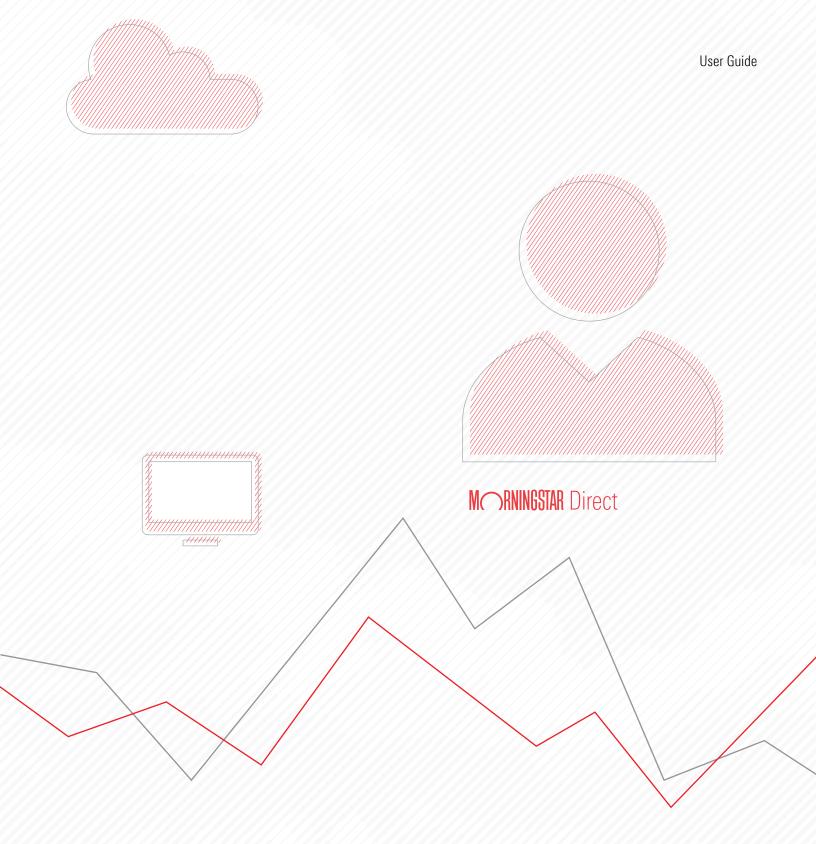
# Morningstar<sup>®</sup> Excel Add-In



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# **Morningstar® Excel Add-In User Guide**

The Morningstar<sup>®</sup> Excel Add-In allows you to retrieve data from the Morningstar database and load it into Microsoft<sup>®</sup> Excel<sup>®</sup> for further calculation, formatting, or charting. Thousands of widely used data points and investment types are available.

**Overview** 

Note: The Morningstar Excel Add-In is available to all users of Morningstar Direct<sup>SM</sup>.

As of February 25, 2017, you can retrieve custom data created in Morningstar Direct<sup>SM</sup> Cloud, as well as data from lists and searches created in Morningstar Direct Cloud.

The Morningstar Excel Add-In allows you to retrieve the following:

- data related to investments, and
- ► economic data.

The Morningstar Excel Add-In supports the following databases:

- mutual funds
- closed end funds
- ► stocks
- ► ETFs
- money market funds
- ► hedge funds
- ► separate accounts
- market indexes
- ► categories
- ► accounts
- model portfolios
- custom benchmarks, and
- custom databases.

@ Note: It is assumed you have a working knowledge of Microsoft Excel.

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

- install the Morningstar Excel Add-In and set preferences for it (page 6)
- ▶ work with investments in the Morningstar Excel Add-In (page 15)
- retrieve Morningstar data for securities (page 28)
- retrieve Morningstar data from a portfolio (page 38)
- ▶ working with economic data in the Morningstar Excel Add-In (page 45), and
- retrieve economic indicator data (page 47).

## **Installation and Preferences**

### **Overview**

The Morningstar Excel Add-In is an option for users of Morningstar Direct. You do not need a separate license.

You can retrieve discrete and time series data for various instruments in the Morningstar Direct database, including your lists, accounts, and portfolio holdings. You can use predictive search to find securities and data points, and specify the parameters to customize the output.

Note: Go to http://addin.morningstarcommodity.com/ and click Data Dictionary to learn what universes and data points are covered in the Morningstar Excel Add-In.

In this section, you will learn how to:

- ▶ install the Morningstar Excel Add-In (page 7)
- ▶ log in to the Morningstar Excel Add-In (page 9), and
- select your preferences (page 12).

Before installing the Morningstar Excel Add-In, make sure your system meets the minimum requirements:

- Microsoft Excel: 2007, 2010, 2013 (2010/2013 are available in both 32-bit and 64-bit), and
- Operating System: Windows 7, Windows 8.

To install the Morningstar Excel Add-In, do the following:

- 1. Quit Excel.
- 2. Do one of the following:
  - ► In your browser, go to http://addin.morningstarcommodity.com/, or
  - On the Morningstar Direct Cloud home page, in the Utilities module, click Excel Add-In.

	M RNINGSTAR Direct									
	Q s	earch for investments,	indexes a	nd research		$\Box$				
U.S. Open-End Exchange-Traded Offshore U.S. Separate Accounts U.S. Insurance Funds U.S. Closed-End Asset Flows Managed Investments	2	U.S. Equities Fundamental Analysis WhyTool (Beta) Analyst Covered Sectors	Ð	Monitoring Attribution Performance Import Allocation Create Portfolio Portfolio	¢	Featured Latest Videos Topics Publications Filings Research				
Overview Equities Options Breaking News		U.S. Market Equities Fixed Income Alternative Allocation Commodities		Universes Lists & Screens Create List Create Screen Nates Alerts Excel Add-In		Help Contact Us Send Feedback		Note the highlighted selection		
Markets 🖄	× 11	Indexes		Utilities		Support	e e			

- 3. On the Morningstar Excel Add-In page, under Downloads, locate the latest version and click the **Download** button. A window opens.
- 4. Click the **Download** button for one of the following:
  - Executable package (.exe)
  - ► Windows Installer (.msi), or
  - Zipped files (.zip).

### Install the Morningstar Excel Add-In

- 5. In the window, follow the **instructions** for the download you selected. The Morningstar Setup Wizard opens Excel.
  - Note: During the installation process, the Setup Wizard will automatically install a Primary Interop Assemblies (PIA) if it is not found. (For more information on PIAs, see http://msdn.microsoft.com/en- us/library/aa302338.aspx.) In some cases, you might receive an error message about the PIA's installation and the Setup Wizard will stop installing. This is most likely caused by administrator rights on your computer. Log off and log back into the computer as an administrator, then re-install the Morningstar Excel Add-In. Once installation is complete, you do not need administrator rights to run the Morningstar Excel Add-In.
- 6. In Excel, you may see a Security Warning reading "Macros have been disabled." Click **Enable Content**.
- 7. In the Setup Wizard window, click **Close**. Excel opens. Note the Morningstar tab at the top of the window.

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File	Home	Insert	Page Layout	i 1	Formulas	Data	Review	View	Morningstar	Acrobat
0	dialit	nll.		TT		1.		0		
$\sim$					E			0		
Profile	Investment	s Econor Data		Sheet	Workbook	Schedule	Templates	Help		
Connection	Fund	tions		1	Refresh		Resou	rces		

In Excel 2007 and higher, the Morningstar Excel Add-In leverages the Microsoft® Office Fluent<sup>™</sup>-based user interface, in which command icons are displayed on a ribbon at the top of the window. Earlier versions of Excel do not support the ribbon, but the same functions available from the ribbon will be available on a drop-down field. Fluent is a trademark of Microsoft Corporation and the Fluent user interface is licensed from Microsoft Corporation.

Note the highlighted selection

Morningstar Excel Add-In

Log in to the

Because the Morningstar Excel Add-In retrieves data from Morningstar Direct and Morningstar Direct Cloud, you must create a connection between the Excel Add-In tool and the two Morningstar applications when you log in.

To log in to the Morningstar Excel Add-In and create a connection with Morningstar Direct and Morningstar Direct Cloud, do the following:

- 1. In Excel, select the **Morningstar** tab. One of the following happens:
  - ► The Morningstar Add-In dialog box opens.
  - The Morningstar Add-In dialog box does not open. On the Morningstar ribbon, click **Profile** and from the drop-down field, select **Direct**. The Morningstar dialog box opens.

🗶 🚽 🤊	+ ( <b>P</b> + ] <del>+</del>	-	-	-	M	licrosoft	Excel		
File	Home Insert I	Page Layout F	ormulas	Data	Review	View	Morningstar	Acrobat	Next the bight based as to store
0			-52	1		0			Note the highlighted selection
$\sim$			Ē			0			
Profile	Investments Economic Data	Cell Sheet	Workbook S	chedule	Templates	Help			
Connection	Functions	R	efresh		Resou	rces			

2. Enter your E-mail Address and Password for Morningstar Direct.

Morningstar Add-In		
M RNINGSTAR"		
Log in		
Already a Morningstar account holder? Log in below		
E-mail Address Password	Forget your password? <u>Click here to reset.</u>	If you have multiple e-mail addresses, be sure to enter the one you use to log in to Morningstar Direct

- 3. If you cannot remember your Morningstar Direct login and password, do one of the following:
  - If you are using version 6.3 of the Morningstar Excel Add-In, click Click here to reset. After resetting your credentials, continue logging in to the Morningstar Excel Add-In.

	Morningstar Add-In	
	M RNINGSTAR"	
	Login	
Click here if you have forgotten your Morningstar Direct e-mail	Already a Morningstar account holder? Log in below	
address and/or password	E-mail Address	
	Password	Forget your password? Click here to reset.
		Log in

If you are using a version of the Morningstar Excel Add-In earlier than version 6.3, launch Morningstar Direct. In the Sign-In window, click Forgot your password? After resetting your credentials, return to the Morningstar Excel Add-In and use your new login and password to log in.

	Morningstar Direct		
		M RNINGSTAR*	
Click here if you have forgotten your Morningstar Direct e-mail address and/or password		E-mail Address Password Sign In	
		Forgot your password?	
		Email the support team   View contact information	

- 4. Click Log in. The Morningstar Add-In dialog box closes.
- 5. Do one of the following:
  - If the Morningstar Add-In dialog box opened on its own (step 1 on page 12), proceed to the next step.
  - If you opened the Morningstar Add-In dialog box by selecting Direct from the Profile drop-down field (step 1 on page 12), the connection is established. Stop here.
- 6. In Excel, on the Morningstar ribbon, click **Profile**. A drop-down fields opens.

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File	Home Insert	Page Layout Forr	nulas Data	Review	View	Morningstar	Acrobat	
Profile	Investments Economic Data		orkbook Schedule	Templates	(?) Help			Note the highlighted selection
Connection	Functions	Refr	esh	Resour	rces			

7. From the **Profile** drop-down field, select **Direct**. The connection between Excel and Morningstar Direct is established.

🗶   🛃 🤊	· (= •   <del>-</del>	-	-	-	-	N	licrosoft	Excel		
File	Home	Insert P	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat	
Profile	Investment	Economic Data		heet Workbook	1 Schedule	Templates	(?) Help			Note the highlighted selections
C Pre	ferences	ons		Refresh		Resou	rces			
Dire	ect	• (*	f <sub>x</sub>							
Cor	mmodities									

### Select Your Preferences

In this section, you will select your preferences for working with the Morningstar Excel Add-In. You can change your preferences at any time.

To select your preferences, do the following:

1. On the Morningstar ribbon, from the **Profile** drop-down field, select **Preferences**. The Morningstar Add-In dialog box opens.

