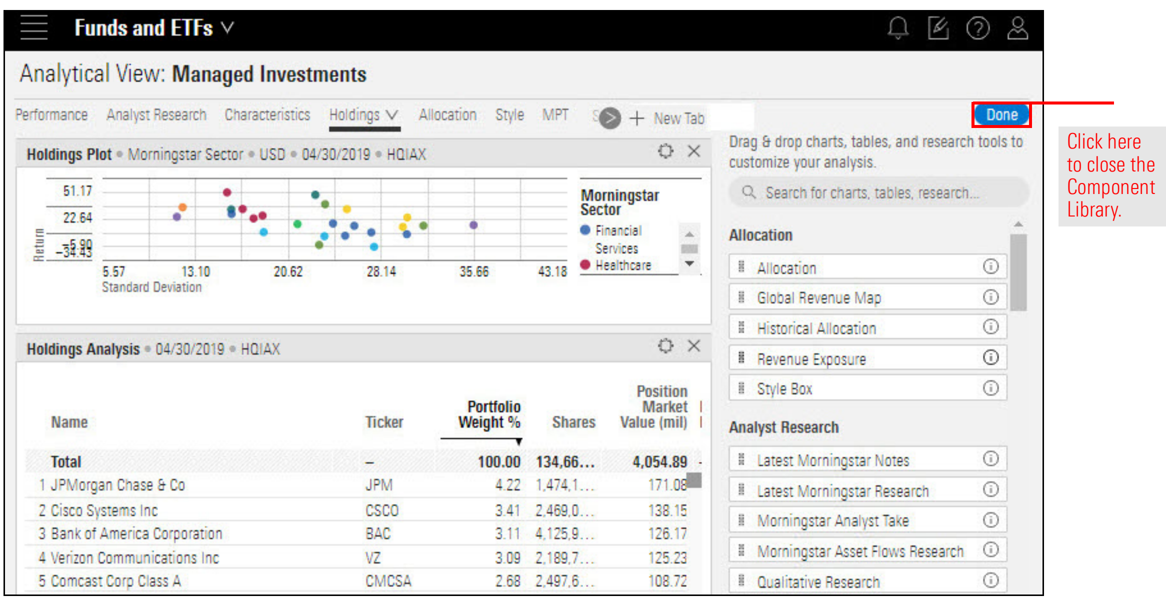


Click the **Edit** icon to change the layout and/or contents of a tab.

6. 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.



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



Exercise 10: Change a chart

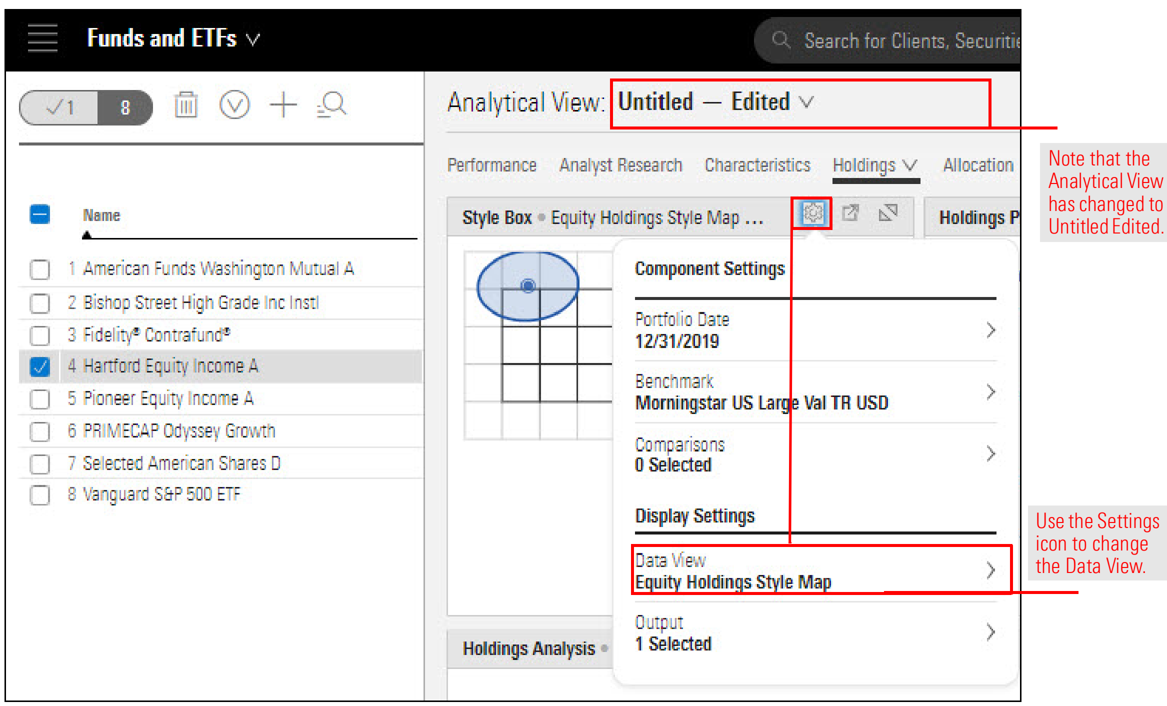
You can change a chart or table in a number of ways, including the following:

