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Replicating a Performance Report in Presentation Studio

Imagine your manager asks you to evaluate how Mid-Cap and Small-Cap funds have performed over various time periods, and to determine how many ranked in the top quartile of their category while also earning a positive Alpha vs. their Morningstar index. This exercise guide shows you how to conduct this analysis in the Performance Reporting module, and how to present it via a Presentation Studio template. The following general sections are covered in this guide:

Overview

- Creating a Performance Report (page 5)
- Creating a Performance Report in Presentation Studio (page 36)

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	6 7 8 9 10 11 12	Invesco iShares JHancoo MassMu Principa SPDR®	Performance Reporti	e 🕶	Morningstar Analyst	12/31/2018	group		group		Peer	7/1/2017 -	group				Peer	Alpha	Batting Average 3/1/2016 - 2/28/2021	Noha Per	r Small- up Total re Score
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Creating a Performance Report

Creating a performance report involves the following basic steps:

- 1. Select the investments (rows) to include on the report.
- 2. Choose how to group those rows together, such as by Morningstar Category. This makes analysis simpler and specific investments easier to find.
- 3. Pick the columns to include on the report, both for performance data and any supplemental data points.
- 4. Apply conditional formatting and a scorecard to highlight your findings.

Because this performance report will ultimately be replicated in Presentation Studio, an additional step will be taken to create custom data points for the scorecard values. This section offers the following exercises:

- ► Exercise 1: Review the application's User Preferences and performance report General Settings on page 6
- Exercise 2: Create the performance report and select the investments on page 9
- ► Exercise 3: Change the settings for the group on page 11
- Exercise 4: Set the values for the Time Periods tab on page 15
- Exercise 5: Set the values for data points and ranks on page 17
- ► Exercise 6: Select data points in the Supplementary Columns window on page 22
- ► Exercise 7: Save the performance report on page 24
- Exercise 8: Calculate the performance report on page 25
- Exercise 9: Apply conditional formatting to a performance report on page 26
- ► Exercise 10: Generate a Scorecard for a set of investments on page 28, and
- Exercise 11: Save the Scorecard values as custom data points on page 33.

Overview

Before creating a performance report, it's important to check both the application's User Preferences and the General Settings in the Performance Reporting module, to make any necessary updates before proceeding. Failing to do so could cause unnecessary duplicate work later. To check both of these, do the following:

Exercise 1: Review the application's User Preferences and performance report General Settings

- 1. Log in to the desktop access point of Morningstar Direct.
- From the menu bar at the top of the Morningstar Direct window, select File > Set User Preferences. The Set User Preferences window opens.

🕌 Morningstar Direct					
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> ools	<u>H</u> elp	Search for	In Securities	▼ Go	
Set User Preferences	Home				Select this option from the File menu.
New Folder	0/-1	Tesisies 10 Meeder Mee	L 20, 2021		Select this option from the file menu.
Exit	vveicome	, Training 16 Monday, Marc	n 29, 202 I		
E Filings	Annou	ncements			
 Help/Definitions Morningstar Publications 	Date	Headline			
HFR Research	3/28	Morningstar Direct Re			
 Content Catalog Learning Center 	3/25	Morningstar Direct M			
	3/25	Morningstar Direct Su	ıstainable Financ	e Disclosure	
	3/24	Introducing Mornings	tar's Quantitative	e Rating (MQ	

 On the General tab, from the Custom Peer Group Ranking drop-down field, be sure Morningstar Methodology is selected. This ensures open-end funds and exchange-traded funds in the same Morningstar Category are combined for the sake of calculating peer group rankings.

Set User Preferences		\times
Set User Preferences		
General Portfolio Mar	nagement Import Export Return Settings User Defined Primar	ער
Decimal places	2 ~	
PDF page size	A4 ~	
PDF orientation	Portrait OLandscape	
Benchmark 1	S&P 500 TR Find	
Benchmark 2	Find	
	Don't use benchmark 2	
Risk-free proxy	USTREAS T-Bill Auction Ave 3 Mon Find	
Currency	US Dollar 🗸	
Local country/Region	United States \checkmark	
Default universe	Funds (Open End and Exchange Traded Funds \smallsetminus	
Return/Price type	Mixed \checkmark	
Language	English	Check the value for this field.
Asset dass type	United States Allocation \checkmark	tor this hold.
Custom Peer Group Ranking	Morningstar Methodology Click <u>here</u> to review impact before changing	g selection
Save cache files to	C:\Users\clowry\AppData\Local\Morningstar\DIRECT\ Select Director	гу
Stock Intersect Holding #	500 Max 2000	
Extended performance		
Use ETF Proxy for Unavaila	able Index Portfolios	
Show Morningstar Publishe	d Lists & Searches	

- 4. Click **OK** to close the Set User Preferences window.
- 5. Select the **Performance Reporting** module. The Folders page should be selected by default.

6. Click General Settings. The General Setting window opens.

Home	Folder			
Equity/Credit Research	Actio	n 🔹 🗈 New 🎪 General Settings 🛛 Quick Find	i i	Use this button to control a numb
Local Databases Global Databases		Name	▲ Folder	of settings to be applied to all performance reports you create.
Performance Reporting	1	Consistent Large Growth Funds	Folders	
▼ ■ Reports	2	Custom Data Performance Report	Folders	
Folders	3	Large Growth Funds	Folders	
All Reports	4	Large Growth Funds Performance Report	Folders	
Inbox	5	Large Value Funds	Folders	
Archive	6	Mid-Small Cap Performance Report	Folders	
Templates	7	Presentation Studio Report	Folders	
Batches	8	Proxy Level Data	Folders	
	9	TEST	Folders	
	10	World Large Stock Non Tobacco Funds	Folders	

- 7. Click the **Display** tab.
- 8. In the Group Display Settings section, be sure the box for **Show Open Fund and Exchange Traded funds grouped separately for Morningstar Category** is **unchecked**.