							Book2 - E	xcel	
	File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar
Note the highlighted selections	1.12	eferences	ints Econor Data	mic Cell Sh	eet Workbool Refresh	k Schedule	Templates	*	
		rect ommodities	×	$\checkmark f_x$					
	1	4	D	C D	E	F	G	Н	I
	2								
			Add to					23	
		orningstar	Add-In						
	Choc retrie Morn © S	eved <b>ingstar F</b> Show Mor number o	racter to <b>Lating an</b> ningstar r text	display when I <b>d Style Box</b> Rating and M Rating and M	orningstar	Style Bo			
		Retrieva							
	025.3	On Refre							
		On Refre		t					
		On Refre	sh Work	book					
Auto calculate is on by default	<b>A</b>	uto calcu	late						
					[	Ok	Cance	21	

2. In the Morningstar Add-In dialog box, **select** from the various options (described here).

Option	Action					
No Value Displayed	From the drop-down field, select the character(s) to display when no value is retrieved:					
	<ul> <li>N/A</li> <li>Blank (display a blank cell)</li> <li>- (display a hyphen)</li> </ul>					
Morningstar Rating and	Click one of the two options:					
Style Box	<ul> <li>Show Morningstar Rating and Morningstar Style Box as number or text</li> <li>Show Morningstar Rating and Morningstar Style Box as symbol</li> </ul>					
Data Retrieval Settings	When Enable local cache is on, the sub-options are available. When a sub-option is on, data is stored in local memory when you refresh. The sub-options are as follows:					
	<ul> <li>On Refresh Cell</li> <li>On Refresh Sheet, and</li> <li>On Refresh Workbook.</li> </ul>					
	<ul> <li>Note: Local memory is cleared when you log out of Excel.</li> </ul>					
Auto Calculate	The Morningstar Excel Add-In defaults to immediately begin processing a function calculation. If you disable automatic calculation by clearing the Auto Calculate checkbox, you can manually initiate the calculations at a later time. See How do I manually initiate calculations? on page 14.					

### 3. Click OK.

How do I manually	initiate simp		n auto-calculation is disabled, you must manually initiate calculations. To do so, y refresh the data as follows:								
calculatio	ns? 1. 2. 3.	(Optiona specific	With a spreadsheet open, select the <b>Morningstar</b> tab. (Optional) If you want to refresh specific cells, select them. If you want to refresh a specific sheet, make sure the sheet is displayed. In the Refresh section of the Morningstar tab, click one of the following:								
		► Cell ► She ► Wo	<ul> <li>Cell (if you want to refresh only the selected a cell or cells)</li> <li>Sheet (if you want to refresh only the displayed sheet), or</li> <li>Workbook (if you want to fresh the entire workbook (all sheets and cells).</li> </ul>						-		
							Sar	mple-EcIndio	ators.xlsx	- Excel	
		File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar	
1	Note the highlighted selections	Profile	Investme	nts Economic	Cell She	eet Workbook	1 Schedule	Templates	(?) Help		

Investments Economic Data Functions

Refresh

Resources

Connection

M RNINGSTAR

### Introduction to Working with Investments in the Morningstar Excel Add-In

In the Morningstar Excel Add-In, retrieving data from the Morningstar database is **Overview** handled in the Morningstar Add-In window. Key features are as follows:

- You can create multiple entries and add them to your spreadsheet all at once.
- You can access the Morningstar database using simple text entry, drop-down fields, and toggles, and
- Many of the selections are dynamic; for example, when you select a data point, the fields required to further define the data point become instantly available.

Securities  Attributes/Time series Holdings	Layout Row  Column	Output 🗹 Show Headers		
Identifiers	Security	Data Point		
Portfolio Management			Add	
Attributes/Time series Holdings				The initial view of the
	Remove Security	Data Point Form		Morningstar Add-In window for investments is shown here
			Submit Cancel	

In this section, you will learn about the following:

- the features of the Morningstar Add-In window for investments (page 16)
- the layout and output options (page 17)
- creating an spreadsheet entry for an investment (page 18)
- creating a new entry based on an existing entry (page 20)
- creating a time series entry (page 21)
- changing the order of the entries (page 23)
- deleting an entry (page 23)
- submitting the entries to the spreadsheet (page 24)
- ▶ opening the Morningstar Add-In window from the spreadsheet (page 25)
- editing an entry (page 26), and
- changing the order of position-locked entries (page 27).

### Features of the Morningstar Add-In window for investments

Note the highlighte

Creating spreadsheet entries for investments and data points is a good way to familiarize yourself with the features and functions of the Morningstar Add-In window. This is accomplished in the Morningstar Add-In window.

To open the Morningstar Add-In window, do the following:

- 1. In a spreadsheet, select the **cell** in the row and column in which you want your entries to start (in this sample, **cell A:1**).
- 2. On the Morningstar ribbon, click the **Investments** icon. The Morningstar Add-In window opens.

	-	* (**   <del>*</del>				Microsoft Excel					
F	ile	Home	Insert	Page Layout	Formulas	Data	Review	View	Mornings	itar A	crobat
( P	ofile	Investment	Economi Data		eet Workbool	1 s Schedule	Template	r Help			
Con	nection	Fun	ctions		Refresh		Reso	urces			
		A1	<b>▼</b> (m)	$f_x$							
(	Boi	ok2									
	A	A	В	С	D	E	F	G	Н	1	J
	1										
	2										
	3										

3. Notice the following in the Morningstar Add-In window (displayed below):

- The Securities and Portfolio Management tabs are displayed in the Navigation pane along the left side.
- Both the Securities and Portfolio Management tabs are open (indicated by the down arrows). Click an arrow to close the Securities or Portfolio Management tab.
- When open, sub-tabs are displayed below the Securities and Portfolio Management tabs. Each sub-tab allows you to search for specific investment data.
- The large list area displaying the column headings Security, Data Point, and Formula is the basket. You will add investments to the basket, and then submit them to your spreadsheet.

	Morningstar Add-In	en hat harout	family in Mall	
Use the Navigation Pane to access different types of data	Securities Attributes/Time series Holdings Identifiers Portfolio Management	Layout Row  Column Security	Output  Show Headers  Data Point	Add
When you enter text in the Security or Data Point field, a drop-down field opens	Attributes/Time series Holdings	Remove Security	Data Point Formula	
Your entries for the spreadsheet will be displayed in this area — the basket		•		Submit Cancel

The Layout and Output options for a spreadsheet are as follows:

- ► Row or Column, and
- ► Show headers.

Select the layout and output options for your spreadsheet

Morningstar Add-In						
lavout	Outout					
Row () Column	Show Headers	Your selections in Layout apply to the entire spreadsheet, not individual entries				
	Layout Row  Column					

The default Layout selection is Column. In a Column layout, each data point is in a separate column, as shown here.

☐ 5 · ♂ · ∓ Sample-EcIndicators.xlsx - Excel								
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar
Profile • Connection		ts Econom Data	ic Cell Sheet	Workbook S Refresh	5chedul	e Templates	(?) Help	
A1	<b>*</b> 1	×	<i>√ f<sub>x</sub></i> =M	SDP("NAS:DO	DDGX",	"Name","CORF	R=C, HE	ADERS=TRUE")
4	А		В	C		D		E F
1 NAS:D	ODGX - Na	me NAS	:DODGX - DRI	ASE:BCV - N	Vame	ASE:BCV - DR	1	
2 Dodge	& Cox Sto	ck	3,144.66	Bancroft Fu	ind	176.	16	0
3			3,122.04			175.	57	
4			3,106.74			175.	49	
5			3,106,74			175.	49	

In column layout, scroll down to view more data

If you prefer to view data horizontally, select Row.

The default Output selection is Show headers. In the spreadsheet, the headers will be displayed at the top of the columns, as shown here.

H	5·@· •			Sample-EcIndicators.»	lsx - Exce	I	
File	Home In	isert Page Layout	Formulas Data	Review Viev	Mor	ningstar	
Profile	Investments E	Data	heet Workbook Schedu Refresh	le Templates Help Resources			
A1	•	× ✓ fx	=MSDP("NAS:DODGX"	,"Name","CORR=C,	HEADERS	=TRUE")	
4	A	В	С	D	E	F	
1 NAS	DODGX - Name	e NAS:DODGX - DF	ASE:BCV - Name	ASE:BCV - DR			
2 Dod	ge & Cox Stock	3,144	1.66 Bancroft Fund	176.16		(	Each header displays the
3		3,122	2.04	175.57			point's formula and name
4		3,100	5.74	175.49			not the formula
5		3.10	5.74	175.49			

If you prefer not to display the headers, deselect Show headers and click Submit.

### Create a spreadsheet entry for an investment

When you create an entry, it is displayed in the basket—the list area in the Morningstar Add-In window. Later, you will submit the entry (or entries) to your spreadsheet. In this section, you will create entries from the Securities tab on the Navigation pane.

In its simplest form, a spreadsheet entry for an investment consists of an investment and an associated data point.

To create a spreadsheet entry for an investment, do the following:

- 1. In the Morningstar Add-In window, on the Navigation pane, select the **Securities** tab, then select **Attributes/Time series**.
- 2. In the Security field, enter the **name**, **ticker**, or **other identifier** of the security to add to the basket. The **Security** drop-down field opens.
- Morningstar Add-In 57 ecurities Layout Output Attributes/Time series Show Headers Row Column Holdings Identifiers Security Data Point Portfolio Management dodge If you enter only partial Attributes/Time series information (such as a Holdings NAS:DODGX Dodge & Cox Stock FO NAS USA portion of an investment name), the drop-down NAS:DODFX Dodge & Cox International Stock FO NAS USA field will display NAS:DODIX FO NAS USA Dodge & Cox Income multiple selections Dodge & Cox Balanced NAS:DODBX FO NAS USA
- Note: From the Security drop-down field, you can access funds, stocks, indexes, and separate accounts.

From the Security drop-down field, select a security (in this case, Dodge & Cox Stock).
 In the Data Point field, enter the name (or partial name) of a Morningstar data point to associate with the security. The Data Point drop-down field opens.

Prote: Name is recommended for the first data point, as shown here.

drop-down field for "name" displays the security's full name and short name	Securities <b>O</b> Attributes/Time series Holdings Identifiers				Output I Show Headers		
			Security Data Point				
	Portfolio Management		Dodge & Cox Stock		lame	Add	
	Attributes/Time series		Full Name	Short Nam	e		
	Holdings		Name	Name		0	
ick an Information			Branding Name	Branding_N	Vame	0	
on to read the data			Branding Name ID	Branding_N	Name_ID	0	
oint's definition			Firm Name	Firm_Name		0	

- 5. From the **Data Point** drop-down field, select a **data point** (in this case, **Name**). The Security and Data Point fields display your selections.
  - Note: Depending on the data point you select, other settings may now be displayed. See Data point parameters associated with investments on page 30 for a list of options in data points associated with a security.
- 6. In the upper-right corner of the window, click **Add**. The Security, Data Point, and Formula columns in the basket display the information for the newly created entry.
  - Pote: Entries must be displayed in the basket to be submitted to the spreadsheet.

Securities  Attributes/Time series Holdings	Layout Row	Column	The information i in the basket, but		
Identifiers Portfolio Management	Security		Data Point	Add	it has not yet been submitted to the spreadsheet
Attributes/Time series					the spreadsheet
Holdings	Remove	Security	Data Point	Formula	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name",	

## Create an entry based on an existing entry

Once you have created an entry for an investment and a data point, you probably want to retrieve other data points for the same investment. Keep in mind each data point must be associated with an investment. For example, you have created an entry to retrieve the Name data point of a specific investment, and you want to retrieve another data point for the same investment. Rather than once more selecting the investment from the drop-down field, you can quickly create the new entry by basing it on an existing entry.