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

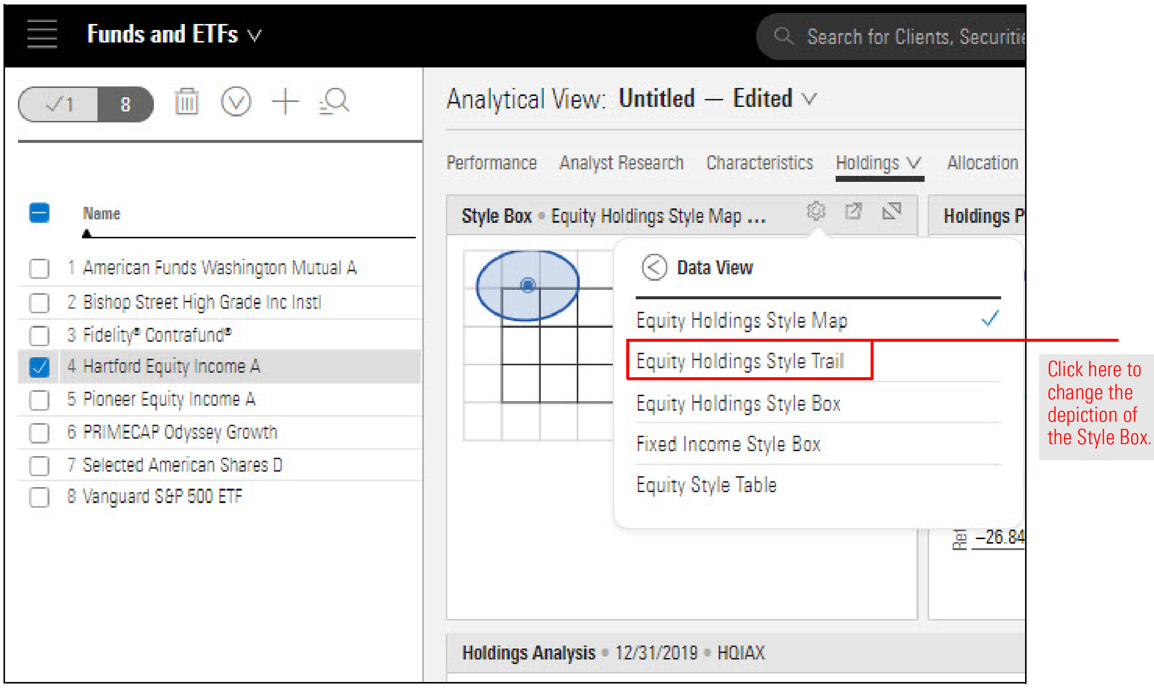
> Note: The settings you can update vary by component.