Select the default display se	ttings for new performance reports.	
General Grou	ping Display Style Output	
Report Display Settings	 Show calculation benchmark Show calculation benchmark 2 Show floating date labels Show synchronized search criteria name Show synchronized investment list name Show Annualized/Cumulative tag Order time period latest first 	
Group Display Settings	Display benchmarks position () Before funds () After fund Show display benchmark 1 Show display benchmark 2 Show additional display benchmarks Show rank values for display benchmarks Show number of investments ranked Show peer group definition criteria	ds Be sure this b is not checke

9. Click **OK** to close the General Settings window.

This performance report will be created by selecting certain criteria via a search. To create the performance report, do the following:

- Exercise 2: Create the performance report and select the investments
- 1. The Performance Reporting module should be selected. On the toolbar above the grid, click **New**. The Select Investments dialog box opens.

<u>File N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	Search for	In Securities		▼ Go	
Home	Folder					
Equity/Credit Research	Action	n 🕶 🔛 New 🎪 Genera	I Settings Quick Find			Click Nev
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Performance Reporting	1	Consistent Large Gro	Folders			
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Folders	3	Large Growth Funds			Folders	
All Reports	4	Large Growth Funds F	erformance Report		Folders	
Inbox	5	Large Value Funds			Folders	
Archive	6	Presentation Studio R		Folders		
Templates	7	Proxy Level Data	Folders			
🕨 🚞 Batches	8	TEST				
	□9	World Large Stock No	n Tobacco Funds		Folders	

2. Select Search Criteria, then select Funds (Open End and Exchange Traded Funds).

Select Investments		
How do you want to select Investments?		
Name/Ticker/ISIN/CUSIP/SecId		
Single Investment: Multiple Investments		
Search Criteria Funds (Open End and Exchange Traded Funds)	\sim	Funds (Open End and Exchange
⊖ My Lists	X	Traded Funds) should be selected.
O Import List		
ок Cancel He	elp	

3. Click **OK**. The Search Criteria window opens.

- 4. From the View Field Name area, select **Alphabetically**.
- 5. Click the **first row** of the Field Name column, then use the following table to select the criteria and values for the search. Be sure to set the parentheses before the first row, and after the sixth row.

Rel	(Field	Operator	Value)
	(Morningstar Category	=	U.S. > Mid-Cap Blend	
Or		Morningstar Category	=	U.S. > Mid-Cap Growth	
Or	Morningstar Category		=	U.S. > Mid-Cap Value	
Or		Morningstar Category	=	U.S. > Small Blend	
Or		Morningstar Category	=	U.S. > Small Growth	
Or		Morningstar Category	=	U.S. > Small Value)
And		Share Class Closed to new Inv	Not =	Yes	
And		Oldest Share Class	=	Yes	
And		Inception Date	<	3/1/2016	
And		Morningstar Analyst Rating	>=	Bronze	
And		Prospectus Net Expense Ratio	<	CAT AVG	

@ Note: Jump to a particular data point in the list by typing the first few letters of its name.

6. Click **Run Search** to ensure you see a number of Items Found greater than 0.

							se	e sure your criteria matu ections here, and click earch to ensure you see	(Run			
M M	orningsta	r Direc	t Funds (Open End a	nd Exchange	e Traded Fund	ls)			-	- 🗆)	×
Bo	pen 🔤	+= Inse	ert 🗙 Delete 🚅	Clear All	🟦 Export -	PDF	Save As	M Feedback				
	Rel	(Field Name				Operator	Value)	
1		(Morningstar Categor	ry			=	Mid-Cap Blend				^
2	Or		Morningstar Categor	ry			=	Mid-Cap Growth				
3	Or		Morningstar Categor	ry .			=	Mid-Cap Value				
4	Or		Morningstar Categor	ry			=	Small Blend				
5	Or		Morningstar Categor	ry .			=	Small Growth				
6	Or		Morningstar Categor	ry			=	Small Value)	
7	And		Share Class Closed	to New Inv			Not=	Yes				
8	And		Oldest Share Class				=	Yes				
9	And		Inception Date				<	3 / 1 /2016				
10	And		Morningstar Analyst	Rating			>=	Bronze				\checkmark
• Ву	Field Nan Category habetical		Include: ✓ Only Survivir ☐ User Defined	-			ems Searched: 1269	Items Found: 108	Run S	Search		
He	p								0	K Ca	ncel]

- 7. Click **Save As**. The Save As dialog box opens. Saving the search criteria here enables you to use it later, in both the Workspace module and Presentation Studio.
- 8. Name the search Small-Mid Cap Performance Report.
- 9. Click **OK** to save the search.
- 10. Click **OK** to close the Search Criteria window. The Group Settings window opens.

By default, when examining the peer group rank performance of funds in a performance report, Morningstar Direct compares the funds only to the others in their group, rather than all potential funds in the corresponding group, such as the Morningstar Category. This section shows you how to change the peer group for a set of funds so all funds from each category are included for comparison purposes when calculating rank values.

Additionally, it is also important to use a relevant benchmark for both the performance comparison and performance calculations, particularly when Modern Portfolio Theory (MPT) statistics such as Alpha are included. This exercise also covers this change. Finally, only one comparison benchmark will be displayed beneath each group on the report, rather than the default two benchmarks.

To change these settings for a performance report, do the following:

- Check the Select All box above the first row. Having all groups selected ensures the subsequent changes made in this exercise apply to all groups. Without selecting all groups first, these steps would have to be repeated for each row.
- 2. In the Peer Group column for row 1, click the **Peer Group** icon. The Peer Group dialog box opens.

	to select all groups in those groups).					lick this ico ne Peer Gro	n to change up value.				
🚺 Group Settings											
Group Settings The group settings be defined using ex				nents ir	nto groups f	for compa	rison again	nst pe	er group	os and selec	cted ł
G•оир Ву	Recently Us Available Grou			Databas r Categ		Search		~	Update]	
Current Grouping	Morningstar C	ategory	×	Delete	🔩 Custon	n groups	Show I	Bencł	hmarks	+ Add Dis	splay
Display Gro	oups/Investments				nvestments blay Group	Peer Gro	up		# of In Peer G	vestments roup	in Di
🗹 1 🔹 🕨 🖌 US Fun	d Mid-Cap Value	e			18	Display (Group		ł	18	S8
✓ 20	d Small Blend				21	Display (Group		<u>}</u>	21	S8
✓ 42 → US Fun	42 > US Fund Mid-Cap Growth					Display (Group			21	S8
✓ 64 → US Fun	nd Mid-Cap Blend	d			23	Display (Group	1		23	S8
🗹 88 🛛 🕨 US Fun	d Small Value				11	Display (11	S8
▼ 100 → US Fun	d Small Growth				14	Display (14	S8