To use an existing entry as the basis for a new entry, do the following:

1. In the basket, select the **existing entry**. In this sample, the entry for the security Dodge & Cox Stock is used as the basis for a new entry for another Dodge & Cox Stock data point.

	Layout Row	locolumn	Output 🗹 Show Headers		
The current Security and Data Point values for the selected row are displayed	Security Dodge & Cox Stock		Data Point Name	Add	
	Remove	Security	Data Point	Formula	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name",	

2. In the fields above the basket, click the **field** you want to change (in this case, Data Point).

	Layout Row	Column	Output 🗹 Show Headers	
By not changing the Security field, you can create another data point for that security	Security Dodge & C	ox Stock	Data Point Name	Add
data point for that security	Remove	Security	Data Point	Formula
	• ×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name",

3. Enter the name (or part of the name) of a **Morningstar Data Point** (in this case, **Investment Type**).

If you enter a data point's complete full or short name, the Data Point drop-down field offers only one selection	Layou	ut ow 🍥 Colu		Output Show Headers		
	Security			Data Point		
	Dod	odge & Cox Stock		investment type		Add
		Full Name	Short Nan	ne		
		Investment Type	Inv_Type			0
	•	X NAS:DOD	9GX	Name	=MSDP("N	AS:DODGX","Name",

- 4. From the **Data Point** drop-down field, select a **data point**. Even if only one data point is shown on the Data Point drop-down field, you must select it.
  - Note: Depending on the data point you select, other fields for parameters for the data point may now be displayed. See Data point parameters associated with investments on page 30 for a list of data point parameters associated with a security.
- 5. Click Add. The new data point is added to the basket.
  - Pote: If an entry is not listed in the basket, it will not be submitted to the spreadsheet.

Layou	ut .ow	Column	Output 🗹 Show Headers		
Secur	rity		Data Point		
				Add	Entries in the list are displayed in the order in which they were created
F	Remove	Security	Data Point	Formula	
F	Remove	Security NAS:DODGX	Data Point Name		displayed in the order in

Many of the Morningstar data points represent a time series; that is, they reference a start and end date. All investment entries require a security and a data point, but time series entries (as well as many other data points) require additional parameters.

Create a time series entry

To create a time series entry, do the following:

- 1. In the Security field, enter the **name**, **ticker**, or **other identifier** of a security. The Security drop-down field opens.
- 2. From the Security drop-down field, select a security (in this case, return).
- In the Data Point field, enter the name (or partial name) of a time series Morningstar data point. The Data Point drop-down field opens, displaying the data points containing the text you entered.

Securities C	La	/out	Output			
Attributes/Time series		Row () Column	Show Headers			
Holdings		Column	Y Show requers			
Identifiers		curity	Data Point			
Portfolio Management 🛛 🕻	D	odge & Cox Stock	return	Add		
Attributes/Time series		Full Name	Short Name			
Holdings		Return	Return			
		Bid Price Return	B2P_ret	0		
		Bid-Bid Return	B2B_ret	0		
		Daily Offer Return Index	Daily_Offer_Return_Index	0		
		Daily Post-Tax Return Index	Daily_Post_Tax_Return_In	0		
		Daily Return Index	DRI	(i		
		Gross Return	gross_ret	0		
		Income Return	income_ret	6		

- Note the highlighted selections
- From the Data Point drop-down field, select a data point (in this case, Daily Report Index). Additional required fields for the selected data point are displayed in the top part of the window.

- 5. Enter text or make a selection for each of the new fields.
  - Note: Depending on the data point you select, other parameters may now be displayed. See Data point parameters associated with investments on page 30 for a list of data points associated with a time series entry.

	Securities 🔘	Layout	Output		
	Attributes/Time series	Row Ocolumn	Show Headers		
	Holdings				
	Identifiers	Security	Data Point		
	Portfolio Management 🛛 🕥	Dodge & Cox Stock	Daily Return Index		Add
	Attributes/Time series	Start Date		End Date	
In this sample, the	Holdings	1 month ago 🛛 🗧	1/15/2017	Last Market Close	2/14/2017
defaults for the data point Daily Return Index are shown		Sort Descend Ascend Currency	Show Dates	Fill	Days
		Base Currency	Daily	Blank	Trading days/Activity days

- 6. When you have finished with all the fields, click **Add** in the upper-right corner of the window. The security's exchange, ticker, data point, and formula are displayed in the basket, below the previous row.
  - @ Note: If an entry is not in the basket, it will not be submitted to the spreadsheet.

	Securities  Attributes/Time series Holdings	Layo	out Row	Column	Output Show Headers			
e data points are	Identifiers	Security			Data Point			
played in the order	Portfolio Management					Add		
which they were ded to the basket	Attributes/Time series							
	Holdings		Remove	Security	Data Point	Formula		
			×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name",		
		×	×	NAS:DODGX	Inv_Type	=MSDP("NAS:DODGX","Inv_Ty		
			~	NAS:DODGX	DRI	=MSTS("NAS:DODGX","DRI","1/		

Change the

order of the entries

In the basket, the rows are displayed in the order in which you create the entries. At this point, you can change the order, but once you submit the entries to the spreadsheet, re-ordering can only be accomplished on the spreadsheet.

Note: See Change the order of position-locked entries on page 27 for information on changing the order of position-locked entries.

To change the order of the entries, do the following:

- 1. Select a **row** you want to move
- 2. In the heading at the top of the Formula column, click an **arrow** icon. The row moves up or down, depending on which arrow you clicked.
  - Note: If the arrow icons are not displayed, increase the width of the Morningstar Add-In window and/or the Formula column.

1	Remove	Security	Data Point	Formula	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name","COR	
	×	NAS:DODGX	Inv_Type	=MSDP("NAS:DODGX","Inv_Type","C	
	×	NAS:DODGX	DRI	=MSTS("NAS:DODGX","DRI","1/15/20	
	×	ASE:BCV	Name	=MSDP("ASE:BCV","Name","CORR=C,	
	×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRI","1/15/2017",	

	Remov	e Security	Data Point	Formula 🕆 🗸 👻	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name","CORR=C, HEADERS=TRUE")	Click a single arrow to mov
0	×	NAS:DODGX	Inv_Type	=MSDP("NAS:DODGX","Inv_Type","CORR=C, HEADERS=TRUE")	the row up or down, and a
	×	NAS:DODGX	DRI	=MSTS("NAS:DODGX","DRI","1/15/2017","2/14/2017","CORR=C, DATES=FALSE, ASCENDING	double arrow to move the
	×	ASE:BCV	Name	=MSDP("ASE:BCV", "Name", "CORR=C, HEADERS=TRUE")	row to the top or bottom of
	×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRI","1/15/2017","2/14/2017","CORR=C, DATES=FALSE, ASCENDING=FAL	the list

While working in the Morningstar Add-In window, you can delete an entry by simply clicking the **Delete** icon in the Remove column for that row.

**Delete an entry** 

In the sample shown here, note the Delete icon at the beginning of each row. Although the fifth entry is selected, you can delete any entry by clicking its Delete icon, regardless of what row is selected.

	Remove	Security	Data Point	Formula	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX", A	
	×	NAS:DODGX	Inv_Type	=MSDP("NAS:DODGX",	
	×	NAS:DODGX	DRI	=MSTS("NAS:DODGX","	You do not have to select an entry to click its Delete icon
	×	ASE:BCV	Name	=MSDP("ASE:BCV","Na	entry to click its delete icon
•	×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRL	

The result is shown here.

	Remove	Security	Data Point	Formula	
	×	NAS:DODGX	Name	=MSDP("NAS:DODGX",	
	×	NAS:DODGX	DRI	=MSTS("NAS:DODGX",	The second entry has
	×	ASE:BCV	Name	=MSDP("ASE:BCV","Na	been removed
•	×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRI	

## Submit the entries to the spreadsheet

Entries listed in the basket do not automatically transfer to the spreadsheet. You must submit the entries to the spreadsheet.

Note: Keep in mind the difference between Add and Submit. Add creates an entry in the basket. Submit submits all entries in the basket to the spreadsheet.

To submit your entries to the spreadsheet, click **Submit** in the lower-right corner of the window. The Morningstar Add-In window closes.

Vhen you lick <b>Submit</b> .	Securities  Attributes/Time series Holdings		yout ) Row	() Column	Output	
ll entries in	Identifiers	Se	curity		Data Point	
ne basket are	Portfolio Management	D	odge & Co	x Stock	Name	Add
ent to the preadsheet	Attributes/Time series					
	Holdings		Remove	Security	Data Point	Formula
		×	×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name","CORR=C, HEA 🎽
			×	NAS:DODGX	DRI	=MSTS("NAS:DODGX","DRI","1/15/2017","2/14/
			×	ASE:BCV	Name	=MSDP("ASE:BCV","Name","CORR=C, HEADERS
			×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRI","1/15/2017","2/14/201
						Submit Cancel

The spreadsheet displays the data, which was retrieved from Morningstar Direct.

	8	)- @- <del>-</del>			Sa	mple-EcIndica	ators.xlsx	- Excel
	File	Home Ins	ert Page Layo	ut Formulas	Data	Review	View	Morningstar
The column headers display	Profile	Investments Ec	Data	Sheet Workbook Refresh	1 Schedule	Templates * Resource	(?) Help	
the security exchange, ticker, and data point name	A1	• : :	$\times \checkmark f_x$	=MSDP("NAS:	DODGX","	Name","COR	R=C, HE	ADERS=TRUE")
		A	В	C		D		E F
	1 NAS:[	ODGX - Name	NAS:DODGX -	DRI ASE:BCV -	Name A	SE:BCV - DR	a i	
	2 Dodg	e & Cox Stock	3,1	44.66 Bancroft I	und	176	.16	j.
	3		3,1	22.04		175	.57	
	4		3,1	.06.74		175	.49	
	5		3.1	.06.74		175	.49	

When viewing the spreadsheet, you can open the Morningstar Add-In window at any time to create more entries, as well as delete and edit existing entries.

To open the Morningstar Add-In window, do the following:

- 1. In your spreadsheet, select the **top row**. The top row is usually, but not always, the header row—the row containing the formulas.
  - Pote: If the layout is set to row, select the left-most column.
  - Microsoft Excel H Review Home Insert Page Layout Formulas Data Morningstar View **A** TT Profile Investments Economic Cell Sheet Workbook Schedule Templates Help Data Functions onnection Refresh Resources =MSDP("NAS:DODGX","Name","CORR=C, HEADERS=TRUE A1 + (\* fx Click the row number to select the entire row Book3 D В A NAS:DODGX - Name NAS:DODGX - DRI ASE:BCV - Name ASE:BCV - DRI 1 3,074.20 Bancroft Fund 173.25 2 Dodge & Cox Stock 3,088.03 173.40 3 л 3,088.03 173.40
- 2. Select the **Morningstar** tab and click the **Investments** icon. The Morningstar Add-In window opens.

X 🖬 🤊	• 🙉 •   <del>-</del>	-		Microsoft I	Excel	
File	Home Insert	Page Layout For	mulas Data	Review View	Morningstar	Acrobat
Profile	Investments Functions		orkbook Schedule	Templates Help		
,	A1 • (*	f <sub>x</sub> =MSDP	("NAS:DODGX","	Name","CORR=C, I	HEADERS=TR	UE")
Boo	ыЗ					
	A	В	D	E	G	Н
1 N	AS:DODGX - Name	NAS:DODGX - DRI	ASE:BCV - Name	ASE:BCV - DRI		
2 Do	odge & Cox Stock	3,074.20	Bancroft Fund	173.25		
3		3,088.03		173.40		

Note the highlighted selections

**Open the Morningstar** 

Add-In window from the spreadsheet

- 3. Add and/or edit entries.
  - Note: For information on editing spreadsheet entries in the basket, go to Edit an entry on page 26.
- 4. When you're finished, be sure to click **Submit** to send the entries to the spreadsheet.

### Edit an entry

You cannot directly edit an entry in the basket. Instead, create a new entry to replace the existing entry, and then delete the existing entry, as follows:

1. In the Morningstar Add-In window, select the **entry** to replace (in this case, NAS:DODGX, Inv\_Type).

-	Security		Data Point		12	
The parameters for the selected entry are shown in this area	Dodge & Co	ox Stock	Investment Type		Add	
	Remove	Security	Data Point	Formula		
	×	NAS:DODGX	Name	=MSDP("NA	S:DODGX","Name","CORR=C, HEADERS=TRUE")	
	×	NAS:DODGX	DRI	=MSTS("NA	DODGX","DRI","1/15/2017","2/14/2017","CORR	
	×	ASE:BCV	Name	=MSDP("AS	EBCV","Name","CORR=C, HEADERS=TRUE")	
	×	ASE:BCV	DRI	=MSTS("AS	BCV","DRI","1/15/2017","2/14/2017","CORR=C,	
	> X	NAS:DODGX	Inv_Type	=MSDP("NA	AS:DODGX","Inv_Type","CORR=C, HEADERS=TRUE";	

2. Enter text or make selections in the field(s) you want to change (in this case, the data point Investment Type is being replaced by Morningstar Analyst Rating).

	Layout Row  O Column	Output		
Note the highlighted selections	Security Dodge & Cox Stock	Data Point morningstar		Add
	Full Name	N. 40	Short Name	
	Morningstar Sustaina	bility Rating	Morningstar_Sustainability_Rating	0
	 Morningstar Analyst	Rating	Mstar_Analyst_Rating	(1)
	Morningstar Analyst	Rating - Parent Pillar	Mstar_Analyst_Rating_Parent_Pillar	0
	Morningstar Analyst	Rating - People Pillar	Mstar_Analyst_Rating_People_Pillar	0

- 3. Click Add. The new data point is added to the bottom of the list in the basket.
- 4. In the row for the entry you are replacing (in this case, NAS:DODGX, Inv\_Type), click the **Delete** icon.

		ecurity Dodge & Cox Stock		Data Point Morningstar Analyst Rating Add					
	_	Remove	Security	Data Point	Formula				
		×	NAS:DODGX	Name	=MSDP("NAS:DODGX","Name",	6			
ou do not		×	NAS:DODGX	DRI	=MSTS("NAS:DODGX","DRI","1/	6			
ive to select row to click		×	ASE:BCV	Name	=MSDP("ASE:BCV","Name","CO	6			
Delete icon		×	ASE:BCV	DRI	=MSTS("ASE:BCV","DRI","1/15/	í			
		×	NAS:DODGX	Inv_Type	=MSDP("NAS:DODGX","Inv_Ty	í			
	•	X	NAS:DODGX	Mstar Analyst Rati	=MSDP("NAS:DODGX","Mstar	6			

5. Click Submit. The spreadsheet is displayed.

When using the Morningstar Add-In window with one or more new entries (i.e., entries not yet submitted to the spreadsheet), you can change the order of those entries using the arrow icons displayed on the Formula column heading. (See Change the order of the entries on page 23.) However, entries you have submitted to the spreadsheet have fixed positions, indicated by a Lock icon. This means you cannot to change the order of those entries in the basket.

When both locked and unlocked entries are shown in the basket, you can re-order unlocked entries but only within the unlocked entries. You cannot move an unlocked entry to a position between two locked entries.

Change the order of position-locked entries

			Formula 🛛 🕆 🗸 👻	Data Point	Security	Remove
		0	=MSDP("NAS:DODGX","Name","CORR=C, HEADERS=TRUE")	Name	NAS:DODGX	×
These		<b>A</b>	=MSTS("NAS:DODGX","DRI","1/15/2017","2/14/2017","CORR=C, DATES=FALSE, ASCENDING	DRI	NAS:DODGX	×
entries		_	=MSDP("ASE:BCV", "Name", "CORR=C, HEADERS=TRUE")	Name	ASE:BCV	×
locked			=MSTS("ASE:BCV","DRI","1/15/2017","2/14/2017","CORR=C, DATES=FALSE, ASCENDING=FA	DRI	ASE:BCV	×
			=MSDP("NAS:DODGX","Mstar_Analyst_Rating","CORR=C, HEADERS=TRUE")	Mstar_Analyst_Rati	NAS:DODGX	×
			=MSDP("ASE:BCV", "Mstar_Analyst_Rating", "CORR=C, HEADERS=TRUE")	Mstar_Analyst_Rati	ASE:BCV	×
			=MSDP("ASE:BCV","Fund_Size","CORR=C, CURR=BASE, HEADERS=TRUE")	Fund_Size	ASE:BCV	×
	-		=MSDP("NAS:DODGX", "Fund_Size", "CORR=C, CURR=BASE, HEADERS=TRUE")	Fund_Size	NAS:DODGX	×

To change the order of entries with fixed positions, you must do so in the spreadsheet, using standard Microsoft Excel procedures, as follows:

- In the Morningstar Add-In window (if it is open), if you have added or deleted entries to the basket, be sure to click **Submit**. Otherwise, **close** the Morningstar Add-In window. The spreadsheet is displayed.
- 2. In the spreadsheet, select the **column** you want to move.
- 3. Cut (or copy) the column.
- 4. Select the **column** to the right of where you want to paste column.
- 5. Right-click, then from the drop-down field, select Insert Copied Cells.
- 6. **Select** the column you cut or copied, and **Delete**.

### **Retrieving Data for Securities**

#### **Overview**

On the Securities tab of the basket, you can create spreadsheet entries for funds, stocks, indexes, and separate accounts based on the following:

- ► attributes and/or time series
- holdings, or
- ► identifiers.

ote the highlighted selection	Securities Attributes/Time series Holdings		vout Row	Column	Output Show Headers			
	Identifiers Portfolio Management	Sec	curity		Data Point		Add	
	Attributes/Time series Holdings		n and a state of the			Formula		
			Remove S	ecunty	Data Point	Formula		4

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

- work with the Attributes/Time series sub-tab (page 29)
- ▶ work with the Holdings sub-tab (page 32), and
- ▶ work with the Identifiers sub-tab (page 35).

Before proceeding, you should familiarize yourself with the information in Introduction to Working with Investments in the Morningstar Excel Add-In, beginning on page 15.

On the Attributes/Time series sub-tab, you can create spreadsheet entries based on the following:

Working with the Attributes/Time series sub-tab

- securities
- data points to associate with the selected securities, and
- ► additional parameters required by the selected data points.

Morningstar Add-In		Page 1 april	famile fam	-		×	
Securities  Attributes/Time series Holdings	Layout Row	() Column	Output Show Headers				Note the highlighted sel
Identifiers Portfolio Management	Security		Data Point		Add		
Attributes/Time series					Add		
Holdings	Remove	Security	Data Point	Formula			
						<b>1</b>	
						T	
					Submit Cano	cel	

Do not confuse the Attributes/Time series sub-tab on the Securities tab with the same-named sub-tab on the Portfolio Management tab. The difference is as follows:

- On the Securities tab, data is retrieved from a database.
- On the Portfolio Management tab, data is retrieved from a model portfolio created in Morningstar Direct.

See Working with the Attributes/Time series sub-tab on page 38 for information on the Portfolio Management tab.

### Data point parameters associated with investments

Once you have selected an investment, select a data point to associate with the selected investment.

The fields that define a data point in the Morningstar Excel Add-In are dynamic. In other words, when you select a data point, other parameter fields may be displayed. In these fields (which are required), you must make a selection in each field to further define the parameters of the data point.

For example, when you select the data point Daily Report Index from the Data Point drop-down field, new fields, such as Start Date, End Date, Sort, etc., open. In each of these fields, you must make a selection.

	Securities	Layout	Output		
	Attributes/Time series	Row O Column	Show Headers		
	Holdings				
	Identifiers	Security	Data Point		
	Portfolio Management	Dodge & Cox Stock	Daily Return Index		Add
the	Attributes/Time series	Start Date		End Date	
ghted	Holdings	1 month ago	1/15/2017	Last Market Close	2/14/2017
ions		Sort			
		Oescend Oescend	Show Dates		
		Currency	Frequency	Fill	Days
		Base Currency	Daily	Blank	Trading days/Activity days

The table shown here describes the parameters associated with data points on the Attributes/Time series sub-tab.

@ Note: Not all parameters are used in the samples shown in this document.

Parameter	Description
Start Date	Start Date has the following options:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
End Date	End Date has the following options:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
Sort	Select to sort the values in the column in Descending or Ascending order.
Show Dates	Select Show Dates to display the dates in the spreadsheet column headings.
Currency	Currency has the following options:
	<ul> <li>Base Currency, or</li> <li>Select a currency from the Currency drop-down field.</li> </ul>



Parameter	Description
Frequency	Frequency has the following options:
	<ul> <li>Daily, or</li> <li>Select a frequency from the Frequency drop-down field.</li> </ul>
Fill	Fill (the returned value for non-trading days) has the following options:
	<ul> <li>Blank, or</li> <li>Select a fill from the Fill drop-down field.</li> </ul>
Days	Days has the following options:
	<ul> <li>Trading days/Activity days, or</li> <li>Select Calendar days or Week days from the Days drop-down field.</li> </ul>
Return Type	Select total, market, post-tax, or other return type.
Annualized	Select to annualize returns.
Source	Select a source from the Source drop-down field.
Benchmark	Enter the name (or partial name) of a benchmark to use to calculate a custom calculation, then select from the Benchmark drop-down field.
Risk-free proxy	Enter the name (or partial name) of a risk-free proxy to use to calculate a custom calculation, then select from the Risk-free proxy drop-down field.
Compounding method	Select the compounding method.
Rolling window	Select the time period for the calculation.
Window shift	Select how often the calculation is performed.
Formulas	Display the formula as you fill in parameters.

Note: Source, Benchmark, Risk-free proxy, Compounding method, Rolling window, and Window shift are activated when you select a custom calculation data point.

### Working with the Holdings sub-tab

On the Holdings sub-tab, you can create spreadsheet entries based on the following:

- holdings
- data points to associate with the selected holdings, and
- additional parameters required by the selected data points.

Do not confuse the Holdings sub-tab on the Securities tab with the same-named sub-tab on the Portfolio Management tab. The difference is as follows:

- On the Securities tab, data is retrieved from a database
- On the Portfolio Management tab, data is retrieved from portfolios created in Morningstar Direct.

See Working with the Holdings sub-tab on page 43 for information on the Portfolio Management tab.

### Data point parameters associated with holdings

Once you have selected a holding, select a data point to associate with the selected holding.

The fields that define a data point in the Morningstar Excel Add-In are dynamic. In other words, when you select a data point, other parameter fields may be displayed. In these fields (which are required), you must make a selection in each field to further define the parameters of the data point.

The table shown here describes the parameters associated with data points associated with holdings.

Parameter	Description
Position ID	From the Position ID drop-down field, select one of the following:
	<ul> <li>SecID</li> <li>Ticker</li> <li>ISIN, or</li> <li>CUSIP.</li> <li>All selections are equally valid.</li> </ul>
Start Date	Select a date in the past to show holdings as of that date, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>

@ Note: Not all parameters are used in the samples shown in this document.

Parameter	Description
End Date	Select the last time period for which you want to see holdings data for the selected security, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
Sort	Sort has the following options:
	<ul> <li>Descend, or</li> <li>Ascend.</li> </ul>
Show holding name	Select to display the holding name in the spreadsheet.
Show detail holding type	To display asset type, check Show detail holding type.
Holding Type	Holding Type has the following options:
	► Stocks
	<ul> <li>Bonds, or</li> <li>All.</li> </ul>
Data Type	Data Type has the following options:
	<ul> <li>Weight(%)</li> <li>Market Value, or</li> <li>Number of Shares.</li> </ul>
Frequency	Frequency has the following options:
	<ul> <li>All, or</li> <li>Select a frequency from the Frequency drop-down field.</li> </ul>
Top N Holding	Enter the number of holdings to display.

### Create spreadsheet entries for holdings

To create spreadsheet entries for holdings, do the following:

- 1. In a spreadsheet, select the **cell** in the row and column in which you want your entries to start (in this sample, **cell A:1**).
- 2. On the Morningstar ribbon, click the **Investments** icon. The Morningstar Add-In window opens.

	🗶   🛃 🤊	+ (= +   <del>-</del>		Microsoft Excel							-
	File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat	11-1
Note the highlighted selections	Profile	Investmen		Cell	Sheet Workbo	ok Schedule	Template	? Help		-	
	Connection	Fun	ctions	2	Refresh		Reso	urces			
		A1	• (m	$f_X$							
	Bo	ok2									
	A	А	В	С	D	E	F	G	H	1	J.
	1 2 3										

3. In the Navigation Pane, select the **Securities** tab, then select **Holdings**.

	Morningstar Add-In	ten bet hørsen	Area in Max	The Property of Street	
	Securities Attributes/Time series Holdings	Layout Row  Column	Output Show Headers		
	Identifiers Portfolio Management	Security	Position ID SecId	1	Add
	Attributes/Time series Holdings			End Date Enter Date	
In this sample,		Sort Descend Ascend Holding type		Show holding name Sho	w detail holding type
the defaults for holdings are shown			) All Top N holding	Weight(%) Market value	Number of shares
		All		]	
		Remove Security	Data Point Formula		
		<u> </u>			Submit Cancel

- 4. Starting with the Security field, select a **managed product**.
- 5. **Fill in** each of the fields. See Data point parameters associated with holdings on page 32 to learn about parameters required for data points associated with holdings.
- 6. When you finish all the fields, click **Add** in the upper-right corner of the window. The holding is listed in the basket.
- 7. Continue creating entries for holdings.
- 8. When all your entries are complete, click **Submit** in the lower-right corner of the window to submit the entries to the spreadsheet.

When you submit multiple holdings, a new spreadsheet is created for each holding and its data points.

You can retrieve the security identifiers (ticker, SecID, ISIN, etc.) from one of your investment lists or saved searches. This is a quick way to create numerous spreadsheet entries at once.

When you retrieve security identifiers from an investment list, only the security identifier appears in the output. The data points from the selected investment list, such as Return, Category Rank, etc., will not be retrieved. You will need to add each data in separate calls.

When the source of an entry is an investment list or saved search, data points other than the security ID cannot be retrieved in the Morningstar Add-In window. To create data points for identifier entries, use the Morningstar code functions, such as MSDP or MSTS, in a formula in the spreadsheet.

For more information on Morningstar code functions, see the Morningstar Excel Add-In Reference Guide.

Working with the Identifiers sub-tab Note th

### Create spreadsheet entries from an investment list or saved search

To create spreadsheet entries by retrieving data from an investment list or saved search, do the following:

- 1. In a spreadsheet, select the **cell** in the row and column in which you want your entries to start (in this sample, cell A:1).
- 2. On the Morningstar ribbon, click the Investments icon. The Morningstar Add-In window opens.

	🗶   🚽 🔊 + (≈ +   ₹					Microsoft Excel					
	File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat	
e highlighted selections	Profile Investments Economic Data		had been as a second se	and the second		Templates Help					
		41	<b>+</b> (*	fx	TALLAR!		105.000				
	Book2										
	A	А	В	С	D	E	F	G	Н	I J	
	1										
	3										

3. In the Navigation Pane, select the Securities tab, then select Identifiers. The options necessary to define an identifier entry are displayed.

Note the highlighted selections	Morningstar Add-In Securities Attributes/Time series Holdings	Layout Row   Column	Output 🗹 Show Headers	
	Identifiers Portfolio Management Attributes/Time series Holdings	Source Investment list Security ID SecId	List/Search name 12 Open End	Add
		X Oakmark Select Ra		"Oakmark Select Ra "Sample List", "SECI Cancel Submit

- 4. From the **Source** drop-down field, select one of the following:
  - Investment List, or
  - Search.
- 5. When the selected source is Investment List, select one of your investments lists from the List/Search name drop-down field.

When the selected source is Search, select one of your saved searches from the List/Search name drop-down field.

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- 6. From the **Security ID** drop-down field, select one of the following to be displayed in the spreadsheet:
  - ► SecId
  - ► Ticker
  - ► ISIN, or
  - ► CUSIP.
  - Prote: These are the only data points you can retrieve for an identifier entry.
- 7. In the upper-right corner of the window, click **Add**. The name of the investment list or saved search is listed in the basket.

Layout Row	Column	Output 🗹 Show Headers		
Source Investment I Security ID SecId		List/Search name	Add	When the source is an investment list or saved search, the name of the list or search is displayed in the Security column
Remove	Security	Data Point	Formula	
×	Oakmark Select Ra	SECID	=MSMEMBER("L","Oakmark Sel	
×	Sample List	SECID	=MSMEMBER("L","Sample List",	
			Submit Cancel	]

8. When all your entries are complete, click **Submit** in the lower-right corner of the window to submit the entries to the spreadsheet.

In the Morningstar Add-In, the basket displayed a single entry for each source (an investment list or saved search) in the Security column; however in the spreadsheet, the security ID of each security from the source is displayed in a separate row.

1	A	В	
1	Oakmark Select Rank - SECID	Sample List - SECID	
2	FOUSA00KZH	0P000002RH	When an investments list is the the security ID data points are r
3	FEUSA0000E	0P00000185	though other data points may be
4	F00000M7WG	0P00000001	investment list in Morningstar Di
5	F00000JNUM	0P000003IJ	
6	FEUSA04AF8	0P00000220	

## **Retrieving Morningstar Data from a Portfolio**

Overview	On the Portfolio Management tab within the Morningstar Excel Add-In, you can create spreadsheet entries retrieved from the following:
	<ul> <li>accounts</li> <li>custom benchmarks to which you have constituent rights</li> <li>model portfolios, and</li> <li>holdings.</li> </ul>
	On the Portfolio Management tab, all of the above are referred to as objects.
	Note: To retrieve data using the Portfolio Management tab, you need to have already saved the accounts, custom benchmarks, models portfolios, and/or holdings files in the Portfolio Management module in Morningstar Direct.
	In this section, you will learn how to work with the following functions from the Portfolio Management tab:
	<ul> <li>work with the Attributes/Time series sub-tab, and</li> <li>work with the Holdings sub-tab.</li> </ul>
	Before proceeding, you should familiarize yourself with the information in Introduction to Working with Investments in the Morningstar Excel Add-In, beginning on page 15.
Working with the Attributes/Time series sub-tab	In its simplest form, a spreadsheet entry for an object consists of an object and an associated data point. You will select these from the drop-down fields in the Morningstar Add-In window.
	On the Attributes/Time series sub-tab, you can create spreadsheet entries based on the following objects:
	<ul> <li>account</li> <li>custom benchmark to which you have constituent rights, or</li> <li>model portfolio.</li> </ul>
	With each of the above, you will also make selections from the account and data point drop-down fields.

	Merningstar Add-In Securities Attributes/Time series Holdings	Layout Row  Column	Output Show Headers	
Account is the default	Identifiers Portfolio Management Attributes/Time series	Object Account	Accounts Data Point	Add
selection from the Object drop-down field	Holdings	Remove Security	Data Point Formula	ubmit Cancel

Do not confuse the Attributes/Time series sub-tab on the Portfolio Management tab with the same-named sub-tab on the Securities tab. The difference is as follows:

- On the Securities tab, data is retrieved from a database.
- On the Portfolio Management tab, data is retrieved from portfolios created in Morningstar Direct.

See Working with the Attributes/Time series sub-tab on page 29 for information on the Securities tab.

### Data point parameters associated with an object

Once you have selected an account, custom benchmark, or model portfolio, select a data point to associate with the selected object.

The fields that define a data point in the Morningstar Excel Add-In are dynamic. In other words, when you select a data point, other parameter fields may be displayed. In these fields (which are required), you must make a selection in each field to further define the parameters of the data point.

The table shown here describes parameters associated with data points on the Attributes/Time series sub-tab.

Parameter	Description
Start Date	Select a date in the past to show values beginning at that date, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
End Date	Select the last time period for which you want to see values for the selected object, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
Sort	Select to sort data in Descending or Ascending order.
Show Dates	To display dates, select Show Dates to display dates.
Currency	Currency has the following options:
	<ul> <li>Base Currency, or</li> <li>Select a currency from the Currency drop-down field.</li> </ul>
Frequency	Frequency has the following options:
	<ul> <li>Daily, or</li> <li>Select a frequency from the Frequency drop-down field.</li> </ul>

Parameter	Description
Fill	Fill (the returned value for non-trading days) has the following options:
	<ul> <li>Blank, or</li> <li>Select a fill from the Fill drop-down field.</li> </ul>
Days	Days has the following options:
	<ul> <li>Trading days/Activity days, or</li> <li>Select Calendar days or Week days from the Days drop-down field.</li> </ul>
Return Type	Select total, market, post-tax, or other return type.
Annualized	Select to annualize returns.
Source	Select a source from the Source drop-down field.
Benchmark	Enter the name (or partial name) of a benchmark to use to calculate a custom calculation, then select from the Benchmark drop-down field.
Risk-free proxy	Enter the name (or partial name) of a risk-free proxy to use to calculate a custom calculation, then select from the Risk-free proxy drop-down field.
Compounding method	Select the compounding method.
Rolling window	Select the time period for the calculation.
Window shift	Select how often the calculation is performed.
Formulas	Display the formula as you fill in parameters.

Note: Benchmark, Risk-free proxy, Compounding method, Rolling window, and Window shift are activated when you select a custom calculation data point.

Note the highlighted selections

#### Create spreadsheet entries from an account, custom benchmark, or model portfolio

To create a spreadsheet entry from an account, custom benchmark, or model portfolio, do the following:

- 1. In a spreadsheet, select the **cell** in the row and column in which you want your entries to start (in this sample, **cell A:1**).
- 2. On the Morningstar ribbon, click the **Investments** icon. The Morningstar Add-In window opens.

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat
Profile	Investmen	ts Economi Data		eet Workbook	1 c Schedule	Templates	(?) Help		
Connection	Fun	ctions		Refresh		Resou	urces		
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Boo	ok2								
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2									
3									

 In the Navigation Pane, select the **Portfolio Management** tab, then select the **Attributes/Time series** sub-tab. The fields Object, Accounts, and Data Point are displayed above the basket.

Securities Attributes/Time series Holdings	Layout Row  Column	Output 🗹 Show Headers			
Identifiers Portfolio Management Attributes/Time series	Object Account	Accounts	Data Point	Add	Note the highlighted
Holdings	Remove Security	Data Point	Formula		selections
				Submit Cancel	

- 4. From the **Object** drop-down field, select one of the following:
  - Account
  - Custom Benchmark, or
  - Model Portfolio.
- 5. When the selected object is Account, select one of your **accounts** from the **Accounts** drop-down field.

When the selected object is Custom Benchmark, select one of your **custom benchmarks** from the **Accounts** drop-down field.

When the selected object is Model Portfolio, select one of your **model portfolios** from the **Accounts** drop-down field.

- 6. In the Data Point field, enter the name of a **Morningstar data point** to associate with the selected object. A list of matching data points appears as you type.
  - ☞ Note: Using "Name" as the first data point is recommended.
- 7. When you finish filling in the fields for the data point you selected, click **Add** in the upper-right corner of the window. The name of the investment list or saved search is listed in the basket, along with the data point and formula.
  - Note: See Data point parameters associated with an object on page 39 to learn about the selections in the Data Point drop-down field

In this sample, the object is	Layout			Output Show Header	rs				
a model portfolio, John Smith IRA is the account, and the data points are Name and Return Date Month End	Object Model Portfolio			Accounts John Smith IRA		Data Point           Return Date (Mo-End)         Ad		Add	
		Security	Dat	a Point	Formula				
	×	John Smith IRA	Nar	me	=MSDP("B8F7D30	DE-94F5-4FF4-83C5-33	9555C33331;MI	D","Name","CO 4	Δ.
	> X	John Smith IRA	Ret	urn Date ME	=MSDP("B8F7D30	DE-94F5-4FF4-83C5-33	39555C33331;MI	D","Return_Dat	
							Car	ncel Submit	j

- 8. Continue creating **entries** to see other accounts, custom benchmarks, and/or model portfolios.
- 9. When all your entries are complete, click **Submit** in the lower-right corner of the window to submit the entries to the spreadsheet.
  - Note: When you create a spreadsheet entry from an object (account, custom benchmark, or model portfolio), the object name is displayed in the spreadsheet, but not the individual investments in the selected object.

		A	В
	1	B8F7D30E-94F5-4FF4-83C5-339555C33331;MD - Name	B8F7D30E-94F5-4FF4-83C5-339555C33331;MD - Return_Date_ME
row	2	John Smith IRA	1/31/2017

The header row displays the ID code and the name of the data point On the Holdings sub-tab of the Portfolio Management tab, you can create spreadsheet entries based on holdings in the following objects:

- ► an account
- ► a custom benchmark, and
- ► a model portfolio.

Do not confuse the Holdings sub-tab on the Portfolio Management tab with the same-named sub-tab on the Securities tab. The difference is as follows:

- On the Securities tab, data is retrieved from Morningstar data.
- On the Portfolio Management tab, data is retrieved from objects created in Morningstar Direct.

See Working with the Holdings sub-tab on page 32 for information on the Holdings tab.

### Create spreadsheet entries from holdings in an object

To create spreadsheet entries by retrieving data from holdings in an object, do the following:

- 1. In a spreadsheet, select the **cell** in the row and column in which you want your entries to start (in this sample, **cell A:1**).
- 2. On the Morningstar ribbon, click the **Investments** icon. The Morningstar Add-In window opens.

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningsta	r Acrob	at
Profile		ts Economic Data	Cell St	neet Workboo Refresh	k Schedule	Templates	*			
	41	+ (m	fx	Kelleni		Report	11003			
Boo	ok2									
A	A	В	С	D	E	F	G	Н	1	J
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3										

Working with the Holdings sub-tab

Note the highlighted selections

3. In the Navigation Pane, select the **Portfolio Management** tab, then select the **Holdings** sub-tab. The options necessary to define a holding entry are displayed.

	Morningstar Add-In Securities Attributes/Time series Holdings	Layout Row	© Column	Output 🗹 Show Headers	-		- El sectera		
Note the highlighted selections	Identifiers Portfolio Management Attributes/Time series Holdings	Object Account Start Date Enter Date Sort O Descend Holding type Stocks Frequency All		Accounts		End Date	ame Sho	Add w detail holding type	
		Remove	Security	Data Point	Formula		(	Submit Cancel	

- 4. From the **Object** drop-down field, select one of the following:
  - Account
  - Custom Benchmark, or
  - ► Model Portfolio.
- 5. From the **Accounts** drop-down field, select an **account** within the object you selected in step 4.
- 6. From, the **Position ID** drop-down field, select one of the following:
  - SecID
  - Ticker
  - ► ISIN, or
  - ► CUSIP.
- 7. **Fill in** the remaining fields. See Data point parameters associated with holdings on page 32 to learn about the various parameters required for data points associated with holdings.
- 8. When you have finished with all the fields, click **Add** in the upper-right corner of the window. The holding is listed in the basket.
- 9. Continue creating entries for holdings
- 10. When all your entries are complete, click **Submit** in the lower-right corner of the window to submit the entries to the spreadsheet.

With the Morningstar Excel Add-In, you can retrieve the most influential economic indicators (such as GDP, Jobs, etc.) by keyword to access the latest and most reliable data, powered by the Federal Reserve Economic Data (FRED) and Action Economics.

In the Morningstar Excel Add-In, retrieving economic indicators is done via the Morningstar Add-In window where you can do the following:

- search for economic indicators
- access multiple economic indicators and add them to your spreadsheet all at once, and
- edit the settings and data points associated with an economic indicator.

Morningstar Add-In	×	
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Indicators		
1-Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent	- E1	
I-Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent	.=	
10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent		
10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent		
> 10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent		
2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent		
20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent		The initial view of the
3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent		Morningstar Add-In window for economic
3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent		indicators is shown here
30-Year Conventional Mortgage Rate, Monthly, NSA, MORTG, Percent		
30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent		
30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent		
4-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number		
5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent		
C Marth Tarran Constant Maturity Date Daily NCA DOCCMO Descent		
671 Results   0 selected		
Preview Settings +Data		
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Ok	Cancel	
OK	Cancei	

In this section, you will learn how to work with the features of the Morningstar Add-In window for economic indicators.

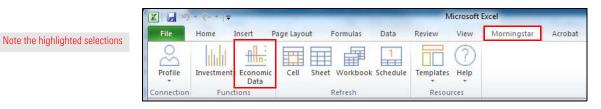
Overview

### Features of the Morningstar Add-In window for economic indicators

Before you begin using the Morningstar Excel Add-In to retrieve economic indicators for a spreadsheet, you should be familiar with the features of the Morningstar Add-In window (described in this section).

To open the Morningstar Add-In window, do the following:

- 1. In a spreadsheet, select the **cell** in which you want your entries to start.
- 2. On the Morningstar ribbon, click the **Economic Data** icon. The Morningstar Add-In window opens.



- 3. Notice the following in the Morningstar Add-In window (displayed below):
  - In the Search field at the top of the window, you can search by keyword or MSECON function. For more information on MSECON and other Morningstar code functions, see the Morningstar Excel Add-In Reference Guide.
  - The Indicators list displays commonly used economic indicators from which you can select.
  - The Preview tab displays the indicators you select for your spreadsheet
  - The Settings tab displays options for the selected indicator(s).
  - The +Data tab displays data point options for the selected indicator(s).

-		٩	
	Indic	licators	
	•	1-Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent	
	×.	1-Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent	
	•	10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent	
	۲	10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent	
	•	10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent	
	•	2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent	
	•	20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent	
	•	3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent	
	•	3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent	
	•	30-Year Conventional Mortgage Rate, Monthly, NSA, MORTG, Percent	
	•	30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent	
	•	30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent	
	•	4-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number	
	•	5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent	
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### **Retrieving Economic Data**

Before proceeding, you should familiarize yourself with the information in Introduction **Overview** to Working with Economic Data in the Morningstar Excel Add-In, beginning on page 45.

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

- create spreadsheet entries for economic indicators (page 47)
- add an entry to a spreadsheet (page 53)
- use search to create a new entry (page 56)
- edit an entry (page 58), and
- ► delete an entry (page 60).

You can create spreadsheet entries in the following ways:

- ► select an entry or entries from the Indicators list (described in this section), or
- search for keywords (described in Use search to create a spreadsheet entry on page 56).

To create spreadsheet entries from the default Indicators list, do the following:

- 1. In a spreadsheet, select the **cell** in which you want your entries to start.
- 2. On the Morningstar ribbon, click the **Economic Data** icon. The Morningstar Add-In window opens.

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File	Home I	nsert	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat	Next the block band of each
8	ih.d	-Alla-		目間	1	FFF	(?)			Note the highlighted selections
Profile	Investments	Economic Data	c Cell Sh	eet Workbool	the second se	Templates	Help			
Connection	Funct	ions		Refresh		Resou	rces			

Note: (Optional) In the Morningstar Add-In window, click the **arrow** at the beginning of any entry in the Indicators list. A row opens, displaying the formula for the indicator.

Morr	ningstar Add-In	ſ
	٩	Note t highlig selecti
	Indicators	Select
	▼ 1-Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent ^	Select
		381801

Create spreadsheet entries for economic indicators

Overview

- 3. Select **indicator(s)** from the default list by clicking the **checkbox** at the beginning of each row you want to include. The selected indicator(s) are displayed in the Preview tab.
  - Note: The options you select in the Settings and +Data tabs (in steps 4–8) will be applied to all selected indicators. If you want to select different options for an individual indicator, select only that indicator, then proceed to steps 4–8.

To select all ndicators in the ist, click here	Indicators         1 -Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent         1 -Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent         10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent         10-Year Treasury Constant Maturity Rate, Monthly, NSA, DGS10, Percent         10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent         10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent         2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent         20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent         3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS300, Percent         3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS300, Percent         3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent         3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent         3-Year Treasury Constant Maturity Rate, Daily, NSA, MORTG, Percent	
ndicators in the st. click here	<ul> <li>I-Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
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st, click here	<ul> <li>10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
	<ul> <li>10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
	<ul> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
	<ul> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
	<ul> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> </ul>	
	3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent	
	<ul> <li>30-Year Conventional Mortgage Rate, Monthly, NSA, MORTG, Percent</li> </ul>	
	<ul> <li>30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent</li> </ul>	
	<ul> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> </ul>	
te the counts	<ul> <li>4-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number</li> </ul>	
played here	<ul> <li>5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent</li> </ul>	
	W CHILL CHILL BILL DIT DIT NO DOCMO DI	
	I Results   3 selected	
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e selected	1MONTH.TREASURY.CONSTANT.MATURITY.RATE.NSA.DAILY	
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4. In the bottom portion of the window, select the **Settings** tab. The Settings tab opens.

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Indicators			_	-						
✓ ▶ 1-Mc	onth Treasury Constant	: Maturity	Rate, Daily	, NSA,	DGS1MO, Per	cent			•	
✓ ▶ 1-Ye	ar Treasury Constant	Maturity I	Rate, Daily,	NSA, I	DGS1, Percent				(=)	You can select
✓ ► 10-Y	ear Treasury Constant	Maturity	Rate, Daily	, NSA,	DGS10, Perce	nt				and deselect indicators while
► 10-Y	ear Treasury Constant	Maturity	Rate, Mont	hly, NS	SA, GS10, Perc	ent				displaying any
► 10-Y	ear Treasury Constant	Maturity	Rate, Week	dy, En	ding Friday, NS	A, WGS10YR, Perc	ent			tab (Preview,
□ ▶ 2-Ye	ar Treasury Constant	Maturity I	Rate, Daily,	NSA, I	DGS2, Percent					Settings, or +Data)
□ ► 20-Y	ear Treasury Constant	Maturity	Rate, Daily	, NSA,	DGS20, Perce	nt				Dataj
🔲 🕨 3-Mo	onth Treasury Constant	Maturity	Rate, Daily	, NSA,	DGS3MO, Per	cent				
🔲 🕨 3-Ye	ar Treasury Constant	Maturity I	Rate, Daily,	NSA, I	DGS3, Percent					
🔲 🕨 30-Y	ear Conventional Mort	gage Rat	e, Monthly,	NSA, N	IORTG, Percen	t				
□ ► 30-Y										
■ ▶ 30-Y	ear Treasury Constant	Maturity	Rate, Daily	, NSA,	DGS30, Perce	nt				
	eek Moving Average of	Initial C	laims, Week	ly, En	ding Saturday,	SA, IC4WSA, Num	ber			
► 5-Ye	ar Treasury Constant	Maturity I	Rate, Daily,	NSA, I	DGS5, Percent				1990	
	III		. n-t- n-il.	NCA	D000M0 0			,		
671 Results   3	3 selected									
Preview	w Settings +	Data								
As of date	Last Month End	~	1/31/2017		Layout	Column	O Row	Show date	es	The initial display
Start date	3 years ago	~	2/1/2014		Days	Trading days	Activity days	. [	~	shows the default options
End date	Last Month End	~	1/31/2017							for settings
More Options										
Show Cor			Clear W	orkSh	eet					
Show All \	/ersions 📃 Latest Va	alue								
							1			
								Ok Cano	cel	

- 5. Modify the **selections** on the Settings tab, keeping in mind that the selections will be applied to all the economic indicators you have selected.
  - ☞ Note: See Options on the Settings tab on page 52 for information on the Settings tab.

	Morningstar Add-In
	٩
	Indicators
You can select and deselect indicators while displaying any tab (Preview, Settings, or +Data)	Indicators         Image: Production of the start of
The initial display shows the default options for settings	Preview Settings +Data      Title Frequency Publish Source Published Units     Release Date Range Seasonal Adjustment Last Updated      Ok Cancel

6. In the bottom portion of the window, select the **+Data** tab. The +Data tab opens.

- 7. Modify the **selections** on the +Data tab, keeping in mind keeping in mind that the selections will be applied to all the economic indicators you have selected.
  - The set of the set of

- 8. Click **Ok**. The Morningstar Add-In window closes and the spreadsheet is displayed.
  - Note: The default column widths are controlled by Microsoft Excel so it is likely some of the data will not fit.

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	A	В	с	D	E	F	G	
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2	As of date	Value	As of date	Value	As of date	Value		
3	****	"FRED, 1-M	****	"FRED, 1-Y	****	"FRED, 10-	Year Trea	
4	Date		Date		Date			
5	*****	0.49	****	0.82	*****	2.51		The #aumhole indicate the date
6	######################################	0.48	****	0.82	****	2.53		The # symbols indicate the data output is too large for the cell
7	*****	0.50	****	0.81	****	2.47		
8	*****	0.46	****	0.79	****	2.41		
9	*****	0.46	#########	0.82	#########	2.48		
10	######################################	0.47	****	0.83	****	2.47		
11	*****	0.48	****	0.82	#########	2.42		
12	*****	0.52	****	0.80	****	2.33		
13	*****	0.52	****	0.82	#########	2.40		
14	######################################	0.52	****	0.81	****	2.36		
15	*****	0.51	****	0.82	****	2.38		
16	****	0.51	****	0.82	****	2.38	3	
17	1/9/2017	0.50	1/9/2017	0.82	1/9/2017	2.38		
18	1/6/2017	0.50	1/6/2017	0.85	1/6/2017	2.42		
19	1/5/2017	0.51	1/5/2017	0.83	1/5/2017	2.37		

9. Select cell **A:1**. The cell's formula is displayed in the Formula Bar.

Note: In the Formula bar, the portion of the formula displayed between quotation marks represents the selection from the Morningstar Add-In window.

In many cases, the fu	E.NSA.DAI	URITY.RAT	TANT.MAT	ASURY.CONS	"1MONTH.TRE	=MSECON(	$\checkmark f_x$	×		1
formula will not fit ir the Formula bar.	I	н	G	F	E	D	с	В	А	1
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	ant Maturit	ury Consta	Year Treas	7 "FRED, 10	y 1/31/201	17 "FRED, 1-	1/31/2	FRED. 1-	/31/2017	1/

### Options on the Settings tab

The table shown here describes the options on the Settings tab.

Option	Action
As of date	Select a date in the past to show economic indicators as of that date, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>From the Start Date drop-down field, select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
Start date	Select a date in the past to show economic indicators starting on that date, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
End date	Select the last time period for which you want to see economic indicators data, by doing one of the following:
	<ul> <li>Manually enter a date.</li> <li>Enter Dash Codes from the Start Date drop-down field, or select a relative date, or</li> <li>Select a date from a calendar.</li> </ul>
Layout	Select Column or Row.
Show dates	Deselect to hide dates.
Days	Days has the following options:
	<ul> <li>Trading days/Activity days</li> <li>Calendar days, or</li> <li>Week days.</li> </ul>
Show Correction	Select to include corrected values in the series output. If left unselected, corrections to the economic indicators during the time series will not be reflected in the spreadsheet.
Sort Ascending	Select to sort output in ascending order. Data is displayed in descending order by default.
Clear Worksheet	Select to clear data in worksheet prior to output.
Show all versions	Select to display all versions of the data.
Latest Value	Select to display the latest value of the data. This setting overrides As of date, Start date, and End date.

### Options on the +Data tab

The table shown here describes the options on the +Data -tab.

Option	Action
Title	Select to display the title of the economic indicator (such as 10-Year Treasury Constant Maturity Rate).
Frequency	Select to display the frequency with which the source publishes the data.
Publish Source	Select to display the source of data.
Published Units	Select to display the units in which the data is expressed (percentage, numbers, etc.).
Release	Select to display the release date of data
Date Range	Select to display the first date of historical data to present.
Seasonal Adjustment	Select to indicate that data is seasonally adjusted.
Last Updated	Select to display the date of last update of data.

When adding an entry to a spreadsheet, always select an empty cell where you want the entry you are adding to begin. If you select a cell that contains content, that content will be overwritten. Depending on how many entries you created and the options selected in the Settings and +Data tabs, other cells in the row as well as cells in subsequent rows could also be overwritten.

To create a new spreadsheet entry, do the following:

- 1. In the spreadsheet, select an **empty cell** (in this case, cell **G:1**).
  - Note: Although text may appear to be displayed in the selected cell (as shown below), it is actually continued text from the adjacent cell (in this case, F:1). When an empty cell is selected, the Formula bar is empty.

G	1 *	: ×	√ f <sub>×</sub>				
2	А	В	с	D	E	F	G
1	1MONTH.TREA	SERIESID=	1YEAR.TREASU	SERIESID=	10YEAR.TREAS	SERIESID=	DGS10
2	As of date:	Value	As of date:	Value	As of date:	Value	
3	1/31/2017	"FRED, 1-M	1/31/2017	"FRED, 1-Y	1/31/2017	"FRED, 10	-Year Treas
4	Date		Date		Date		
5	1/26/2017	0.49	1/26/2017	0.82	1/26/2017	2.51	
6	1/25/2017	0.48	1/25/2017	0.82	1/25/2017	2 53	

If you select a cell that is not empty, its content will be replaced by the new spreadsheet entry you create

Add an entry

to a spreadsheet

Note the highlighted selections

2. On the Morningstar ribbon, click the **Economic Data** icon. The Morningstar Add-In window opens.

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	Morningstar	Acrobat
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Connection	Func	tions	8	Refresh		Resou	rces		

Note: When you open the Morningstar Add-In window from an empty cell, the Preview tab displays the default Indicators list (shown below). If you open the Morningstar Add-In window from a cell with content, that content is reflected in the Preview window.

	٩.	
	Indicators	
	1-Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent	
down	1-Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent	
v more	10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent	
list	10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent	
	10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent	
	2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent	
	20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent	
	3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent	
	3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent	
	30-Year Conventional Mortgage Rate, Monthly, NSA, MORTG, Percent	
	30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent	
	30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent	
	4-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number	
	5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent	
	C Marth Tarran Carthert Maturity Date Daily MCA DOCOMO Darrat	
	671 Results   0 selected	
	Preview Settings +Data	

3. Select an **indicator** (or indicators) to add to the spreadsheet. The selected indicator is shown in the Preview tab at the bottom portion of the window.

<ul> <li>I0-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS3MO, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS3, Percent</li> <li>30-Year Conventional Mortgage Rate, Monthly, NSA, MORTG, Percent</li> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent</li> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>50-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>14-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number</li> <li>5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent</li> <li>15-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent</li> <li>15-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent</li> </ul>	Indicators <ul> <li>1-Month Treasury Constant Maturity Rate, Daily, NSA, DGS1MO, Percent</li> <li>1-Year Treasury Constant Maturity Rate, Daily, NSA, DGS1, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Daily, NSA, DGS10, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Monthly, NSA, GS10, Percent</li> <li>10-Year Treasury Constant Maturity Rate, Weekly, Ending Friday, NSA, WGS10YR, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS2, Percent</li> <li>2-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>20-Year Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Month Treasury Constant Maturity Rate, Daily, NSA, DGS20, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>3-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>30-Year Conventional Mortgage Rate, Weekly, Ending Thursday, NSA, WRMORTG, Percent</li> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>30-Year Treasury Constant Maturity Rate, Daily, NSA, DGS30, Percent</li> <li>4-Week Moving Average of Initial Claims, Weekly, Ending Saturday, SA, IC4WSA, Number</li> <li>5-Year Treasury Constant Maturity Rate, Daily, NSA, DGS5, Percent</li> <li>4-Week Moving Average of Initial Claims, Weekly, DOSCHOP Decent</li> <li>6/11 Results 1 selected</li> <li>Preview Settings +Data</li> </ul>	1
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- 4. Select the Settings tab and make any necessary changes to the options displayed.
  - Pote: See Options on the Settings tab on page 52 for information on the Settings tab.
- 5. Open the **+Data** tab and make any necessary **changes** to the options displayed.
  - The set of the set of
- 6. Click **Ok**. The spreadsheet is displayed with the new entries' display starting in the cell you selected in step 1 on page 53.

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4	Date		Date		Date		Date		
5	1/26/2017	0.49	1/26/2017	0.82	1/26/2017	2.51	1/26/2017	2.82	
6	1/25/2017	0.48	1/25/2017	0.82	1/25/2017	2.53	1/25/2017	2.84	
7	1/24/2017	0.50	1/24/2017	0.81	1/24/2017	2.47	1/24/2017	2.78	

Note the highlighted selection

### Use search to create a spreadsheet entry

The search function allows you to find indicators by keyword, such as GDP (Gross Domestic Product) or EPI (Economic Performance Index).

To use search to create a new spreadsheet entry, do the following:

- 1. In the spreadsheet, select an empty cell (in this case, cell I:1).
  - @ Note: Although text may appear to be displayed in the selected cell (as shown below), it is actually continued text from the adjacent cell (in this case, H:1). When an empty cell is selected, the Formula bar is empty.

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that is not empty, its content will be	з	1/31/2017	"FRED, 1-M	1/31/2017	"FRED, 1-Y	1/31/2017	"FRED, 10-	1/31/2017	"FRED, 20-	Year Treas
replaced by the	4	Date		Date		Date		Date		
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entry you create	6	1/25/2017	0.48	1/25/2017	0.82	1/25/2017	2.53	1/25/2017	2.84	

2. On the Morningstar ribbon, click the Economic Data icon. The Morningstar Add-In window opens.

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Profile	Investment	Economic Data	E-E	Sheet	Workbook	Schedule	Templates	? Help		
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- 3. In the search field, enter a **keyword** (in this case, **GDP**).
- 4. Press < ENTER >. The Indicators list refreshes and displays indicators for the keyword.

he	GDP								
phted on	Indicators								
	Gross Domestic Product, Quarterly, SAAR, GDP, Billions of Dollars								
	Gross Domestic Product, Annual, NSA, GDPA, Billions of Dollars								
	Real Gross Domestic Product, Annual, NSA, GDPCA, Billions of Chained 2009 Dollars								
	Real Gross Domestic Product, 3 Decimal, Quarterly, SAAR, GDPC96, Billions of Chained 2009 Dollars								
	Real Gross Domestic Product, Annual, NSA, GDPMCA1, Millions of Chained 2009 Dollars								
	Real Gross Domestic Product, Quarterly, SAAR, GDPMC1, Millions of Chained 2009 Dollars								
	Real Gross Domestic Product, Quarterly, SAAR, GDPC1, Billions of Chained 2009 Dollars								
	Gross Domestic Product: Chain-type Price Index, Quarterly, SA, GDPCTPI, Index 2009=100								
	Real Potential Gross Domestic Product, Quarterly, NSA, GDPPOT, Billions of Chained 2009 Dollars								
	Gross Domestic Product: Implicit Price Deflator, Quarterly, SA, GDPDEF, Index 2009=100								
	Gross Domestic Product, Annual, Fiscal Year, NSA, FYGDP, Billions of Dollars								
	Nominal Potential Gross Domestic Product, Quarterly, NSA, NGDPPOT, Billions of Dollars								
	Gross Domestic Product, Annual, NSA, A191RP1A027NBEA, Percent Change from Preceding Period								
	Gross Domestic Product, Quarterly, SAAR, A191RP1Q027SBEA, Percent Change from Preceding Period								
	27 Results   0 selected								

5. Select an **indicator** (or indicators) to add to the spreadsheet by clicking its checkbox. The selected indicator is displayed on the Preview tab.

Morn	nings	star Add-In 📃	Ś	
G	SDP	٩,		
	Indi	cators		
	۲	Gross Domestic Product, Quarterly, SAAR, GDP, Billions of Dollars	*	
~	×.	Gross Domestic Product, Annual, NSA, GDPA, Billions of Dollars		
	۲	Real Gross Domestic Product, Annual, NSA, GDPCA, Billions of Chained 2009 Dollars		
	×	Real Gross Domestic Product, 3 Decimal, Quarterly, SAAR, GDPC96, Billions of Chained 2009 Dollars	_	
	•	Real Gross Domestic Product, Annual, NSA, GDPMCA1, Millions of Chained 2009 Dollars		
	۲	Real Gross Domestic Product, Quarterly, SAAR, GDPMC1, Millions of Chained 2009 Dollars		
	۲	Real Gross Domestic Product, Quarterly, SAAR, GDPC1, Billions of Chained 2009 Dollars		Note th
	۲	Gross Domestic Product: Chain-type Price Index, Quarterly, SA, GDPCTPI, Index 2009=100		highlig
	۲	Real Potential Gross Domestic Product, Quarterly, NSA, GDPPOT, Billions of Chained 2009 Dollars		selecti
	۲	Gross Domestic Product: Implicit Price Deflator, Quarterly, SA, GDPDEF, Index 2009=100		
	۲	Gross Domestic Product, Annual, Fiscal Year, NSA, FYGDP, Billions of Dollars		
	۲	Nominal Potential Gross Domestic Product, Quarterly, NSA, NGDPPOT, Billions of Dollars		
	×	Gross Domestic Product, Annual, NSA, A191RP1A027NBEA, Percent Change from Preceding Period		
	۲	Gross Domestic Product, Quarterly, SAAR, A191RP1Q027SBEA, Percent Change from Preceding Period		
			-	
27 R	esul	ts   1 selected		
	Pr	eview Settings +Data		
×	G	DP.ANNUAL.NSA		
~	91			

- 6. Select the Settings tab and make any necessary changes to the options displayed.
  - Pote: See Options on the Settings tab on page 52 for information on the Settings tab.
- 7. Select the +Data tab and make any necessary changes to the options displayed.
  - The set of the set of
- 8. Click **Ok**. The spreadsheet is displayed with the new entries' display starting in the cell you selected in step 1 on page 56.

11	•	: ×	✓ <i>f</i> <sub>x</sub>	=MSECON(	"GDP.ANNUAL	NSA","Va	lue","2/1/2014	4","1/31/20	)17","CorR=C,	Dates=Tru	e,Days=T,	l
1	А	В	С	D	E	F	G	н	I	J	к	1
1	1MONTH.TREA	SERIESID=	1YEAR.TREAS	SERIESID=	10YEAR.TREAS	SERIESID=	20YEAR.TREA	SERIESID=	GDP.ANNUA	SERIESID=	GDPA	
2	As of date:	Value	As of date:	Value	As of date:	Value	As of date:	Value	As of date:	Value		The new entry
3	1/31/2017	"FRED, 1-M	1/31/2017	"FRED, 1-Y	1/31/2017	"FRED, 10	1/31/2017	"FRED, 20	1/31/2017	"FRED, Gr	oss Domes	begins in the
4	Date		Date		Date		Date		Date			selected cell (in
5	1/26/2017	0.49	1/26/2017	0.82	1/26/2017	2.51	1/26/2017	2.82	1/1/2016	18,566.90	)	this case, I:1)
6	1/25/2017	0.48	1/25/2017	0.82	1/25/2017	2.53	1/25/2017	2.84	1/1/2015	18,036.60		
7	1/24/2017	0.50	1/24/2017	0.81	1/24/2017	2.47	1/24/2017	2.78				
8	1/23/2017	0.46	1/23/2017	0.79	1/23/2017	2.41	1/23/2017	2.72				

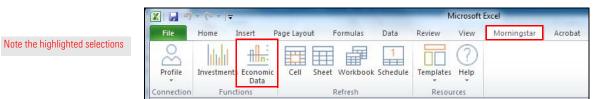
# **Edit an entry** You can edit an entry's options on the Settings and +Data tabs in the Morningstar Add-In window.

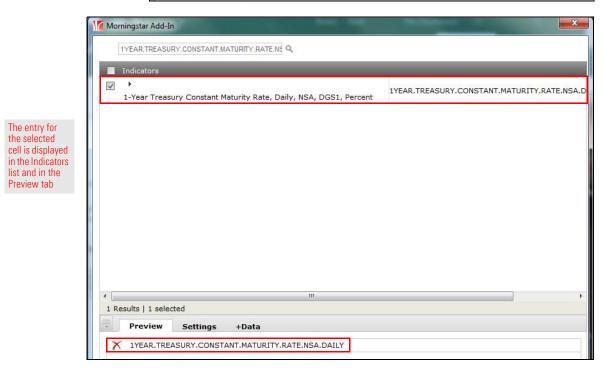
To edit an entry, do the following:

- 1. In the spreadsheet, select the top **cell** of an existing entry's column (in this case, **C:1**). The Format bar displays the content of the selected cell.
  - The values in cell C:3 (As of date) and column E will be changed.

	CI	L Y	: ×	√ f <sub>x</sub> :	=MSECON(	"1YEAR.TREAS	URY.CONS	TANT.MATURI	TY.RATE.N	SA.DAILY"
The Formula bar		Α	В	С	D	E	F	G	н	I
displays the formula	1	1MONTH.TRE	SERIESID=	1YEAR.TREAS	SERIESID=	10YEAR.TREA	SERIESID=	20YEAR.TREA	SERIESID=	GDP.ANN
for the selected cell	2	As of date:	Value	As of date:	Value	As of date:	Value	As of date:	Value	As of date
	з	1/31/2017	"FRED, 1-M	1/31/2017	"FRED, 1-)	1/31/2017	"FRED, 10-	1/31/2017	"FRED, 20-	1/31/20

2. On the Morningstar ribbon, click the **Economic Data** icon. The Morningstar Add-In window opens.





3. Select the **Settings** tab and make any necessary **changes** to the options displayed. In this sample, the As of date has been changed to **Last Market Close**.

Preview	Settings +	Data		
As of date	Last Market Close	~	2/13/2017	
Start date	Enter Date	~	2/1/2014	
End date	Enter Date	~	1/31/2017	
More Options				
Show Corre	ction 🔲 Sort Asce	ending	Clear W	/orkShe
Show All Ve	rsions 🔲 Latest Va	alue		

The set of the settings tab on page 52 for information on the Settings tab.

- 4. Select the **+Data** tab and make any necessary **changes** to the options displayed. In this sample, the **Title** checkbox has been enabled.
  - The set of the set of

Preview	Settings +Data	
✓ Title	Frequency	Note the highlighted selections
Release	Date Range	

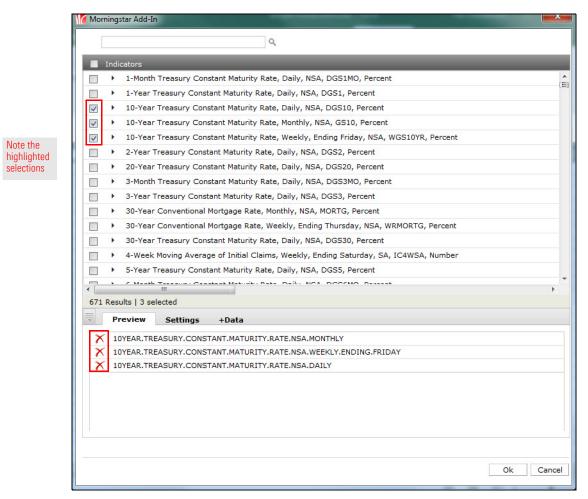
- 5. Click **Ok**. The spreadsheet is displayed. Note the following:
  - ► In cell C:3, the As of date (which was 1/26/2017) now reflects the last market close (2/13/2017)
  - A new column (column E) has been added to display the Title, and
  - The data previously displayed in column E and columns to its right now occupy column F and the columns to its right.

C	1 *	1 ×	$\checkmark f_x$ :	=MSECON(	"1YEAR.TREAS	URY.CONST	TANT.MATURI
ź	A	В	C	D	E	F	G
1	1MONTH.TRE	SERIESID=	1YEAR.TREAS	SERIESID=		SERIESID=	20YEAR.TREA
2	As of date:	Value	As of date:	Value	@MCD_TITLE	Value	As of date:
3	1/31/2017	"FRED, 1-M	2/13/2017	"FRED, 1-Y	1-Year Treasu	"FRED, 10-	1/31/2017

**Delete an entry** In the Morningstar Add-In window, when you have not yet sent your entries to the spreadsheet, they can be deleted. However, if the entries are in the spreadsheet, they cannot be deleted from the Morningstar Add-In window. Instead, use standard Microsoft Excel procedures (not covered in this document) to delete them.

To delete an entry, do the following:

- 1. In the Morningstar Add-In window, delete an entry by doing one of the following:
  - ► In the Indicators list, deselect the entry's **checkbox**, or
  - ► In the Preview tab, click the **Delete** icon.



2. If you are finished creating and deleting entries in the Morningstar Add-In window, click **Ok**. The spreadsheet opens and the entries you did not delete are now in the spreadsheet.