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:

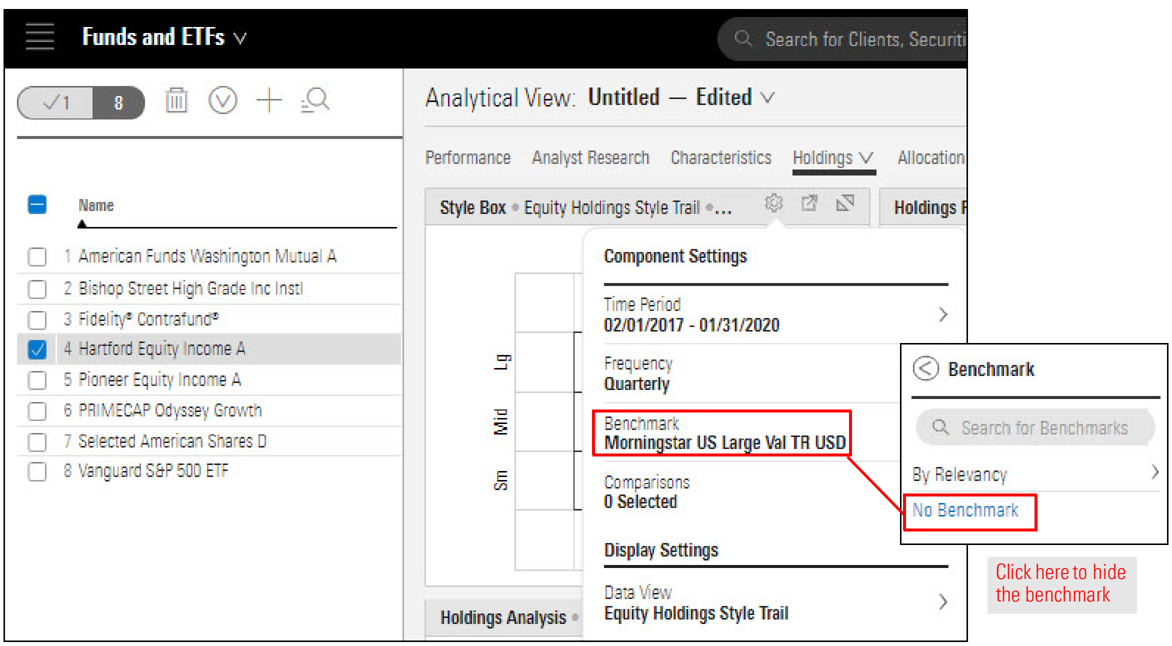
1. In the Style Box chart, click the **Settings** icon. The Settings menu opens. Select **Data View**. Another menu opens.



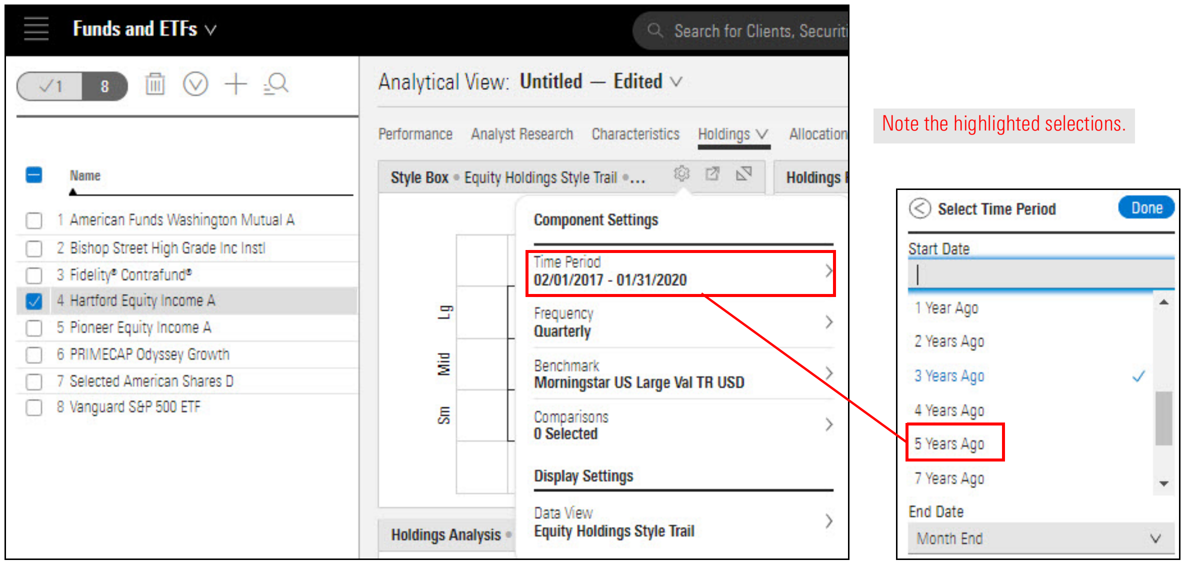
2. Select **Equity Holdings Style Trail**. The component updates to reflect your selection.