Exercise 3: Change the settings for the group

3. Click the Morningstar Category button.

Veer Group				\times	
Define Peer Group D This dialog is used to	ialog define the peer group.				
How do you want to d	efine peer group?				
OUse Display Grou	þ				Use this ention to compare
🔵 Search Criteria	Open End Funds			\sim	Use this option to compare the funds from the search to all other funds in their
◯ My Lists				\sim	Morningstar Category.
Morningstar Cate	gory gory + Search Criteria Open End Funds				
т	his option will select the n	levant category/	sector for e	each grouping	
Неір			ок	Cancel	

- 4. Click **OK** to close the dialog box. Note how the value in the # of Investments in Peer Group cell has changed.
- 5. In row 1, from the **Display Benchmark 1** drop-down field, select **Morningstar Index**.

									esponding in the perfor	mance report.	
Group Sett	ings										
	igs dialog is used to organize or search criteria.	a list of inve	stments i	nto groups f	or compa	arison aga	ainst pe	er group	os and selecte	ed benchmarks	. Peer gro
roup By	Recently Used	Custo	m Databa	ise 🔘	Search						
	Available Grouping:	Morning	star Cate	jory			~ L	Jpdate			
Current Grouping		t Settings	# of I	│ <mark>Ža</mark> Custon nvestments play Group	. 5. St. 2		v Bench		vestments in	lay Benchmark Display Bench	
and the second sec	und Mid-Cap Value			18	Display	Group			18		~
	und Small Blend			21	Display				21	Morningstar C Morningstar C	ategory A ategory I idex
	und Mid-Cap Growth und Mid-Cap Blend			21	Display Display	in the second				Morningstar Ir MPT Index	
	und Mid-Cap Biend			11	Display				11	S&P 500 TR	-
	und Small Growth			13	Display				13	S&P 500 TR	-

6. To see what the benchmark is for each category, from the toolbar, click **Show Benchmarks**.

						o see the name of each proup to appear on the		
Group S	Settings							×
	77	organize a list of inv	estments into groups	for comparison against pe	er groups and select	ed benchmarks. Peer group	ps can be defined usi	ng existin
Group By	Recently U	sed OCust	om Database	Search				
	Available Gro	uping: Morning	gstar Category	~ u	Jpdate			
Current Grou		Report Settings	★ Delete Signature Custon	m groups Show Bench	marks + Add Dis	olay Benchmark Display Benchmark 1	Display Benchmark	2
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v 1 → U	JS Fund Mid-Cap Valu	e	18	Morningstar Category	417 🦋	Morningstar Index 🗾 🔍	MSCI EAFE USD	- 2
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₹20 → L					688 🦞	Morningstar Index 📃 🧟	21 21	• Q • Q
✓ 20 → U ✓ 42 → U	JS Fund Small Blend	rth		Morningstar Category	688 ¥	Morningstar Index 🚽 🧟 Morningstar Index 🚽 🍳	MSCI EAFE USD	• & • & • &
▼ 20 → U ▼ 42 → U ▼ 64 → U	JS Fund Small Blend JS Fund Mid-Cap Grow	rth		Morningstar Category Morningstar Category Morningstar Category	688 ¥ 620 ¥ 427 ¥	Morningstar Index Morningstar Index Morningstar Index Morningstar Index Morningstar Index Morningstar Index Morningstar Index	MSCI EAFE USD	× × × × × × ×

- 7. **Scroll right** to see the Display Benchmark 2 column. By default, both display benchmarks are shown in the performance report. To ensure only the first benchmark is displayed, on the toolbar, click **Report Settings**. The Report Settings dialog box opens.
- 8. To hide Display Benchmark 2, uncheck the box for Show display benchmark 2.

Keport Settings		
Select display and outp	ut settings for the performance report.	
Display	Output	
Report Display Setting	 Show calculation benchmark Show calculation benchmark 2 Show floating date labels Show synchronized search criteria name Show synchronized investment list name Show Annualized/Cumulative tag 	Uncheck this box to
Group Display Setting	 Display benchmarks position Before funds After funds Show display benchmark 1 Show display benchmark 2 Show additional display benchmarks Show rank values for display benchmarks Show number of investments ranked Show peer group definition criteria 	ensure only one benchmark appears on the performance report.

9. Click **OK** to close the Report Settings dialog box.

Note the selection from

- Next, ensure the proper benchmark is used for calculating the MPT data on the performance report. From the Calculation Benchmark drop-down field in row 1, select Display Benchmark 1.
 - Note: You may need to scroll right to see this column.

Selecting Display Benchmark 1 here ensures the following:

- ► The same benchmark is used for both display and calculation, and
- ► A peer-appropriate index is used for calculations.

							this drop-dov				
Group Setting	js								-		×
Group Settings The group settings investment lists or a		a list of inve	estments i	into groups for compa	rison against pee	r group	s and selected benchmarks	s. Peer groups car	be defined	l using exist	ting
Group By	Recently Used Available Grouping:		om Databa Istar Cate		~ U	pdate					
Current Grouping	Morningstar Category	Settings	¥ Delete	Sustom groups	Show Benchr	narks	+ Add Display Benchmark	k			
	oups/Investments		#	of Investments in Dis eer Group			Display Benchmark 2	Calculation Bench	nmark		Ris
✓ 20 → US Fund ✓ 42 → US Fund ✓ 64 → US Fund	d Mid-Cap Value d Small Blend d Mid-Cap Growth d Mid-Cap Blend d Small Value			688 🏹 Ma 620 🥁 Ma 427 💥 Ma	rningstar Index rningstar Index rningstar Index rningstar Index rningstar Index	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	MSCI EAFE PR USD V MSCI EAFE PR USD V MSCI EAFE PR USD V MSCI EAFE PR USD V MSCI EAFE PR USD V	Display Benchma Display Benchma Display Benchma Display Benchma	ark 1 ark 1 ark 1		US" US" US"
▼ 100 → US Fund	d Small Growth			625 🏹 Ma	rningstar Index	- 9	MSCI EAFE PR USD	Display Benchma	ark 1	- 🔍 I	UST

- 11. Click **OK** to close the Group Settings window. The Select Column dialog box opens.
- 12. Make sure the option for **User Defined** is selected. This selection allows you to define the report columns.

Select Column	X	
Choose a method to define th	ne report columns.	
How do you want to define rep	ort columns?	
User defined Morningstar Templates My Templates	۳ ۲	This option should be selected by default.
Help	ок Cancel]

13. Click **OK**. The Performance Column Setup window opens.

One aspect of this performance report is to know if this set of funds has performed consistently well over a set of rolling three-year periods, starting from five years ago through the most recent month-end. This exercise shows you how to set up the time periods for this analysis. Do the following:

- 1. The Performance Column Setup window should be open, with the Time Periods tab selected. The Start Date and End Date fields reflect a five-year time period by default, but it is a single time period, rather than rolling time periods. In the Time Periods area, select the **Rolling window** option.
- 2. From the Window size drop-down field, select 3 years.
- 3. From the **Moving step** drop-down field, be sure **6 months** is selected. The Number of columns field should read **5**.
- 4. Click **Add Columns**. The time periods for the report are added to the Selected Time Periods area at the bottom of the window.

M Performance Column	Setup			×]
Time Period Setup The time periods tab is	used to add, edit, or rer	nove time periods	to the performanc	e report.	
Time Periods E	Data Points Rank	s			
Time Period					
Start Date	5 years ago	~ O:	/01/2016	•	
End Date	Last Year End	× 12	2/31/2020	—	
Time Periods	⊖ Single period	۲	Rolling window		
	◯ Trailing periods	0	Regular periods fro	om start	
	O Forward extending	periods 🔿	Regular periods fro	om end	Review the values and settings for
Window size	3 years	~			the highlighted fields before clicking this button, then confirm the
Moving step	6 months	\sim			Selected Time Periods are correct.
Number of columns	5 Add	d Columns			
Selected Time Periods	5		1		
7/1/2016 - 6/30/2019 1/1/2017 - 12/31/203 7/1/2017 - 6/30/2020	18 (Rolling 3 years windo 9 (Rolling 3 years windo 19 (Rolling 3 years windo 0 (Rolling 3 years windo 20 (Rolling 3 years windo	v, 6 months step) ow, 6 months step v, 6 months step)		* * * *	
Manage Colum		Remove	Remove Al		
	IGLEST HIST				
Help			OK	Cancel	

5. One last time period will be added, to allow the performance report to show the average rolling three-year return over the five-year time span. In the Time Periods area, select the **Single Period** option.

6. Click Add Columns.

☞ Note: Do not click OK yet; the Data Points and Ranks tabs still need to be addressed.

Performance Column	Setup		\times	
Time Period Setup The time periods tab is i	used to add, edit, or remove time pe	riods to the performance report.		
Time Periods Da	ata Points Ranks			
Time Period				
Start Date	5 years ago 🗸 🗸 🗸	03/01/2016		Select this option for
End Date	Last Month End $$	02/28/2021		the last time period.
Time Periods	Single period	O Rolling window		
	○ Trailing periods	○ Regular periods from start		
	○ Forward extending periods	O Regular periods from end		
Window size	~			
Number of columns	1 Add Columns			
Selected Time Periods				
7/1/2016 - 6/30/2019 1/1/2017 - 12/31/201 7/1/2017 - 6/30/2020 1/1/2018 - 12/31/202	8 (Rolling 3 years window, 6 months (Rolling 3 years window, 6 months s 9 (Rolling 3 years window, 6 months (Rolling 3 years window, 6 months 0 (Rolling 3 years window, 6 months (5 years ago - Last Month End)	tep) step)	·	
Manage Colum		re Remove All		
Help		ок Can	icel	

Now that the general return time periods are in place, three last changes are needed before leaving the Performance Column Setup window:

- the single period data point needs to be modified to show the three-year rolling return average over this time period
- ► Alpha and Batting Average will both be added as data points, and
- a small adjustment will be made to the Peer Group percentile data point on the report to make the data easier to read.

To make these changes in the Performance Column Setup window, do the following:

- Select the **Data Points** tab. In the Time Period drop-down field at the top of the tab, note that the earliest three-year rolling time period is selected by default. Also, the Return data point is already displayed in the Selected Data Points area.
- The first step in adjusting the single time period data point to show the rolling average return is to ensure only that data point is affected by the change about to be made. Uncheck the box next to Apply add/remove to all time periods.
- 3. From the **Time Period** drop-down field, select the **single five-year time period** (in this case, **3/1/2016 2/28/2021**).

Performance Column Setup	×
Data Points This tab is used to add, edit or remove calculation data points to time period(s) o report.	on the performance
Time Periods Data Points Ranks	
Time Period: 3/1/2016 - 2/28/2021 ~	
Data Points	
Alpha Alpha (non-excess return) Alpha Signif at 5% Alpha Signif at 5% (non-excess return) Alpha T-Stat Alpha T-Stat (non-excess return) Appraisal Ratio Appraisal Ratio (non-excess return)	~
Add Selected Data Points	
Return	*
	Be sure this box is unchecked before selecting the time period at the top of the tab.
Apply add/remove to all time periods	ve period at the top of the tab.
·	

Exercise 5: Set the values for data points and ranks

4. Select the **Return** data point, then click **Settings**. The Data Settings dialog box opens.

M Performance Column Setup	×	
Data Points This tab is used to add, edit or remove calculation data points to tir report.	me period(s) on the performance	
Time Periods Data Points Ranks Time Period: 3/1/2016 - 2/28/2021	~	
Data Points Alpha Alpha (non-excess return) Alpha Signif at 5% Alpha Signif at 5% (non-excess return) Alpha T-Stat Alpha T-Stat (non-excess return) Appraisal Ratio Appraisal Ratio (non-excess return) Selected Data Points	Add	
Return	* * * *	
Manage Columns Settings	Remove	Select the data point befo clicking the Settings butto

- 5. From the Calculation Window area, select the option for **Rolling Window**.
- 6. In the Window size field, enter 36.
- 7. In the **Moving step** field, enter **6**.
 - Note: In this dialog box, values are entered in months rather than years. Also, the default value for the Statistics field is Average, which is what will be used for this report, but note that other options exist here.

Data settings			
Time Period	3/1/2016 - 2/28/2021		
Data Points	Return	Annualize	
General Settings		365.25	
Display name	Setting	<u>.</u>	
Scale	none	~	
Reverse sign	No	~	
Decimal places	2	→ v	
Calculation	Do not display or export this dat	a point	
Calculation Currency	Do not display or export this data	a point	
Calculation Currency	Do not display or export this dat	a point	
Calculation Currency Data series	Do not display or export this data	a point	Be sure the settings
Calculation	Do not display or export this data Base Currency Monthly Return	a point	Be sure the settings match those seen h
Calculation Currency Data series Return type Investment Scheme	Do not display or export this data Base Currency Monthly Return Total Return	a point	Be sure the settings match those seen he
Calculation Currency Data series Return type	Do not display or export this data Base Currency Monthly Return Total Return None	a point	Be sure the settings match those seen h
Calculation Currency Data series Return type Investment Scheme Calculation Window	Do not display or export this data Base Currency Monthly Return Total Return None O Single Data Point (Rolling Win	a point	Be sure the settings match those seen h

8. Click **OK** to close the Data Setting dialog box. Note that (Rolling Average) now appears next to Return in the Selected Data Points area.

- 9. Next, from the Data Points area, select Alpha, then click Add.
- 10. From the Data Points area, select **Batting Average**, then click **Add**.

M Performance Column Setup	>	<
Data Points This tab is used to add, edit or remove calculation data points to time per report.	riod(s) on the performance	
Time Periods Data Points Ranks		_
Time Period: 3/1/2016 - 2/28/2021	\sim	
Data Points		
Average Absolute Deviation Average Drawdown Average Gain	^	
Average Loss Batting Average Batting Average (Rolling Returns)		
Bear Beta Bear Correlation	~	
Selected Data Points	Add	These two data points will appear only in the last time period on the report.
Return(Rolling Average)	*	
Alpha Batting Average	^	
	*	
	*	
Manage Columns Settings	Remove	
Apply add/remove to all time periods		

- 11. Select the Ranks tab.
- 12. A small change to the one selected data point here may make the data on the report easier to read. Specifically, the word "percentile" will be changed to the "%" sign. Select the **Peer group percentile** data point, then click **Settings**. The Display Setting dialog box opens.

M Performance Colum	n Setup	×	
Rank Columns Setup This tab is used to add	d, edit, or remove rank columns to the performance report.		
Time Periods	Data Points Ranks		
Data Points:	Return ~		
Available Rank Colur	ากร		
+/- Display Benchm +/- Display Benchm +/- Calculation Ben +/- Calculation Ben Peers Beaten % of Peer Group Be Peer group rank	ark 2 chmark chmark 2 aten		
Peer aroup percenti	Add		
Selected Rank Colum		*	
		 ▲ ▲ ▲ ★ 	This button allows you to change the name of a data point on the report.
	Manage Columns Settings Remove		
Descending ranks			
Apply add/remov	e to all time periods		

13. In the **Display Name** field, replace the word "percentile" with the % sign

M Display Setting			×	
Display Setting				
General Settings				
Original Name	Peer group percer	ntile		
Display Name	Peer group %			Note how the % sign has replaced
Display Name		or export this data point		Note how the % sign has replaced the word "percentile" here.
Display Name		r export this data point		

- 14. Click **OK** to close the Display Setting dialog box.
- 15. Click **OK** to close the Performance Column Setup window. The Supplementary Columns window opens.

In the Performance Column Setup window, return-related data points were selected (Return, Alpha, and Batting Average). In this exercise, the Supplementary Columns window is used to select other data points for the performance report. That is, data points not directly related to performance. Namely, Ticker and Morningstar Analyst Rating will be included. To include a fund's ticker symbol and Morningstar Analyst Rating on the performance report, do the following:

- 1. On the Supplementary tab, in the Available Supplementary Columns list, **double-click Ticker** to move it to the Selected Supplementary Columns list.
- The order of items in the Selected Supplementary Columns list is the order in which they will be shown in the performance report. Select **Ticker** and click the **up arrow** to move it above Name. In the performance report, the Ticker column will now be displayed before the Name column.

10 Supplementary Columns	
Supplementary Data Points This tab is used to add, edit, or remove supplementary data points to the per	rformance report.
Supplementary Historical Ranks	
Universe: Open End Funds	
General • Find Data Point By: Image: Wiew Image: Name containing	
Snapshot 🔹	
Available Supplementary Columns	
Name Base Currency Virtual Class Ticker ISIN Global Broad Category Group Global Category Morningstar Category	•
	Add
Selected Supplementary Columns	*
Ticker	Select a data point, then use these buttons to change their position on the report.
Manage Columns Settings Remove Rem	nove All
Help	OK Cancel

Exercise 6: Select data points in the Supplementary Columns window 3. Scroll down in the Available Supplementary Columns list, and double-click Morningstar Analyst Rating.

Supplementary Column		
	edit, or remove supplementary data points to the performance report.	
Supplementary H	listorical Ranks	
Universe:	Open End Funds	
Find Data Point By:	General v Name containing	
	Snapshot v	
Available Supplementa Fixed Inc Style Box (L	-	
Morningstar Analyst R Morningstar Analyst R Morningstar Analyst R Morningstar Analyst R Morningstar Analyst R Morningstar Analyst R Analyst Name	ating - Process Pillar ating - Performance Pillar ating - People Pillar ating - Parent Pillar	Be sure to double-click the Morningstar Analyst Rating, not the Morningstar Rating
Selected Supplementar	Add	
Ticker Name Morningstar Analyst R	*	
Manage Colum	ns Settings Remove Remove All	
Help	OK Cancel	

4. Click **OK** to close the Supplementary Columns window. The performance report is displayed in the grid.

Now that the parameters for the performance report are set, it is nearly ready to be saved. One last tweak, however, is needed. Note that the word "percentile" was not replaced with the % sign in each time period. This is easily fixed, and then the report can be saved. Do the following:

Exercise 7: Save the performance report

1. From the toolbar about the grid, click **Edit** > **Manage Columns**. The Manage Columns dialog box opens.

Morningstar Direct						
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> oo	ols <u>H</u> elp	Search fo	pr	In Securities	▼ Go	
Home	Folders	Untitle	d Performance	Report		
Equity/Credit Research	Action	- 🔚 Save	🛛 🛄 Calculate 🕇	📝 Edit 🕶 Undo	🔍 Locate 🛛 🙀 To	q
Local Databases		Ticker	Name Report Currency:	e 🙀 Group Settings	A Morni Ratin	
Global Databases			,	Performance		
Performance Reporting				Supplementary		Select this option from
■ Reports				Scorecard 💯 Sor:		the Edit icon's menu.
E Folders	1	Report Sea	rch Criteria: (Mo		Blend Or M	
回 All Reports 回 Inbox	2		▼ US Fund Mid			
	3		Diamond H	ill Mid Cap Y		
I Templates	4		Fidelity® Lo	ow-Priced Stock		
Batches	5		Harbor Mid	Cap Value Instl		
	6		Hotchkis &	Wiley Mid-Cap Value I		

- 2. Hover the cursor over the row where **Peer group %** appears, then click **Apply change to all**. Note how the name changes for all related fields on the report.
- 3. Click **OK** to close the Manage Columns dialog box.
- 4. On the toolbar above the grid, click **Save**. The Save Report dialog box opens.

File New Favorites Too	ale Help	Search fo	ar.	In Securitie	c .	• Go		
The Mew Pavonites Tot	ns <u>H</u> eip	2 Search In	21	In Securice	2	. 60		
Home	Folders	Untitle	ed Performance	Report				
Equity/Credit Research	Action	• 📕 Save	- Calculate -	- 📝 Edit +	🧄 Undo	🔍 Locate	A Too	Click this icon to save
Local Databases		Ticker	Name Report Currency:	Race Curren			Morni	the performance repor
Global Databases			Report Contency:	base curren	Cy		Kaung	
Performance Reporting								
▼ ■ Reports								
🚞 Folders	1	Report Sea	rch Criteria: (Mo	rningstar Cat	egory = M	id-Cap Blei	nd Or M	
All Reports	2		▼ US Fund Mid	-Cap Value				
	3		Diamond H	ill Mid Cap Y				
Archive Templates	4		Fidelity® Low-Priced Stock					
Batches	5		Harbor Mid	Cap Value Ir	nstl			
	6		Hotchkis &	Wiley Mid-Ca	p Value I			

- 5. Name the report Small-Mid Cap Performance Report.
- 6. Click **OK**.

Only the Name column is populated; the other data columns are blank. A performance report must be calculated to display data in those columns. To calculate the report, do the following:

Exercise 8: Calculate the performance report

1. On the toolbar above the grid, click **Calculate**. During the calculation, the performance report closes and the Folders page is displayed.

Folder	s Mid-Small Cap Performance Report	_	_		_	1
Action	🔹 🔚 Save 👻 🧱 Calculate 👻 📝 Edit 🔹 🐟 Undo	🔍 Locate	∦ Tools +	🟦 Export	View Defa	
	Name A Report Currency: Base Currency	3/1/2016 -	2/28/2019	Click this icon to calculate the performance repor		
			Peer gr d) percent		Re ized) (A	
1	Report Search Criteria: (Morningstar Cat	egory = M	id-Cap Bler	nd Or Mornii	ngstar Ca	
2	▼ US Fund Mid-Cap Value					
3	Diamond Hill Mid Cap Y					
4	Fidelity® Low-Priced Stock					
5	Harbor Mid Cap Value Instl					
6	Hotchkis & Wiley Mid-Cap Value I					
7	Invesco S&P MidCap Low Volatility ETF					
8	iShares Russell Mid-Cap Value ETF					
9	iShares S&P Mid-Cap 400 Value ETF					

2. When the Report Calculation Complete alert opens, click **Yes** to view the report. The grid is now filled with data.

The information in the performance report is great, but it can be a bit difficult to read without some additional formatting. The conditional formatting feature in the Performance Reporting module allows users to add color to a row, cell, or column to enhance the interpretation of the data.

In this exercise, users will apply a color to the Peer group % column to call out the times when each fund was in the top quartile of its category across the various time periods shown.

To apply conditional formatting to a performance report, do the following:

 On the toolbar above the grid, click Tools > Conditional Format > Conditional Formatting. The Conditional Formatting Rules dialog box opens.

				Select this option highlight information		ort.	
🚺 Morningstar Direct							
<u>File N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	Search	for In Securities • Go	5			
Home	Folders	Mid-9	Small Cap Performance Report				
Equity/Credit Research	Action	- E Save	e 🔹 🧱 Calculate 🔹 📝 Edit 🔹 🦡 Undo 🍳 Loc	ate 🏨 Tools 🗸 🟦 Exp	ort View Default		•
Local Databases		Ticker Name Report Currency: Base Currency A Historical Scorecards		cards 2/28/	/2019	9/1/2016 - 8/3 (Rolling Window	
Global Databases			Report Concility? Dase Concility	Highlight	►		(Roning Rindon
Performance Reporting				mat ▶ Ci	onditional f	Formatting	
▼ ■ Reports	1			Filter	+ Er	able All Ru	ules
E Folders		Report Se	arch Criteria: (Morningstar Category = Mid-Cap	Blend Or Morningstar Ca	itegory = Mi Di	sable All R	ules
All Reports	2		▼ US Fund Mid-Cap Value	_			
Inbox	3	DHPYX	Diamond Hill Mid Cap Y	C Silver	11.96	55	6.74
Archive Templates	4	FLPSX	Fidelity® Low-Priced Stock	C Silver	10.86	82	6.63
Batches	5	HAMVX	Harbor Mid Cap Value Instl	C Silver	9.85	90	2.96
	6	HWMIX	Hotchkis & Wiley Mid-Cap Value I	😳 Bronze	13.02	31	(0.80)
	7	XMLV	Invesco S&P MidCap Low Volatility ETF	C Silver	15.34	5	11.84
	8	IWS	iShares Russell Mid-Cap Value ETF	😳 Bronze	12.37	45	6.36
	9	133	iShares S&P Mid-Cap 400 Value ETF	😳 Bronze	14.33	12	6.47
	10	JVMIX	JHancock Disciplined Value Mid Cap I	C Silver	12.48	42	7.40
	11	MLUSX	MassMutual Select Mid-Cap Value R5	😳 Bronze	12.39	44	7.19
	12	PMDIX	Principal Small-MidCap Dividend Inc Inst	😳 Bronze	14.36	11	6.24
	D 12	ONEY		El Ciluar	12 50	24	7.00

2. From the Field Name drop-down field, expand the All Time Periods section then select Return: Peer group %.

	Expand the All Time Periods section, then select this option.
Conditional Formatting Rules	- 🗆 X
▼ Rule 1	• * • • × × ×
∧ ∨ X Rel (Field Name	Operator Value)
	× × × ×
+ Add Cell Color Text Color Morningstar Analyst Rat	ing
Help Return : Peer group % Alpha(Rolling Average)	Add Rule Preview OK Cancel

- 3. From the **Operator** drop-down field, select <=.
- 4. In the Value field, type 25.
- 5. From the **Cell Color** drop-down field, select **Green.**
- 6. Click **Preview** to ensure the rule is working as expected.

Note the highlighted values for this rule.

▼ Rule 1						٠	*	^	*	≽	2
• • × Rel	(Field Name		Operator		Value)	
1	~	✓ Return : Peer g	group percentile	~ <=	\sim	25					
+ Add											
+ Add	Fext Colo	▼ Bold	Column Or								ct

- 7. Click **OK** to close the Conditional Formatting Rules dialog box.
- 8. Click Save to preserve this change to the performance report.

The previous exercise showed how to apply conditional formating to assess which funds performed well across different time periods. While conditional formatting is helpful, it still is not immediately clear which funds are both repeatedly top-quartile funds, and generated positive Alpha during this time period.

Such a calculation can be done with the Scorecard feature. New columns will be added to the right of the five-year Peer Group % column, and the Alpha column. A Total Score column summarizing these two scores will also appear to the right of the report.

Once a user adds a scorecard to a performance report, it needs to be recalculated.

To create a Scorecard for this report, do the following:

1. On the toolbar above the grid, from the **Edit** drop-down field, select **Scorecard**. The Investment Scorecard dialog box opens.

Home	Folder	s Mid-S	mall Cap Perform	ance Report		
Equity/Credit Research	Actio	n 🔹 📻 Save	- 🔛 Calculate -	📝 Edit 🕶 Undo 🔍 L	.ocate 🎍 Tools 🗸 🟦 Export	Select this
Local Databases		Ticker	Name Report Currency: E	🙀 Group Settings	Morningstar Analyst 3/ Rating (R	option from t
Global Databases				Performance	· · ·	Edit icon's me
Performance Reporting				Supplementary	Ri (4	
▼ ■ Reports	1			Scorecard		
E Folders		Report Sea	rch Criteria: (Morr	Manage Columns	Blend Or Morningstar Catego	
All Reports	2		▼ US Fund Mid-0			
Inbox Archive	3	DHPYX	Diamond Hill	Mid Cap Y	C Silver	
Archive Templates	4	FLPSX	Fidelity® Lov	v-Priced Stock	🖾 Silver	
Batches	5	HAMVX	Harbor Mid C	ap Value Instl	🖾 Silver	
	6	HWMIX	Hotchkis & W	iley Mid-Cap Value I	🖾 Bronze	
	7	XMLV	Invesco S&P	MidCap Low Volatility ETF	🖾 Silver	
	8	IWS	iShares Russ	ell Mid-Cap Value ETF	🖾 Bronze	
	□9	133	iShares S&P	Mid-Cap 400 Value ETF	S Bronze	

- 2. In the Scoring Type area, select the **Custom Scoring** option.
 - Note: When the Performance Reporting alert opens related to all formatting being lost, click Yes.

Investment Sc	orecard					×	
vestment Sco reate a custom	ccord	ng weights to report data points.					
						_	
Enable Scorec	ard 💿 Yes	○ No					
Scorecard nan	ne Scorecard						
Scoring Type	Standardize	d Scoring Adva	nced Settings				
	Custom Sco						
	O Custom Sco	ring					Select this o
Performance F	actors						to create a
🛗 Equal We	ight Selected	et Weight					custom sco
Time P	eriod	Data Point	Scoring		% Weight		
1 3/1/20	16 - 2/28/2019	Return	Higher is better	-	0%	^	
2 9/1/20	16 - 8/31/2019	Return	Higher is better	•	0%		
3 3/1/20	17 - 2/29/2020	Return	Higher is better	•	0%		

Exercise 10: Generate a Scorecard for a set of investments 3. In the Performance Factors area, on the toolbar, click **Add Score**. The Custom Score Setting dialog box opens.

Investment Scorecar	d				
nvestment Scorecar Create a custom sco	-	weights to report	data points.		
Enable Scorecard	• Yes) No			
Scorecard name	Scorecard				
Scoring Type	Standardized	Scoring	Advanced Settings		
	Custom Scorir	ng	Save to Custom Database		
Performance Facto	rs				
-			ore 📝 Edit Score 🗙 Delete Sc		Click this icon
Time Period		Data Point	Custom Score Defin	tion	to create a custom scorecard

- 4. From the **Time Period** drop-down field, select the **five-year time period** (in this case, **3/1/2016 2/28/2021**).
- 5. From the Data Point/Rank Selected drop-down field, select Return (Rolling Average) Peer Group %.
- 6. In row 1, enter the following values:

Operator	Value1 Score		Display
<=	25	1	1

Custom Score Setting			2		×	
Custom Score Setting						
Time Period:	3/1/2016 - 2/28/2021	~				Be sure to select
Data Point/Rank Selected: Custom Score Name:	Return(Rolling Average): Peer group % Return(Rolling Average): Peer group % Score	~				the correct values from these fields.
Default Score Value:	0 Display: 0 V					
★ ★ ★ ↓=Insert □ Operator Value		Value2	Score	Display	C.	
<u> </u>			1	<u>lı</u>	<u> </u>	Note the selections and entries for this rule.

7. Click **OK** to close the Custom Score Setting dialog box.

- 8. The next step is to add a score for Alpha. Click Add Score.
- 9. From the Time Period drop-down field, again select the five-year time period.
- 10. From the Data Point/Rank Selection drop-down field, select Alpha.
- 11. In row 1, enter the following values:

Operator	Value1	Score	Display	
>	0	1	1	

Custom Score Setting			2.272		
Custom Score Setting					
Data Point/Rank Selected:	/1/2016 - 2/28/2021 Jpha Alpha Score	~			Be sure to select the correct values from these fields.
Default Score Value:	Display: 0 V				
Operator Value1		Value2	Score	Display	
<u>□ 1 > </u> 0		*	1	1 🔽 ^	Note the selections and entries for this rule.

12. Click **OK** to close the Custom Score Setting dialog box.

- 13. Finally, a Total Score can be added to combine the two previous scores. Click **Add Score**.
- 14. From the Time Period drop-down field, select Score.
- 15. In row 1-3, enter the following values:
 - Pote: To add rows, click the Insert Rule icon on the toolbar above the rules grid.

Operator	Value1	Display
=	2	Pass
=	1	Watch
=	0	Fail

Custom Score Setting					×	
Custom Score Setting						
Time Period: Data Point/Rank Selected:	Score Total Score	*				Be sure to select the correct values
Custom Score Name: Default Display:	Total Score 0					from these fields.
★ ★ ¥]= Insert R □ Operator Value	ule 🗙 Delete Rule	Value2	Score	Display		
1= \checkmark 22= \checkmark 13= \checkmark 0				Pass Watch Fail	- - -	Note the values for each row.

16. Click **OK** to close the Custom Score Setting dialog box.

17. In the Investment Scorecard window, type **50** in the **% Weight** column for the two individual score rows.

nvestment Scorecard reate a custom scor	No	eights to report data points					
Enable Scorecard	● Yes O N	0					
Scorecard name	Scorecard						
Scoring Type	O Standardized Sco	oring Adv	anced Settings				
	Custom Scoring	Save to	Custom Database				
Performance Factor							
v. 12	-	-				_	
	Selected \land Reset We	ight 斗 Add Score 📝 Edit					
Time Period		Data Point	Custom Score Definition		% Weight	t	Be sure to popu
1 Total Score		Total Score	Equal To 2 Display = Pass;	Equal To 1 Display =		~	these fields as s
2 3/1/2016 - 2	2/28/2021	Return(Rolling Average):	Less Than Or Equal To 25 D	isplay = 1	50%		
3 3/1/2016 - 2	2/28/2021	Alpha Score	Greater Than 0 Display = 1		50%		
	<i>.</i>					~	
	٤			Total	>	-	
Score Settings		d Score Ranks		Total	>	-	
1999 - 1999 - 1999 - 1999 - 199	Weighte	d Score Ranks	Peer Group Percentile		100%	-	
Score Settings ☑ Data Point Score □ Time Period Scor	Weighte	Group Rank	Peer Group Percentile	Peer Group Qua	100%	-	
Data Point Score	Weighte	Group Rank	Peer Group Percentile Display Group Percentile List Percentile		100%	-	

- 18. Click **OK** to close the Investment Scorecard window.
- 19. On the toolbar above the grid, click **Save**, then click **Calculate**.
- 20. When the confirmation message opens, click **Yes** to view the report.
- 21. To see only the scores, from the toolbar, select **View > Score Columns**.

Morningstar Direct			-				
<u>F</u> ile <u>N</u> ew Favorites <u>T</u> o	ols <u>H</u> elp	Search for In Securities	• Go				
Home	Folders	Small-Mid Cap Performance Report					
Equity/Credit Research	Action	🔹 📑 Save 🔹 🧱 Calculate 🔹 📝 Edit 🔹 속 Undo	🔍 Locate	🔹 Tools 🕶	1 Export	View Score Columns -	
Local Databases				2/28/2021 (Total Score	1	Select this optic
Global Databases		Report Currency: Base Currency	years ago - End)	Last Month			to isolate the
Performance Reporting			Return(Roll	Alpha Score			Score columns.
✓ ■ Reports			Average): Peer group	[00.10]			
🖴 Folders			% Score	1.0.11			
I All Reports		Report Search Criteria: (Morningstar Category =	Mid-Cap Ble	nd Or Mornii	ngstar Cate	••	
回 Inbox	2	▼ US Fund Mid-Cap Value					
I Archive	3	Diamond Hill Mid Cap Y	0.00	0.00	Fail		
Templates	4	Fidelity® Low-Priced Stock	1.00	1.00	Pass		
Batches	5	Harbor Mid Cap Value Instl	0.00	0.00	Fail		
	6	Invesco S&P MidCap Low Volatility ETF	1.00	1.00	Pass		
	7	iShares Russell Mid-Cap Value ETF	0.00	1.00	Watch		
	8	iShares S&P Mid-Cap 400 Value ETF	0.00	1.00	Watch		
	9	JHancock Disciplined Value Mid Cap I	0.00	1.00	Watch		
	10	MassMutual Select Mid-Cap Value R5	0.00	1.00	Watch		
	11	Principal Small-MidCap Dividend Inc Inst	0.00	0.00	Fail		
	12	SPDR® Russell 1000® