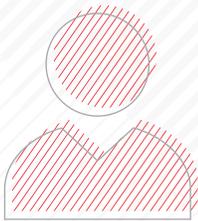
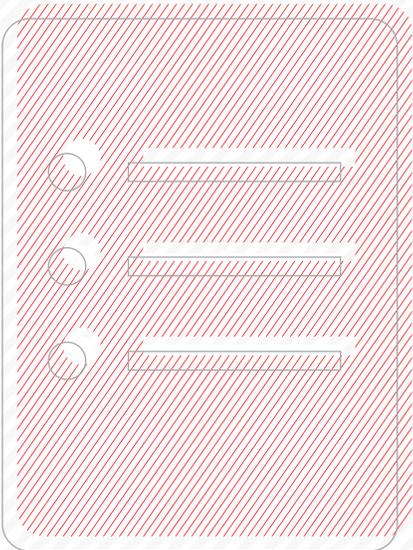
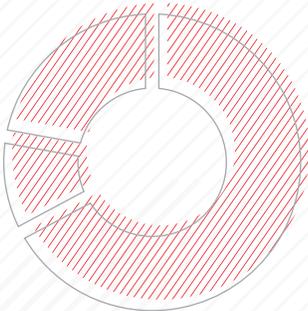


Working with Custom data sets

Morningstar OfficeSM Cloud



MORNINGSTAR Office



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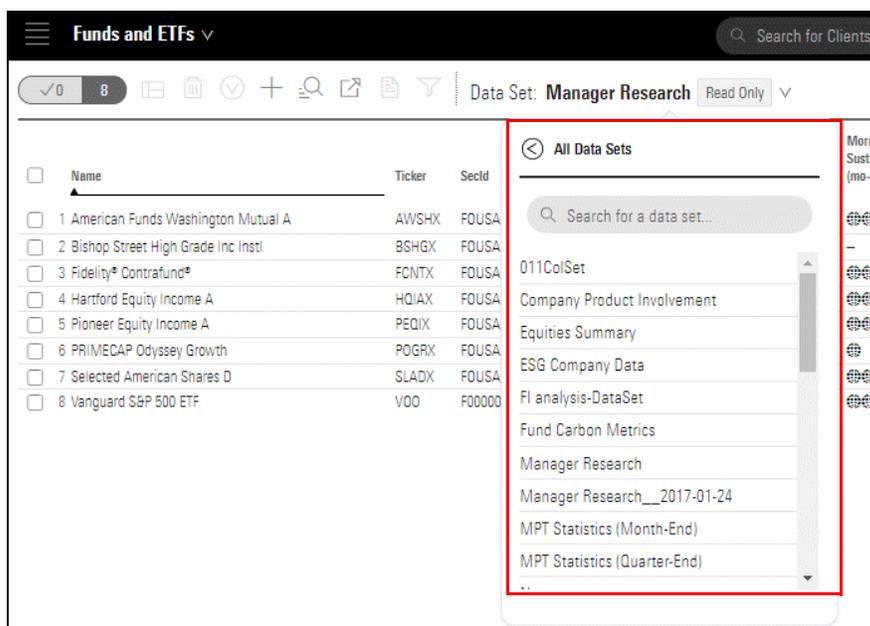
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Working with Custom Data Sets in Morningstar OfficeSM Cloud

By now, you should have completed the [Creating Lists and Workbooks](#) and [Creating Screens](#) manuals. The products of the exercises you completed are referenced in this manual.

The Grid in Morningstar OfficeSM Cloud offers several prebuilt data sets with data points grouped logically together. For example, you can find a data set for Performance & Risk, Equity holdings, Fixed Income holdings, Returns, Sustainability, and more. These data sets are read-only, and cannot be changed.

Overview



More than a dozen prebuilt data sets are available by default

Not all data points are available via these pre-built data sets, and you might prefer to build your own data set, containing data point(s) you want to display. This manual helps you do the following:

- ▶ Create, save, and share a custom data set
- ▶ Find and customize data points when building a custom data set, and
- ▶ Nest data points together by date or data point type.

Create and Save a Custom Data Set

When you create a custom data set, you have two options:

- ▶ Start from scratch and add columns one at a time in exactly the order you want, or
- ▶ Open an existing data set and just add or remove the columns as needed.

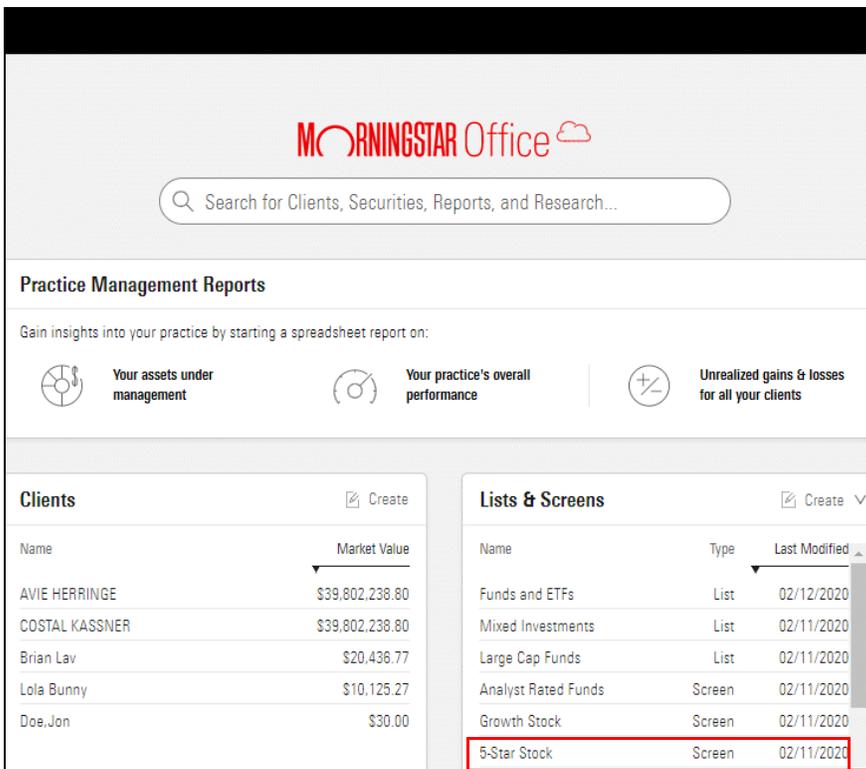
This section contains exercises covering both approaches.

When you created your first screen (for 5-star stocks), you changed the default Summary data set in the Grid View to the Equities Summary data set. The Equities Summary data set contains the Morningstar Rating column, but none of the other Morningstar proprietary data points for equities are included. This exercise teaches you how to remove the columns you do not want to see in a data set, find a data point you want to add to a data set, and rearrange the data points in a data set. Do the following:

1. From the **Home** page, in the **Lists & Screens** area, select **5-star stocks**. The 5-star stocks screen opens in a grid.

Overview

Exercise 1: Create a custom data set for stocks



The screenshot shows the Morningstar Office Cloud interface. At the top, there is a search bar with the text "Search for Clients, Securities, Reports, and Research...". Below this is a section for "Practice Management Reports" with three options: "Your assets under management", "Your practice's overall performance", and "Unrealized gains & losses for all your clients". The main content area is divided into two panels: "Clients" and "Lists & Screens". The "Clients" panel shows a table with columns "Name" and "Market Value". The "Lists & Screens" panel shows a table with columns "Name", "Type", and "Last Modified". The "5-Star Stock" entry in the "Lists & Screens" table is highlighted with a red box. A red callout box with the text "Click here to start." points to the highlighted entry.