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



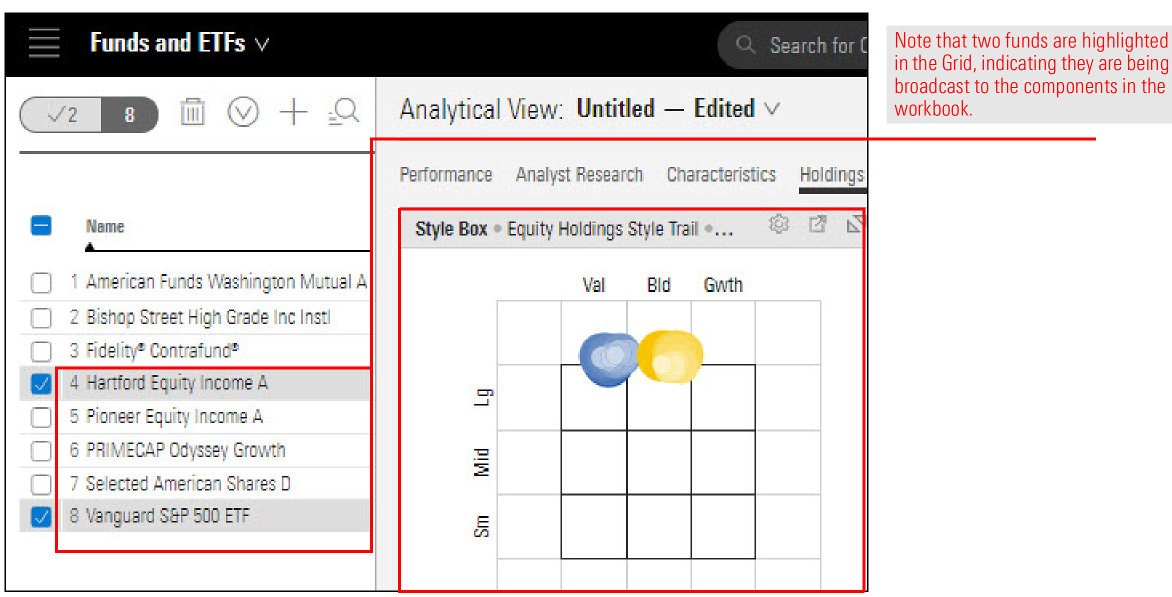
4. Click **Time Period**, then click **Start Date**, and then select **5 Years Ago**.



5. In the upper-right corner of the Select Time Period menu, click **Done**.
6. **Click away** from the Settings menu to close it.
7. 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.

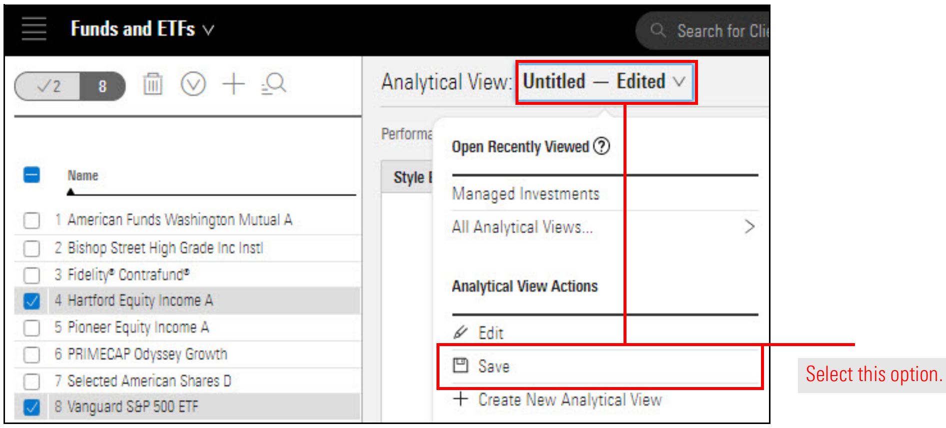


Exercise 11: Save an Analytical View

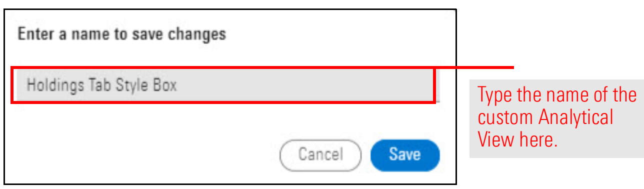
While you cannot overwrite the read-only analytical views provided by default in Morningstar Office Cloud, you can save this analytical view as your own template to retain the changes you made to the Holdings tab of the Managed Investments Analytical View template.

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.**

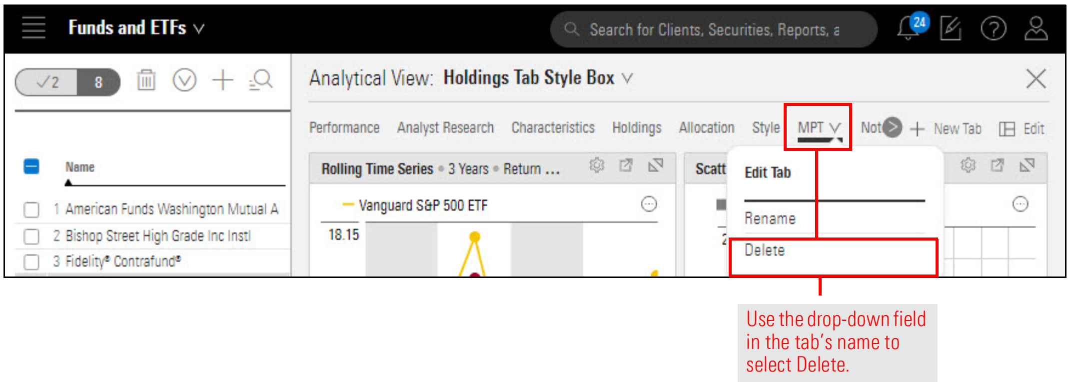
☞ Note: Once saved, the custom analytical view will appears within the Open Recently Viewed area of the Analytical View drop-down menu.

Exercise 12: Remove a tab

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

Do the following:

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



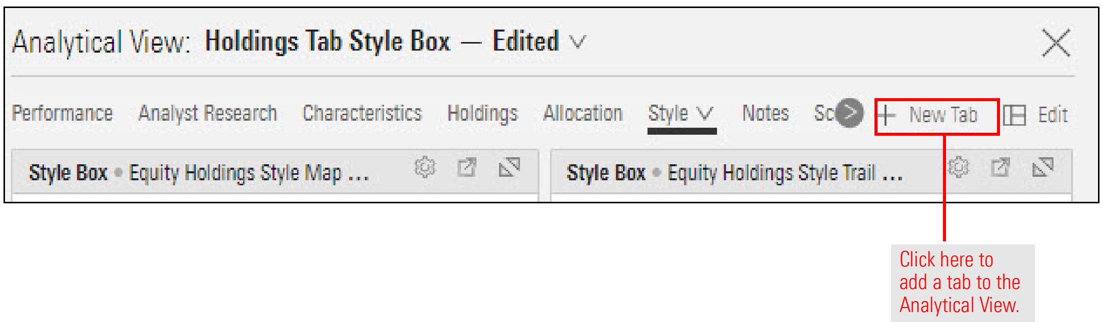
3. When the confirmation message opens, click **Delete**. The tab is removed from the analytical view, and the next tab to the left (Allocation) is automatically displayed.

Exercise 13: Add a tab to an Analytical View.

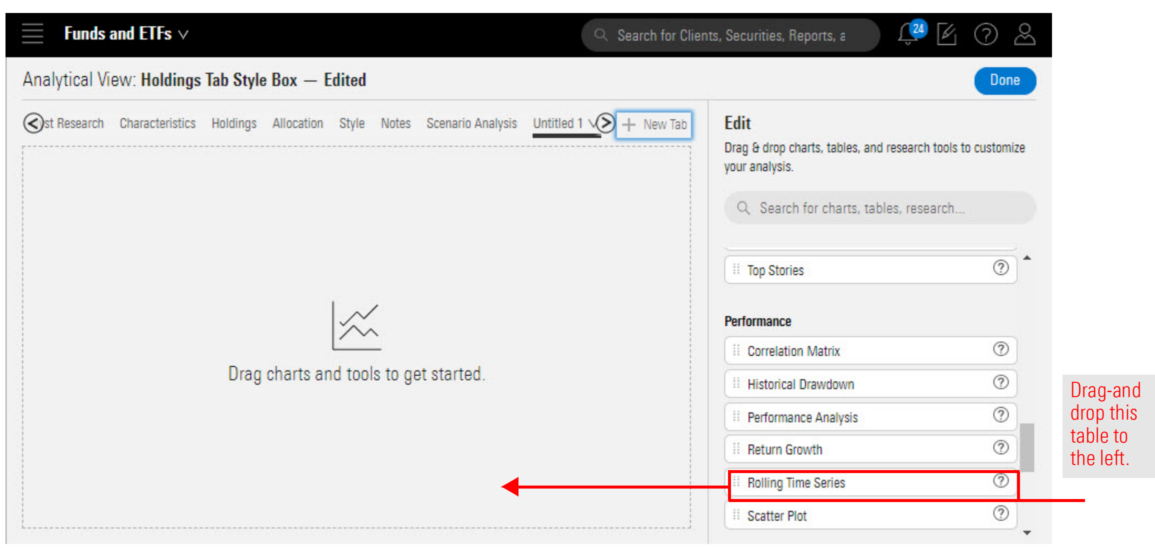
In the same way you can easily remove a tab from an analytical view, you can also add a tab to a analytical view. In this exercise, you will see how to re-create the MPT tab that you just removed. The MPT tab contains two charts at the top, and a table at the bottom. As you build the tab, you will notice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

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.

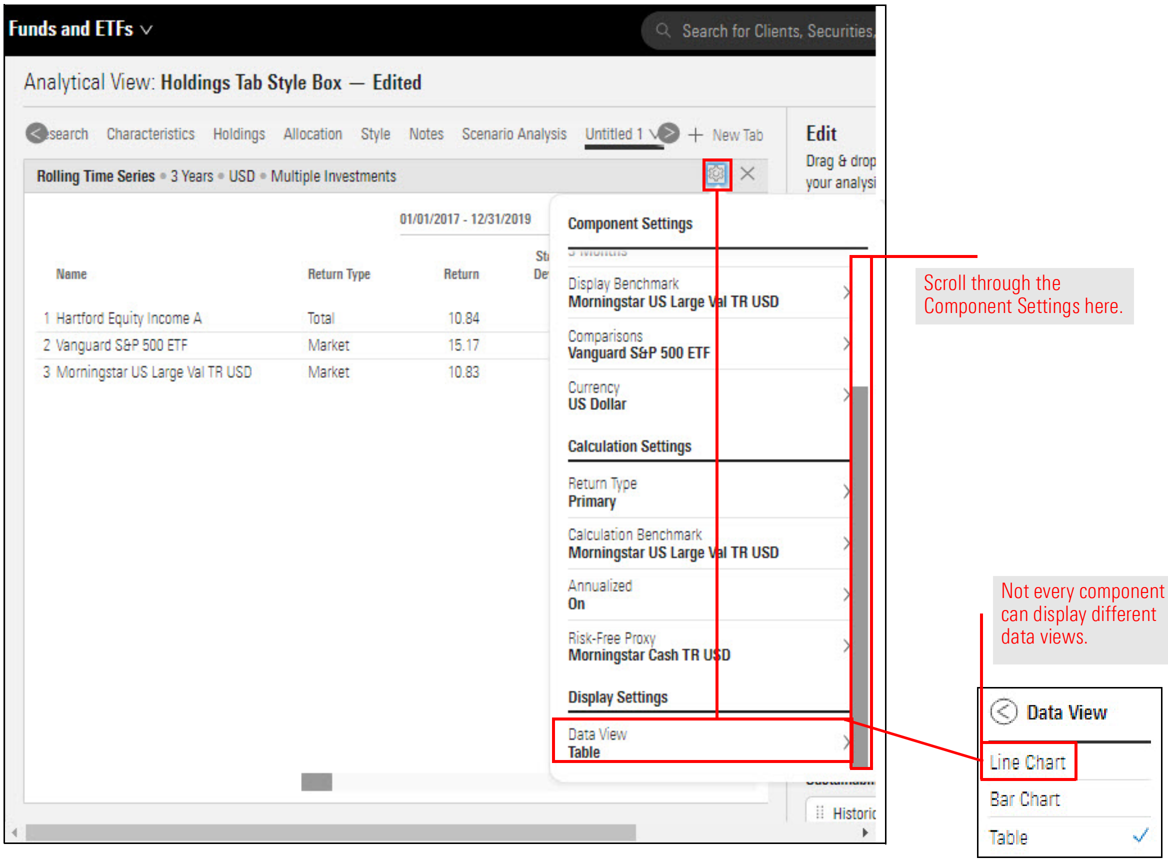


2. In the Edit Panel, **scroll down** to the **Performance** section, then **drag-and-drop** the **Rolling Time Series** component to the left. The Rolling Time Series table automatically appears. This is not the line chart you saw in the original tab, so you need to change its appearance.



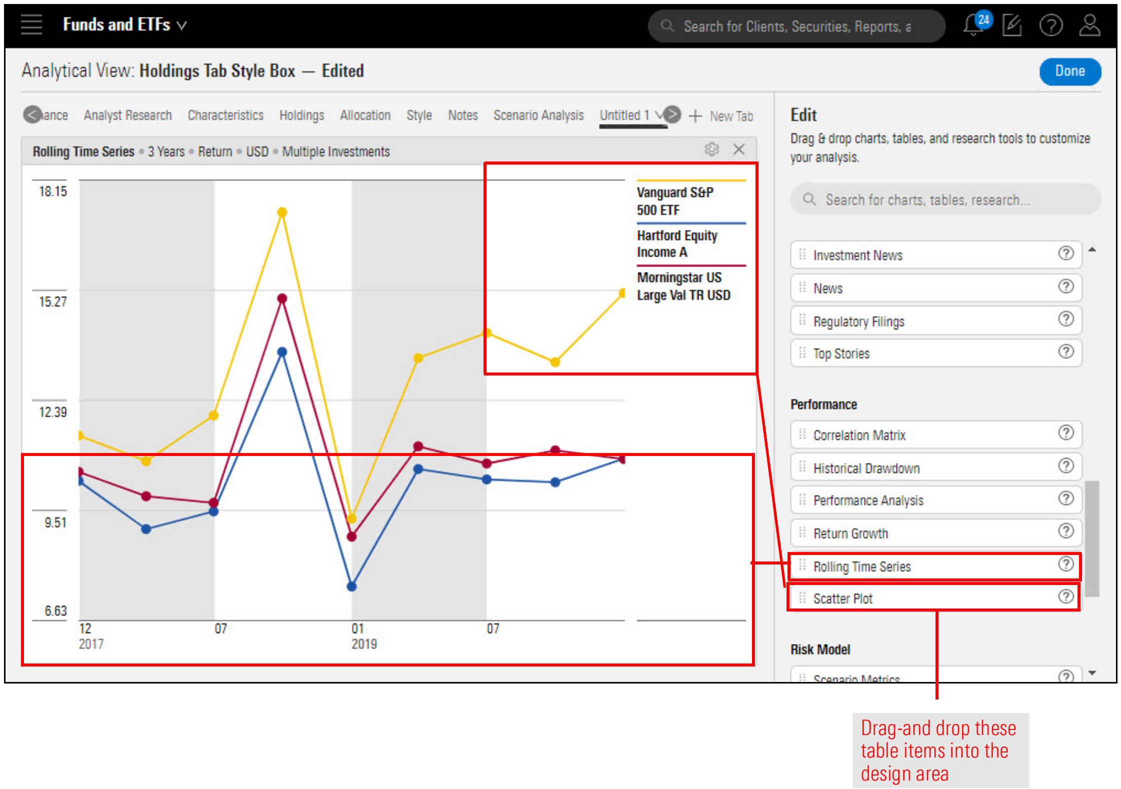
3. In the component, click the **Settings** icon. The Settings menu opens.

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**.



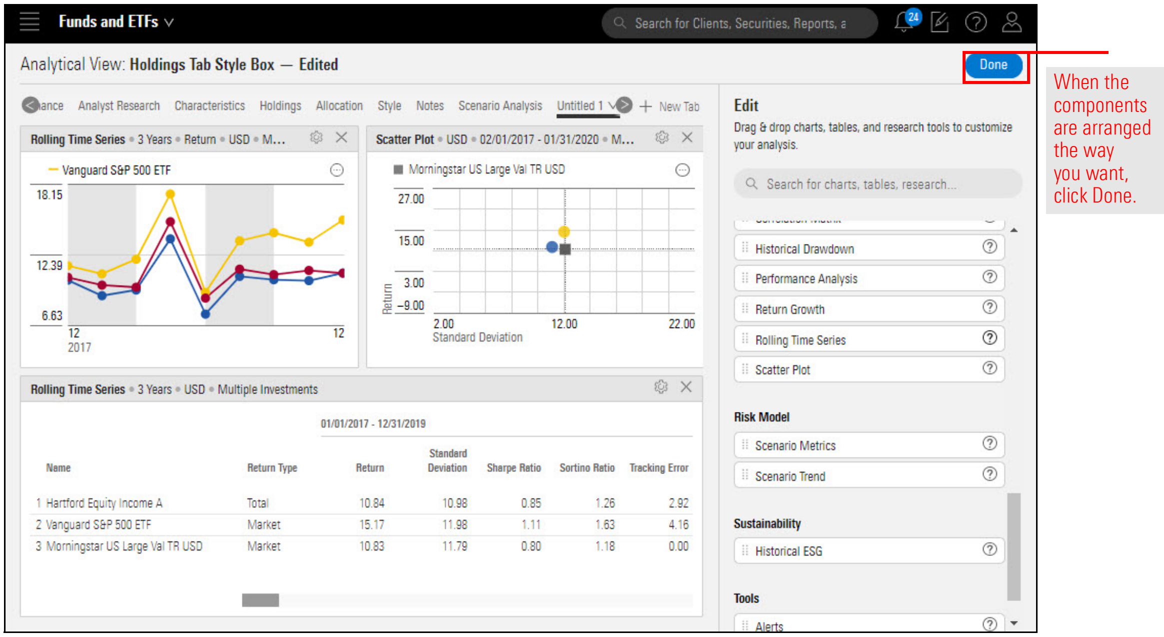
5. **Click away** from the Settings menu to close it (or click the **Settings** icon).
6. Once again, in the Edit Panel, **drag** the **Rolling Time Series** component to the left and **place** it beneath the component you just added. This positions the table where it appeared in the original MPT tab.

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

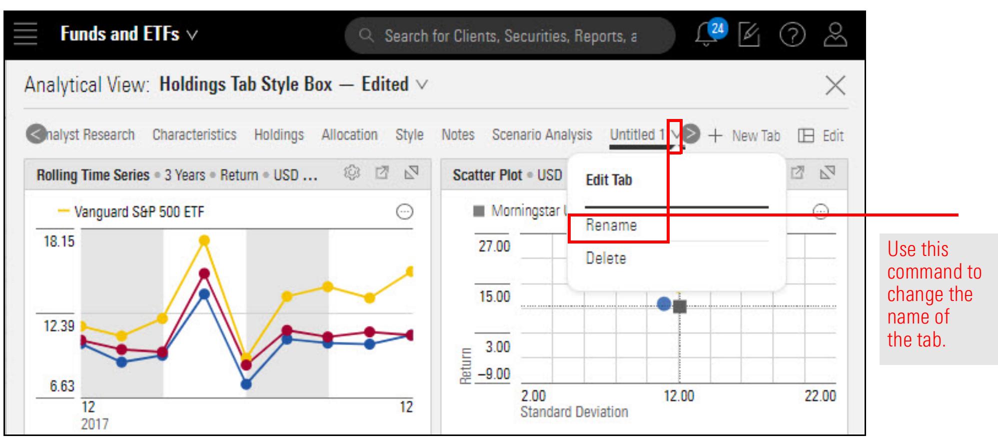


8. .

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



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



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

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

Exercise 14: Save changes to a custom 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.

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.