Name	Market Value
AVIE HERRINGE	\$39,802,238.80
COSTAL KASSNER	\$39,802,238.80
Brian Lav	\$20,436.77
Lola Bunny	\$10,125.27
Doe, Jon	\$30.00

Name	Type	Last Modified
Funds and ETFs	List	02/12/2020
Mixed Investments	List	02/11/2020
Large Cap Funds	List	02/11/2020
Analyst Rated Funds	Screen	02/11/2020
Growth Stock	Screen	02/11/2020
5-Star Stock	Screen	02/11/2020

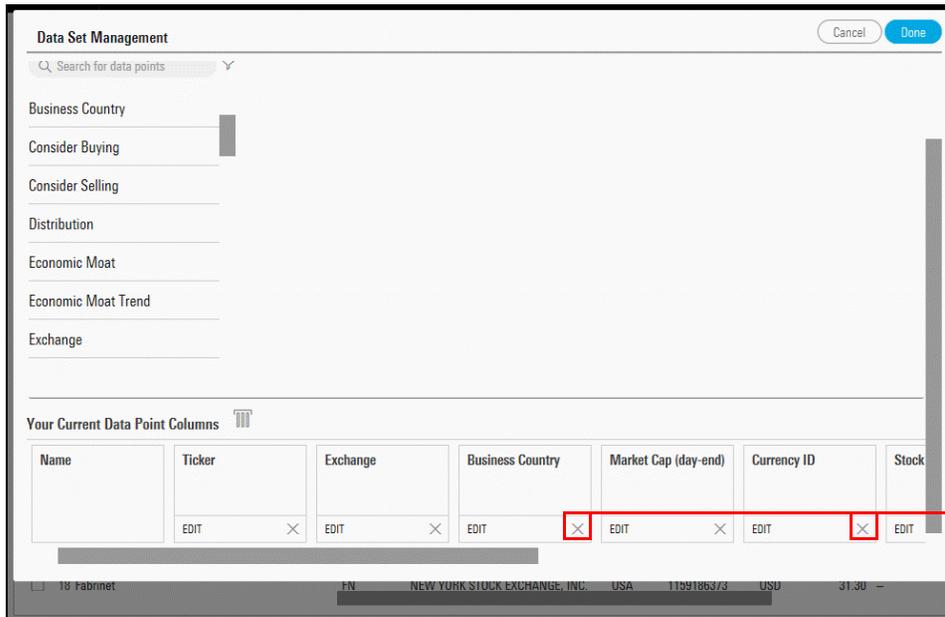
- Click the **Data Set** menu, then select **All Data Sets**.

The screenshot shows the '5-Star Stock' application interface. At the top, there is a search bar and a 'Data Set: Equities Summary' dropdown menu. Below this, a table lists various stocks with columns for Name, Ticker, Exchange, and others. A context menu is open over the table, showing options like 'Open Recently Viewed', 'Equities Summary', 'All Data Sets...', and 'Data Set Actions'. The 'All Data Sets...' option is highlighted with a red box. A callout box on the right side of the image points to this option with the text: "Use this option to open an existing data set".

- Select the **Equities Summary** data set. (If it is not selected by default).
- Click the **Data Set** menu again, then select **Edit**. The Data Set Management window opens.

This screenshot is similar to the previous one, showing the '5-Star Stock' application. The 'Data Set: Equities Summary' dropdown menu is still visible. The context menu is open, and the 'Edit' option under 'Data Set Actions' is now highlighted with a red box. A callout box on the right side of the image points to this option with the text: "Use this option to modify the columns being shown".

- At the bottom of the window, click the **X** icons to remove the following data points:
 - ▶ **Business Country**, and
 - ▶ **Currency ID**.



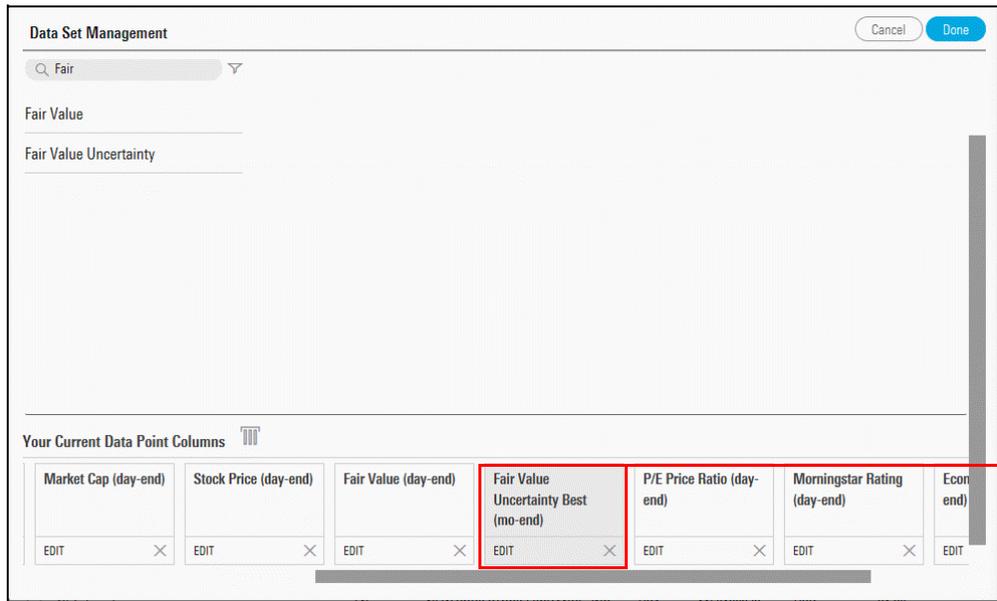
Use this icon to remove these data points

- In the **Select Data Point** field, type **Fair**, then click **Fair Value Uncertainty**. The data point is added to the far right side of the data set.



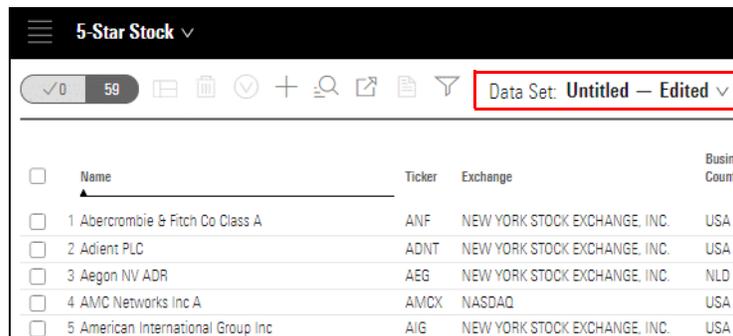
Note the term to search for, and the data point to select

7. **Drag-and-drop** the **Fair Value Uncertainty** data point until it is to the right of the Fair Value data point.



After moving the data point to this position, click Done

8. Click **Done**. Notice the name of the data set changes from Equity Summary to Untitled Edited.

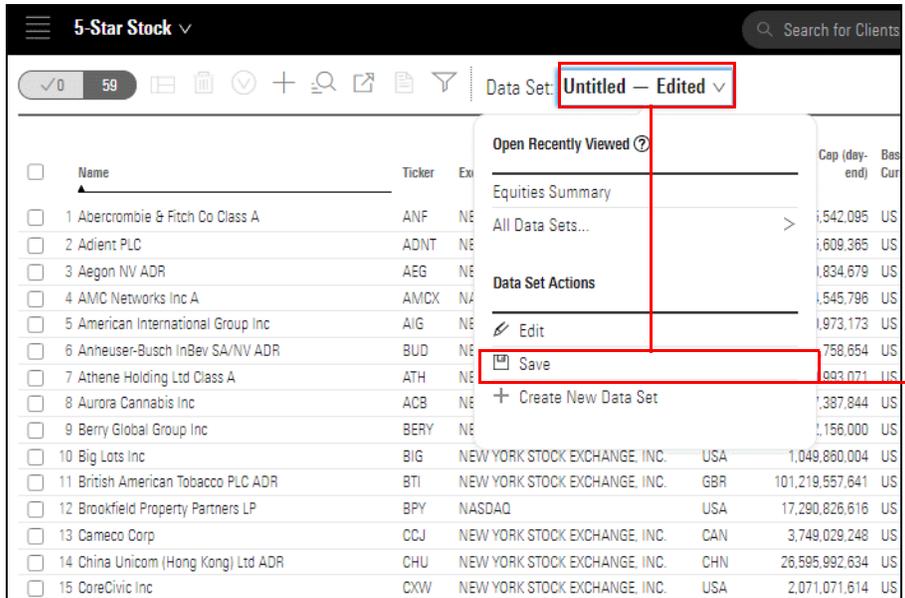


Edited means the data set has been altered and must be saved to retain changes.

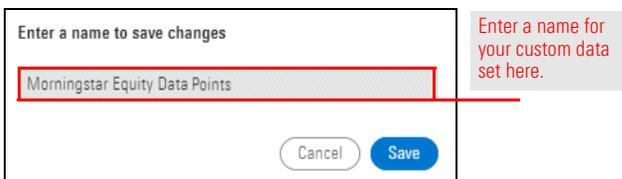
Like a list or a screen, a custom data set is not automatically saved when it is created. Saving a custom data set from the Grid allows you to see what a data set looks like in the before you commit to saving it. If you do not like something about the way it looks—perhaps you need to add one more column, remove a column, or rearrange the columns—you can always use the Data Set menu to edit the data set, and then save it. Do the following:

Exercise 2: Save a custom data set

1. Click the **Data Set** menu, then select **Save As**. The Enter a name to save changes dialog box opens.



2. In the **Enter a new data set name** field, type **Morningstar Equity Data Points**.



3. Click **Save**.

In this exercise, you will open a saved list, but start from a blank data set to create a custom data set comprised of the following data points:

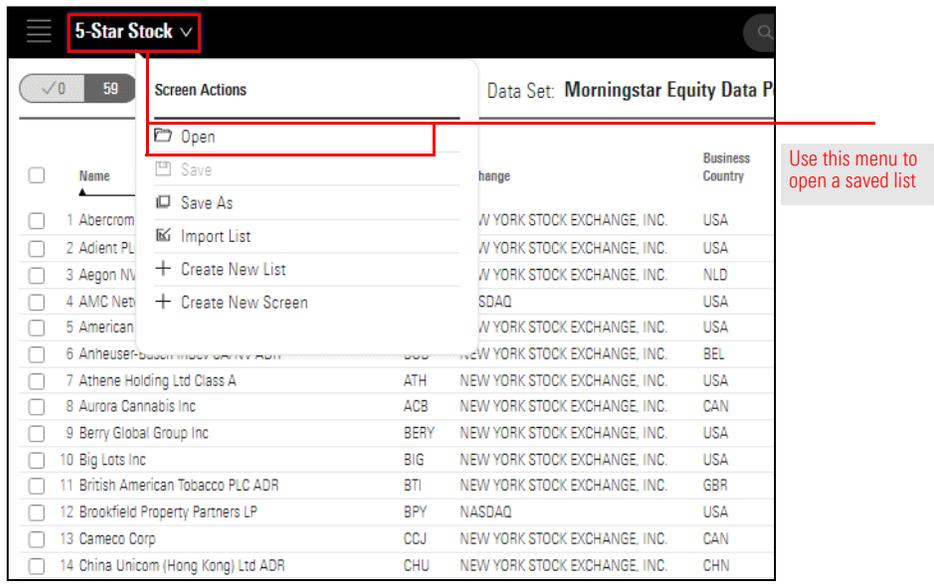
Exercise 3: Create a custom data set for funds

- ▶ Morningstar Rating
- ▶ Total Return (1Y - mo-end)
- ▶ Total Return (3Y - mo-end)
- ▶ Total Return (5Y - mo-end)
- ▶ Alpha (1Y - mo-end)
- ▶ Alpha (3Y - mo-end)
- ▶ Alpha (5Y - mo-end)
- ▶ Beta (1Y - mo-end)
- ▶ Beta (3Y - mo-end)
- ▶ Beta (5Y - mo-end)
- ▶ Morningstar Risk
- ▶ Prospectus Net Expense Ratio, and
- ▶ Annual Net Expense Ratio.

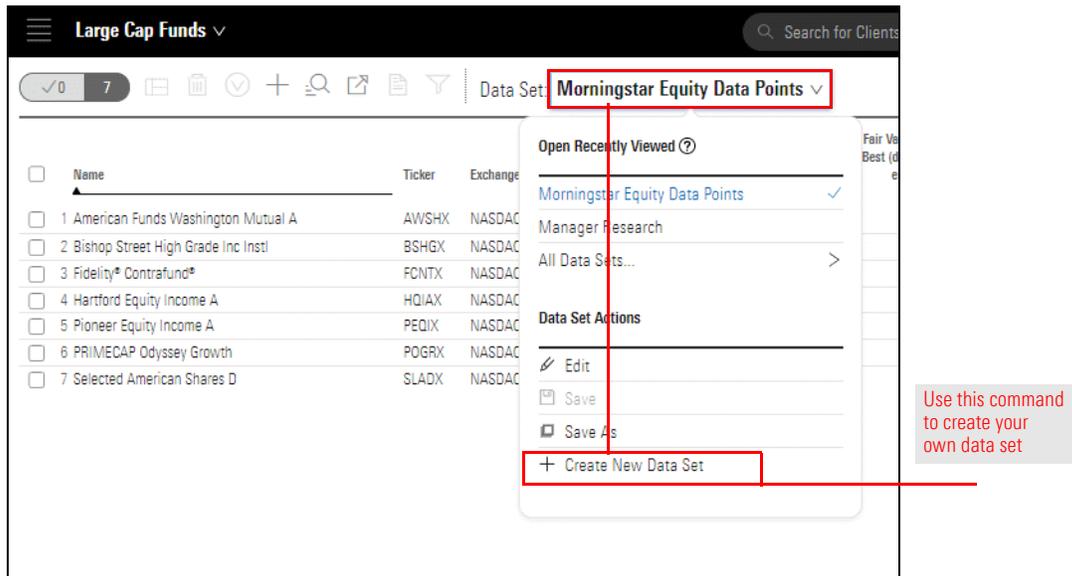
You will also learn how to filter for data points specific to a particular data universe.

Do the following:

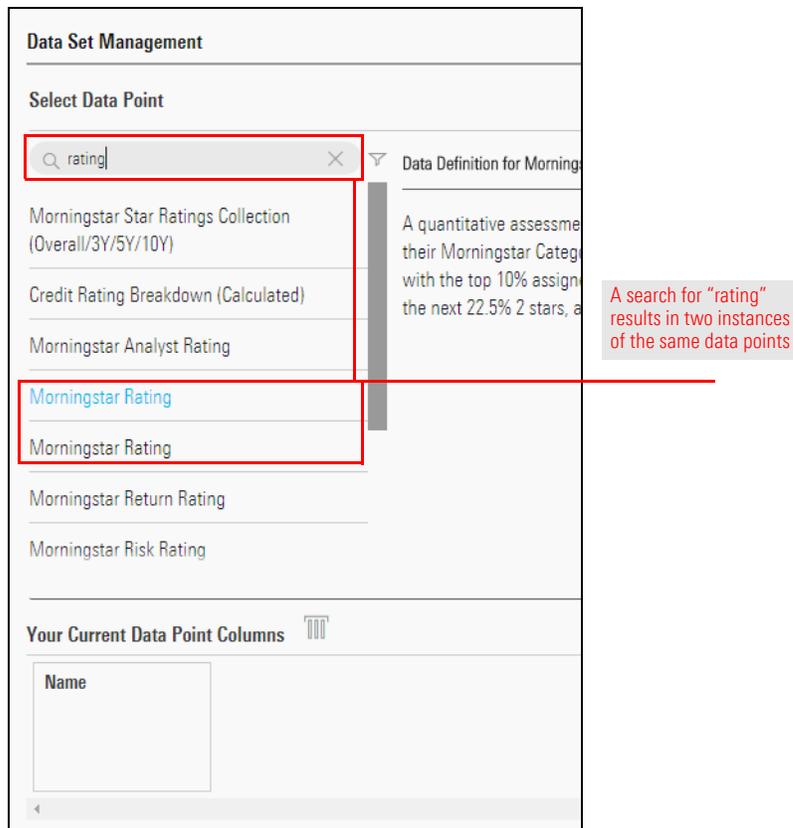
1. The Grid should still be open. From the **Screen Actions** menu, **open** the **Large Cap Funds** list. Note that most of the columns are blank, because the Morningstar Equity Data Points column is intended for stocks, but the list you opened has mostly open-end funds.



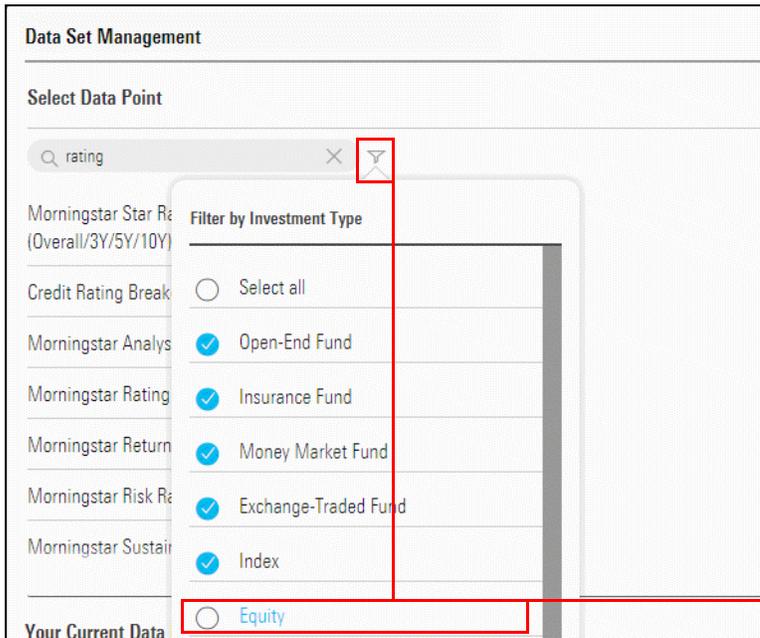
- From the toolbar above the grid, click the **Data Set** menu, then select **Create New Data Set**. The Data Set Management dialog box opens.



- At the bottom of the window, in the Your Current Data Point Columns area, only the Name data point is included. In the **Search for data points** field, type **rating**. Note that two instances of "Morningstar Rating" appear. This happens because the system isn't sure if you are looking for the Morningstar Rating for Stocks, or the Morningstar Rating for Funds.

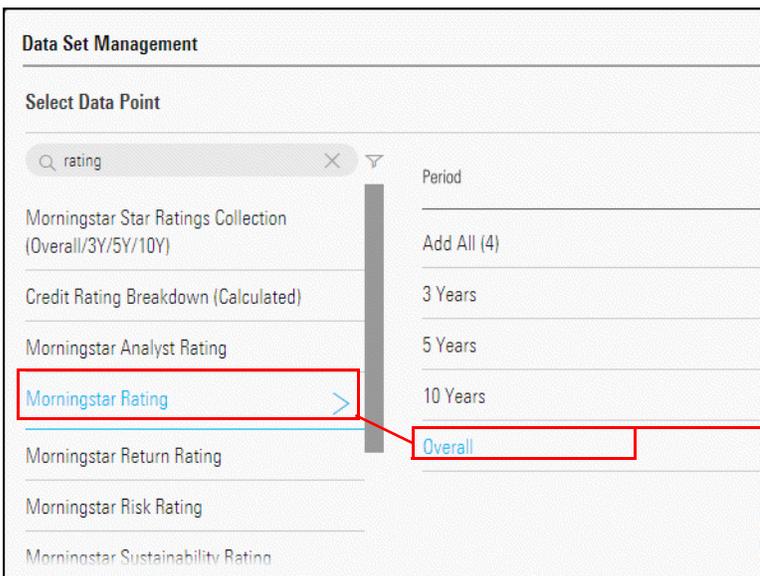


4. To the right of the Search for data points field, click the **Filter** icon.
5. Click **Equity** to deselect it.



Deselect any universe whose data points you do not want to consider when building a custom data set

6. Click away from the Filter menu to close it. Only one instance of “Morningstar Rating” remains in the search results.
7. Click **Morningstar Rating**, then click **Overall**. The Morningstar Rating Overall data point is added to the Your Current Data Point Columns area at the bottom of the dialog box.



For some fields, you need to make additional choices in order to select the exact item you want

8. In the **Search for data points** field, remove “rating,” and type **return**.

- Click **Total Returns (Mo-End) Collection - (YTD/1Y/3Y/5Y)**. Four data points are added to the Your Current Data Point Columns area.

The screenshot shows the 'Data Set Management' interface. Under the 'Select Data Point' section, a search bar contains the text 'return'. Below the search bar, a list of data points is displayed. The first item, 'Total Returns (Mo-End) Collection - (YTD/1Y/3Y/5Y)', is highlighted with a red box. To the right of this list, a 'Data Definition' section explains that this collection includes four data points: Total Return (YTD - mo-end), Total Return (1Y - mo-end), Total Return (3Y - mo-end), and Total Return (5Y - mo-end).

Rather than making you select each of these data points individually, several collections of return-based data points are made available by default

- Remove **Total Return (YTD - mo-end)**.

The screenshot shows the 'Data Set Management' interface with the 'Your Current Data Point Columns' section expanded. This section contains a grid of data point columns. The columns are: 'Name', 'Morningstar Rating Overall', 'Total Return (YTD - mo-end)', and 'Total Return (1Y - mo-end) Annlzd'. Each column has an 'EDIT' button and a close button (X). The close button for the 'Total Return (YTD - mo-end)' column is highlighted with a red box.

Remove just this data point

11. In the **Search** field, remove "return" and type **alpha**.
12. Click **Alpha (Mo-End) Collection - (1Y/3Y/5Y)**. Three data points are added.

The screenshot shows the 'Data Set Management' interface. Under the 'Select Data Point' section, a search bar contains the text 'alpha'. Below the search bar, three data points are listed: 'Alpha (Qtr-End) Collection (1Y/3Y/5Y)', 'Alpha (Mo-End) Collection (1Y/3Y/5Y)', and 'Alpha'. The 'Alpha (Mo-End) Collection (1Y/3Y/5Y)' option is highlighted with a blue selection bar. To the right of the list, a 'Data Definition' column shows 'This is a co' for the first two items and 'Alp' for the third. A red box highlights the search bar and the selected option. A callout box on the right contains the text: 'As with return-based data, multiple collections of Alpha-based data points are offered, to speed the creation of a custom data set'.

13. In the **Search** field, remove "alpha" and type **beta**.
14. Click **Beta (Mo-End) Collection - (1Y/3Y/5Y)**. Three data points are added.

The screenshot shows the 'Data Set Management' interface. Under the 'Select Data Point' section, a search bar contains the text 'beta'. Below the search bar, four data points are listed: 'Beta (Qtr-End) Collection - (1Y/3Y/5Y)', 'Beta (Mo-End) Collection - (1Y/3Y/5Y)', 'Beta', and 'Strategic Beta'. The 'Beta (Mo-End) Collection - (1Y/3Y/5Y)' option is highlighted with a blue selection bar. To the right of the list, a 'Data Definition' column shows 'This is a collection o' for the first two items and 'Beta Total (1', 'Beta Total (3', and 'Beta Total (5' for the remaining items. A red box highlights the search bar and the selected option. A callout box on the right contains the text: 'Be sure to select this option'.

15. In the **Search** field, remove "beta" and type **expense**.
16. Click **Annual Report Net Expense Ratio**.

Data Set Management

Select Data Point

Q expense X

Fees Collection (Prospectus Net Exp Ratio/Annual Report Gross Exp Ratio)	The percentage of fund management fees, if based costs incurred reflected in the fund
Acquired Fund Expense	The expense ratio fo does not include the
Annual Report Expense Items	
Annual Report Expense Waiver	
Annual Report Net Expense Ratio	
Gross Expense Ratio	
Gross Expense Ratio On Managed Assets	

Be sure to select this option

17. **Scroll down** and click **Prospectus Net Expense Ratio**.

Data Set Management

Select Data Point

Q expense X

Net Expense Ratio On Managed Assets	The percentage of f expenses and mana asset-based costs in are reflected in the expense ratio.
Prospectus Expense Waiver	
Prospectus Expense Waiver Expiration Date	
Prospectus Expense Waiver Type	
Prospectus Gross Expense Ratio	
Prospectus Net Expense Ratio	
Trading Expense Ratio	

Be sure to select this option

- In the **Search** field, remove "expense" and type **risk**. From the list of options that appears, click once to select the **Morningstar Risk** data point, then click **5 Years**.

Data Set Management

Select Data Point

Q risk X

Risk Factors Collection (36 Risk Factors)

MPT Risk Free Rate (Index Name)

Morningstar Risk

Morningstar Risk Rating

Morningstar Risk and Return Ranks

Morningstar Risk-Adjusted Return

Risk Currency Name

Period

Add All (4)

3 Years

5 Years

10 Years

Overall

Be sure to select the correct time period for this data point

- In the upper-right corner of the Data Set Management dialog box, click **Done**. The dialog box closes and the Grid is displayed.
- From the **Data Set** drop-down menu, select **Save**. The Enter a name to save changes box opens.

5-Star Stock

Search for Clients

Data Set: **Untitled - Edited**

Open Recently Viewed (?)

Equities Summary

All Data Sets...

Data Set Actions

Edit

Save

Create New Data Set

Name	Ticker	Ex	Cap (day-end)	Bas Cur
1 Abercrombie & Fitch Co Class A	ANF	NE	1,542,095	US
2 Adient PLC	ADNT	NE	1,609,365	US
3 Aegon NV ADR	AEG	NE	1,834,679	US
4 AMC Networks Inc A	AMCX	NA	1,545,796	US
5 American International Group Inc	AIG	NE	1,973,173	US
6 Anheuser-Busch InBev SA/NV ADR	BUD	NE	1,118,654	US
7 Athene Holding Ltd Class A	ATH	NE	1,003,071	US
8 Aurora Cannabis Inc	ACB	NE	1,387,844	US
9 Berry Global Group Inc	BERY	NE	1,156,000	US
10 Big Lots Inc	BIG	NEW YORK STOCK EXCHANGE, INC.	1,049,860,004	US
11 British American Tobacco PLC ADR	BTI	NEW YORK STOCK EXCHANGE, INC.	101,219,557,641	US
12 Brookfield Property Partners LP	BPY	NASDAQ	17,290,826,616	US
13 Cameco Corp	CCJ	NEW YORK STOCK EXCHANGE, INC.	3,749,029,248	US
14 China Unicom (Hong Kong) Ltd ADR	CHU	NEW YORK STOCK EXCHANGE, INC.	26,595,992,634	US
15 CoreCivic Inc	CXW	NEW YORK STOCK EXCHANGE, INC.	2,071,071,614	US

Use this selection to save a custom data set

- In the **Enter a new data set name** field, type **My Custom Fund Data Points**. Then click **Save**.

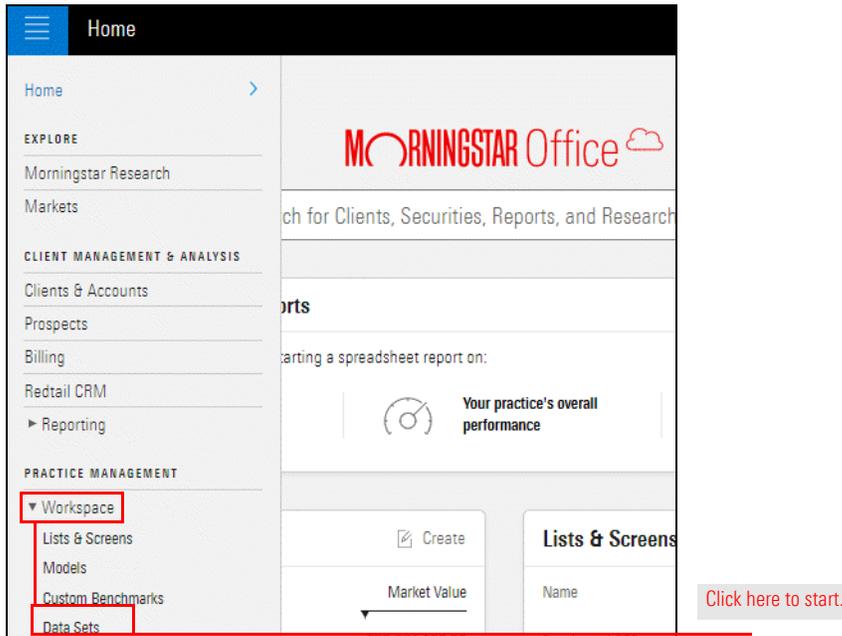
Now that you have created a saved custom data set, you can share it with other users in your group or firm.

Exercise 4: Share a custom data set

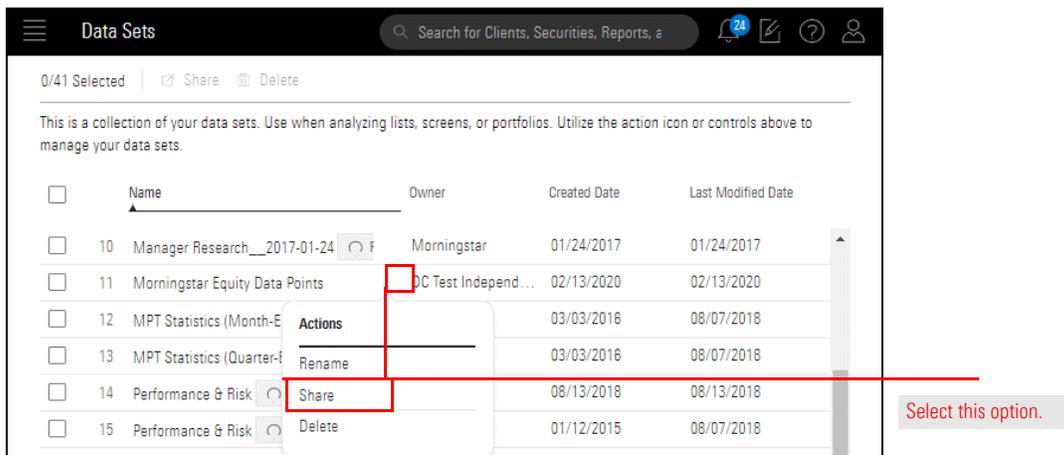
Note: You can share only custom data sets that you create.

Do the following:

1. **Hover the cursor** over **Menu**, then select **Workspace>Data Sets**. The Data Sets page opens.



2. **Hover the cursor** over the **empty area** to the right of a custom data set name (in this case, Morningstar Equity Data Points). The Actions icon appears.
3. Click the **Actions** icon and from the **Data Sets** menu, select **Manage Sharing**. The Share dialog box opens.



4. At the top of the Share dialog box, in the **Search** field, type one of the following:
 - ▶ **colleague name**
 - ▶ **colleague email**, or
 - ▶ **group name**.

5. Click **Share**.

 Note: Shared data sets display the “Shared” tag next to the data set.

Customize Data Points in a Custom Data Set

One hurdle you might need to clear when building a custom data set is tuning each data point to show you exactly the information you want to see. This section's exercises teach you how to customize data points in a custom data set.

Overview

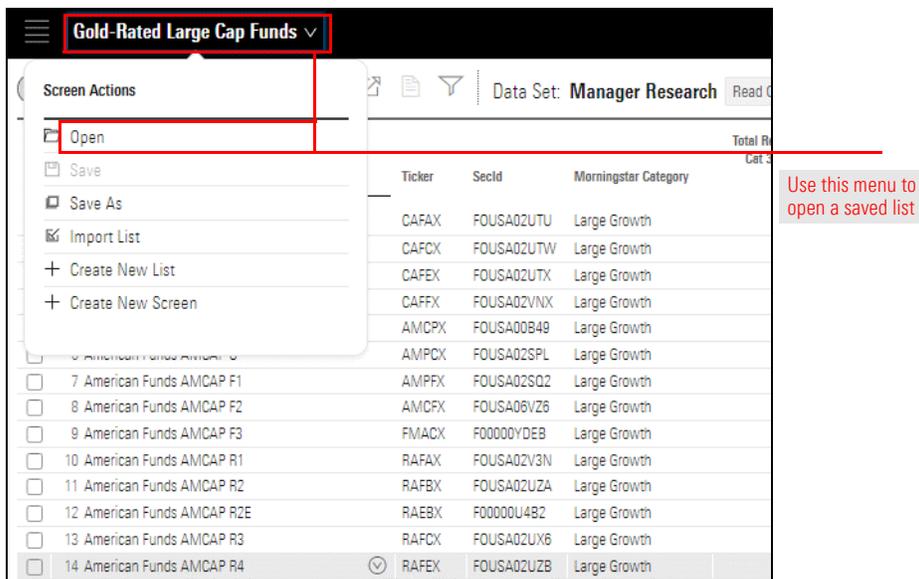
In this exercise, you will learn how to add the Price-to-Book and Price-to-Sales ratios to a custom data set for stocks. (The Price-to-Earnings ratio already exists as part of the data set.) This task requires you to do the following work:

Exercise 5: Customize data points for stocks

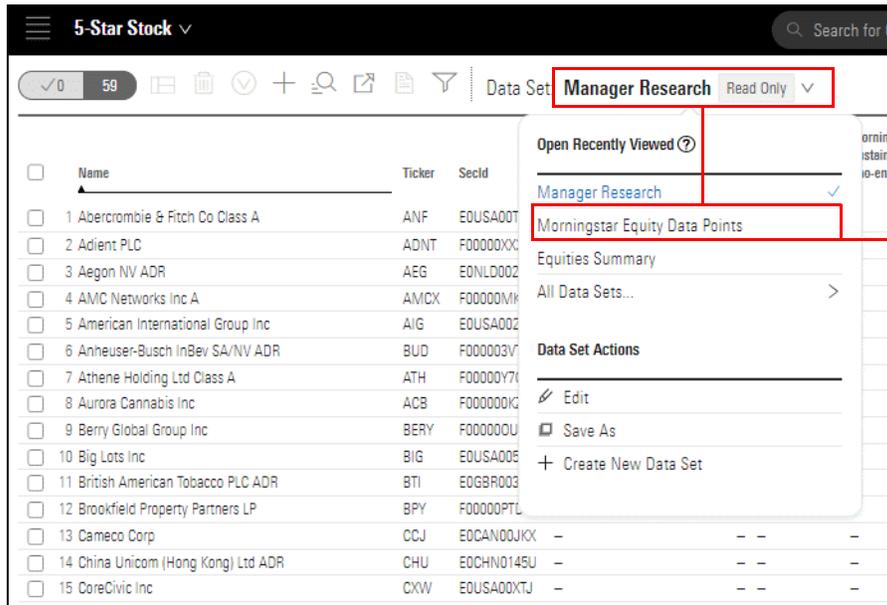
1. Open and edit a saved custom data set
2. Filter for data points from a particular universe when building a custom data set, and
3. Change the settings for a data point.

Do the following:

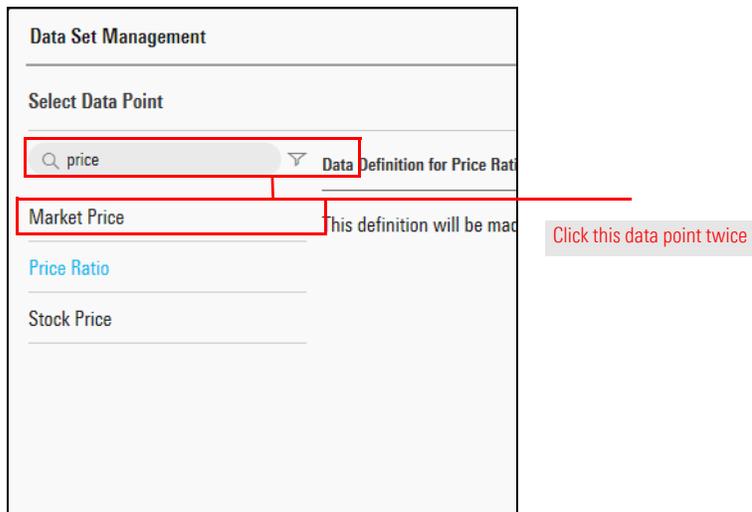
1. The Grid with the Gold-Rated Large Cap Funds list should still be open. Use the **List Actions** menu to open the **5-Star Stocks** screen. Note that the columns for these investments display dashes; this is because the data points in the custom data set you just saved are for managed investments, and not equities.



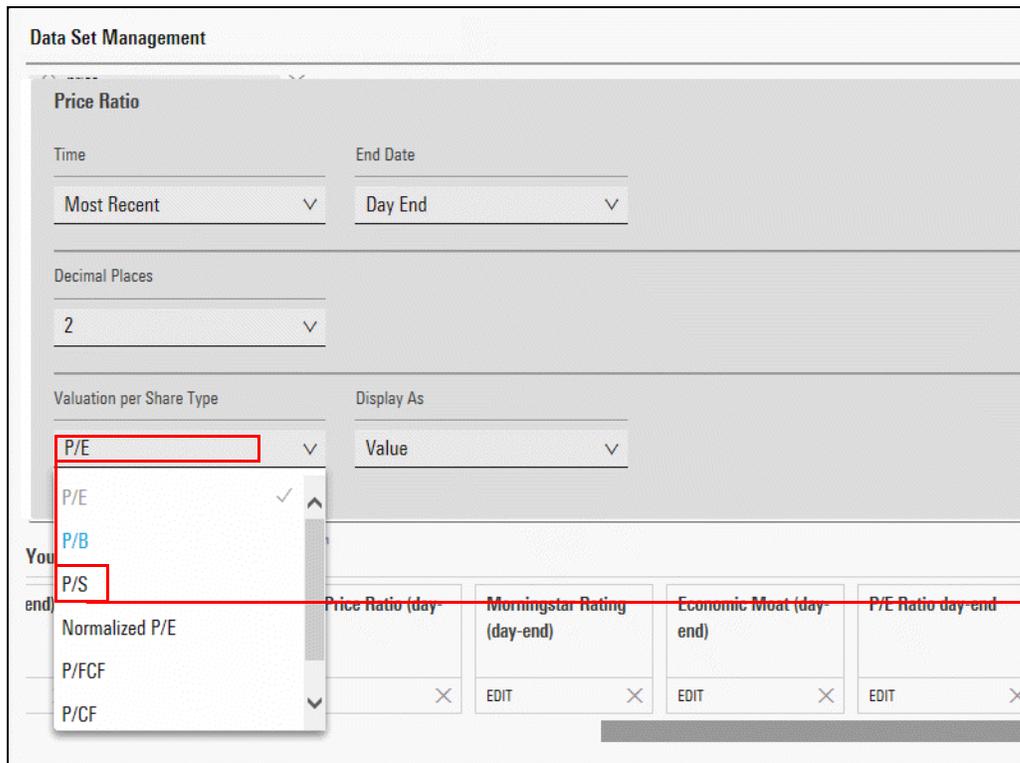
- From the **Data Set** menu, in the **Open Recently Viewed** area, open the **Morningstar Equity Data Points** data set you saved earlier.



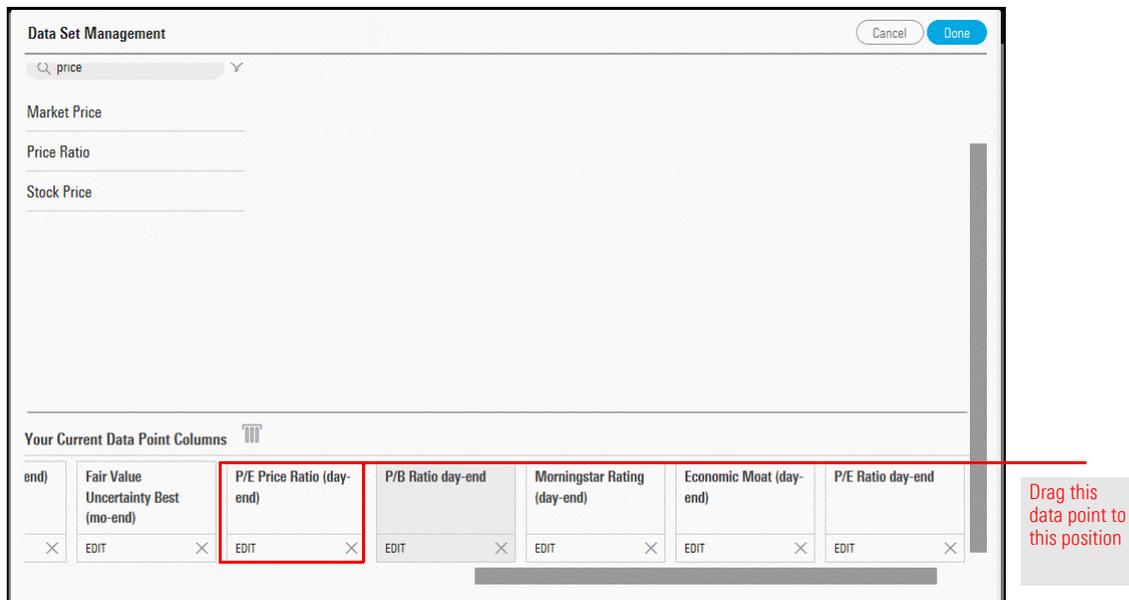
- From the **Data Set** menu, click **Edit**. The Data Set Management window opens.
- In the **Search for data points** field, type **price**.
- Click **Price Ratio** twice. Two instances of the P/B Price Ratio (day-end) data point are added to the Your Current Data Point Columns area at the bottom of the window.



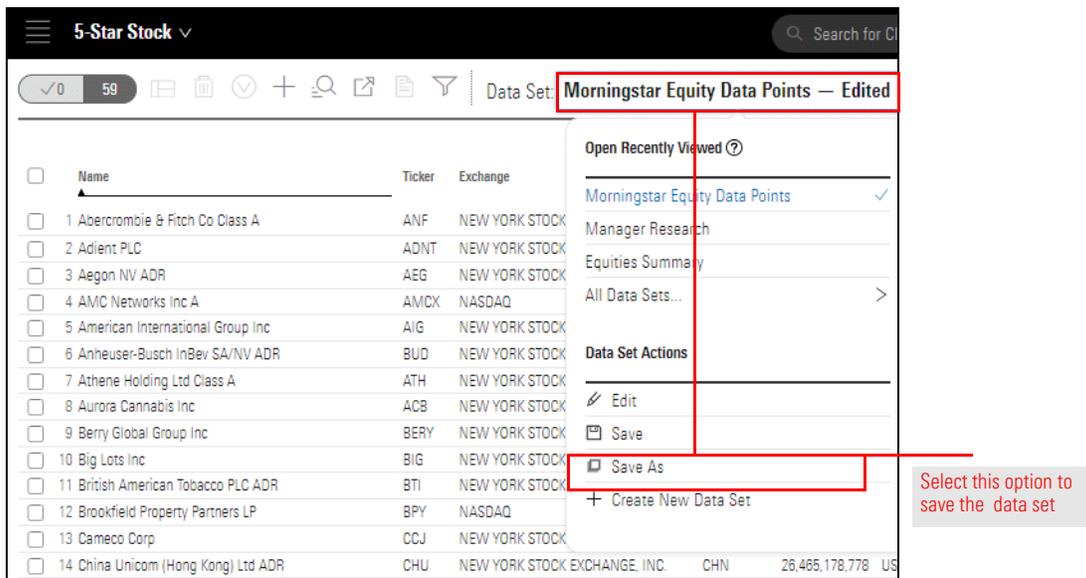
6. In the second instance of the P/B Price Ratio (day-end) data point, click **Edit**. The Price Ratio window opens.
7. From the **Valuation per Share Type** drop-down field, select **P/S**.



8. In the upper-right corner of the window, click **OK**.
9. **Drag-and-drop** the **P/E Price Ratio (day-end)** data point so it is just to the left of the P/B Price Ratio data point.



10. In the upper-right corner of the window, click **Done**.
11. Click the **Data Set** menu, then select **Save As Data Set**. The Save Data Set As dialog box opens.



12. In the name field, type **Morningstar Data Plus Price Ratios**, then click **Save**.

Note: You can edit data points for funds in the same manner as you edit data points for equities.

Nest Data Points Together

While building data sets in these exercises, you may have noticed that many common, related data points repeat the same information in their column header. This takes up unnecessary space on the screen. Fortunately, you can address this issue by using a feature called “nesting.”

Overview

Nesting combines information from common data points under a single, shared header. This allows you to see more data points at once on the screen.

Name	Ticker	Morningstar Category	Total Ret % Rank Cat 3Y (mo-end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Total Return (3Y - mo-end)	Morningstar Rating Overall (mo-end)	Morningstar Rating 3Y (mo-end)	Morningstar Rating 5Y (mo-end)	Morningstar Rating 10Y (mo-end)
1 1290 GAMCO Small/Mid Cap Value T	TNVCX	Small Blend	62	🌍🌍🌍	–	4.83	★★★	★★★	★★★	–
2 1290 Global Talents A	TNYAX	World La...	69	🌍🌍	–	8.45	★★	★★	–	–
3 1290 High Yield Bond A	TNHAX	High Yiel...	44	–	–	5.18	★★★★	★★★★	★★★★	–
4 iShares Russell 2000 ETF	IWM	Small Blend	23	🌍🌍	Bronze	7.25	★★★★	★★★★	★★★★	★★★★
5 iShares Russell 2000 Growth ETF	IWO	Small Gr...	59	🌍🌍🌍	Neutral	11.43	★★★★	★★★★	★★	★★★★
6 iShares Russell 2000 Value ETF	IWN	Small Value	33	🌍🌍	Neutral	2.97	★★★★	★★★★	★★★★	★★★★
7 Schwab US Broad Market ETF™	SCHB	Large Blend	35	🌍🌍	Gold	13.78	★★★★	★★★★	★★★★	★★★★

Name	Ticker	Morningstar Category	Total Ret % Rank Cat 3Y (mo-end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (day-end)	Total Return (3Y - mo-end)	Morningstar Rating (mo-end)			
							Overall	3Y	5Y	10Y
1 1290 GAMCO Small/Mid Cap Value T	TNVCX	Small Blend	62	🌍🌍🌍	–	4.83	★★★★	★★★★	★★★★	–
2 1290 Global Talents A	TNYAX	World Lar...	69	🌍🌍	–	8.45	★★	★★	–	–
3 1290 High Yield Bond A	TNHAX	High Yield ...	44	–	–	5.18	★★★★	★★★★	★★★★	–
4 iShares Russell 2000 ETF	IWM	Small Blend	23	🌍🌍	Bronze	7.25	★★★★	★★★★	★★★★	★★★★
5 iShares Russell 2000 Growth ETF	IWO	Small Growth	59	🌍🌍🌍	Neutral	11.43	★★★★	★★★★	★★	★★★★
6 iShares Russell 2000 Value ETF	IWN	Small Value	33	🌍🌍	Neutral	2.97	★★★★	★★★★	★★★★	★★★★
7 Schwab US Broad Market ETF™	SCHB	Large Blend	35	🌍🌍	Gold	13.78	★★★★	★★★★	★★★★	★★★★

Notice how much less space is taken up in the bottom image by the same data points when nesting is turned on

When creating the Gold-Rated Large Cap Funds data set, you added the Morningstar Rating Collection. In this exercise, practice nesting these data points together. To nest columns by data point, do the following:

Exercise 6: Nest columns by data point

1. The Grid should still be open. From the **List Actions** menu, **open the Gold-Rated Large Cap Funds** list. T
1. From the **Data Set** menu, click **Edit**.
2. In the **Search for data points** field, type **Rating**. Then select **Morningstar Star Ratings Collection**.

Data Set Management

Select Data Point

Rating

Morningstar Star Ratings Collection (Overall/3Y/5Y/10Y)

Annual Report Adjusted Operating Expense Ratio

Credit Quality Breakdown >

Credit Rating Breakdown (Calculated) >

Flagship Fund Analyst Rating

Morningstar Analyst Rating >

Data Definition for Morningstar Star Ratings Collection (Overall/3Y/5Y/10Y)

This is a collection of the following data points

- Morningstar Rating Overall (mo-end)
- Morningstar Rating 3Y (mo-end)
- Morningstar Rating 5Y (mo-end)
- Morningstar Rating 10Y (mo-end)

Your Current Data Point Columns

Name	Ticker	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Morningstar Sustainability (mo-end)
	EDIT X	EDIT X	EDIT X	EDIT

Select this option.

- 3. At the bottom of the Data Set Management window, click the **Nest** icon, then select **Nest By Data Point**.

The screenshot shows the 'Data Set Management' interface. At the top, there is a 'Select Data Point' section with a search bar and a list of data points including '# of Holdings', '12b-1 Fee', 'AOP', 'Accounting Fee', 'Acquired Fund Expense', 'Active Share Score', and 'Actively Managed'. Below this is the 'Your Current Data Point Columns' section, which contains a table with columns for 'Name', 'Actions', 'cld', and 'Morningstar Category'. The 'Actions' column has a dropdown menu open, showing 'Nest by Time Period' and 'Nest By Data Point'. The 'Nest By Data Point' option is highlighted with a red box. A red line points from this box to a callout box on the right that says 'Use this option to nest data points together under a common header'.

- 4. Click **Done**.

5. Scroll to the right to see how the Morningstar Rating For Funds collection data points have been consolidated under a common header.

The screenshot shows a software interface with a table of investment funds. The table has columns for Name, Ticker, Morningstar Category, Total Ret % Rank Cat 3Y mo-end (mo-end), Morningstar Sustainability Rating (mo-end), Morningstar Analyst Rating (dey-end), Total Return (3Y - mo-end), and Morningstar Rating (mo-end). The Morningstar Rating (mo-end) column is expanded to show sub-columns: Overall, 3Y, 5Y, and 10Y. A red box highlights this expanded section.

Name	Ticker	Morningstar Category	Total Ret % Rank Cat 3Y mo-end (mo-end)	Morningstar Sustainability Rating (mo-end)	Morningstar Analyst Rating (dey-end)	Total Return (3Y - mo-end)	Morningstar Rating (mo-end)			
							Overall	3Y	5Y	10Y
1 1290 GAMCO Small/Mid Cap Value T	TNVCX	Small Blend	62	★★★★	-	4.8	★★★	★★★	★★★	-
2 1290 Global Talents A	TNYAX	World Lar...	69	★★★★	-	8.45	★★	★★	-	-
3 1290 High Yield Bond A	TNHAX	High Yield ...	44	-	-	5.13	★★★★	★★★★	★★★★	-
4 iShares Russell 2000 ETF	IWM	Small Blend	23	★★★★	Bronze	7.25	★★★★	★★★★	★★★★	★★★★
5 iShares Russell 2000 Growth ETF	IWO	Small Growth	59	★★★★	Neutral	11.43	★★★★	★★★★	★★	★★★★
6 iShares Russell 2000 Value ETF	IWN	Small Value	33	★★★★	Neutral	2.9	★★★★	★★★★	★★★★	★★★★
7 Schwab US Broad Market ETF™	SCHB	Large Blend	35	★★★★	Gold	13.73	★★★★	★★★★	★★★★	★★★★

Note the new appearance of these data points

6. To save nested data points, from the **Data Set** menu, select **Save**.

Another option for nesting data points is to group them under a common header for the time period they represent. To nest data points by time period, do the following:

Exercise 7: Nest columns by time period

1. Be sure that the My Custom Fund Data Points data set is open. From the **Data Set** menu, select **Edit**.

The screenshot shows the Morningstar Gold-Rated Large Cap Funds interface. At the top, the page title is "Gold-Rated Large Cap Funds" and there is a search bar. Below the title, there are navigation icons and a "Data Set" dropdown menu currently set to "My Custom Fund Data Points". A red box highlights this dropdown menu. A secondary menu is open, showing options like "Open Recently Viewed", "My Custom Fund Data Points", "Manager Research", "Morningstar Analyst Rating Data Points", "All Data Sets...", and "Data Set Actions". Under "Data Set Actions", the "Edit" option is highlighted with a red box. A red line connects the "Edit" option to a callout box on the right that says "Be sure to open this data set". The main table below lists various American Funds with columns for Name, Ticker, SecId, and Morningstar Analyst Rating (3Y).

Name	Ticker	SecId	Category	Rating
1 American Funds AMCAP 529A	CAFAX	FOUSA001	Large Growth	★★
2 American Funds AMCAP 529C	CAFEX	FOUSA001	Large Growth	★★
3 American Funds AMCAP 529E	CAFEX	FOUSA001	Large Growth	★★
4 American Funds AMCAP 529F1	CAFFX	FOUSA001	Large Growth	★★
5 American Funds AMCAP A	AMCPX	FOUSA001	Large Growth	★★
6 American Funds AMCAP C	AMPCX	FOUSA001	Large Growth	★★
7 American Funds AMCAP F1	AMPFX	FOUSA001	Large Growth	★★
8 American Funds AMCAP F2	AMCFX	FOUSA001	Large Growth	★★
9 American Funds AMCAP F3	FMACX	F00000Y	Large Growth	★★
10 American Funds AMCAP R1	RAFAX	FOUSA001	Large Growth	★★
11 American Funds AMCAP R2	RAFBX	FOUSA001	Large Growth	★★
12 American Funds AMCAP R2E	RAEBX	F00000U	Large Growth	★★
13 American Funds AMCAP R3	RAFEX	FOUSA02UX6	Large Growth	90 ★★
14 American Funds AMCAP R4	RAFEX	FOUSA02UZB	Large Growth	89 ★★
15 American Funds AMCAP R5	RAFFX	FOUSA02UZC	Large Growth	86 ★★
16 American Funds AMCAP R5E	RAEFX	F00000VHL5	Large Growth	87 ★★
17 American Funds AMCAP R6	RAFGX	F000002M0A	Large Growth	86 ★★
18 American Funds American Mutual 529A	CMLAX	FOUSA02UVA	Large Value	17 ★★★★★
19 American Funds American Mutual 529C	CMLCX	FOUSA02UVC	Large Value	28 ★★★★★
20 American Funds American Mutual 529E	CMLEX	FOUSA02UVD	Large Value	21 ★★★★★
21 American Funds American Mutual 529F	CMLFX	FOUSA02V00	Large Value	14 ★★★★★
22 American Funds American Mutual A	AMRMX	FOUSA00B8C	Large Value	16 ★★★★★
23 American Funds American Mutual C	AMFCX	FOUSA02SPJ	Large Value	27 ★★★★★
24 American Funds American Mutual F1	AMFFX	FOUSA02SQC	Large Value	17 ★★★★★

Be sure to open this data set

- Click the **Nest** icon, then select **By Time Period**.

Data Set Management

Select Data Point

Search for data points

of Holdings

12b-1 Fee

AOP

Accounting Fee

Acquired Fund Expense

Active Share Score

Actively Managed

Your Current Data Point Columns

Name Actions Field Morningstar Category

Nest by Time Period

Nest By Data Point

Use this option to nest data points together under a common header

- Click **Done**. Note the consolidated headers, and the various data points appearing under each one.

Gold-Rated Large Cap Funds

Search for Clients, Securities, Reports, a

Data Set: My Custom Fund Data Points — Edited

Name	Morningstar Rating Overall (mo-end)	1Y (mo-end)		3Y (mo-end)		5Y (mo-end)		Alpha Total (excess return) (1Y - qtr-end) Cat Curr
		Total Return	Beta Total (excess return) Cat Curr	Total Return	Beta Total (excess return) Cat Curr	Total Return	Beta Total (excess return) Cat Curr	
1 American Funds AMCAP 529A	★★★★	16.25	1.03	13.25	0.99	10.84	0.98	-5.01
2 American Funds AMCAP 529C	★★	15.44	1.03	12.41	0.99	10.00	0.98	-5.71
3 American Funds AMCAP 529E	★★	16.01	1.03	13.00	0.99	10.60	0.98	-5.26
4 American Funds AMCAP 529F1	★★★★	16.50	1.03	13.50	0.99	11.08	0.98	-4.81
5 American Funds AMCAP A	★★★★	16.30	1.03	13.33	0.99	10.93	0.98	-5.00
6 American Funds AMCAP C	★★	15.45	1.03	12.44	0.99	10.06	0.98	-5.66
7 American Funds AMCAP F1	★★★★	16.27	1.03	13.26	0.99	10.86	0.98	-5.00
8 American Funds AMCAP F2	★★★★	16.60	1.03	13.56	0.99	11.16	0.98	-4.76
9 American Funds AMCAP F3	★★	16.69	1.03	13.68	0.99	—	0.98	-4.66
10 American Funds AMCAP R1	★★	15.44	1.03	12.44	0.99	10.06	0.98	-5.74
11 American Funds AMCAP R2	★★	15.44	1.03	12.44	0.99	10.07	0.98	-5.71
12 American Funds AMCAP R2E	★★	15.78	1.03	12.79	0.99	10.44	0.98	-5.43
13 American Funds AMCAP R3	★★	15.95	1.03	12.94	0.99	10.56	0.98	-5.25

Note the new appearance of these data points

- To save this change, from the **Data Set** menu, click **Save**.

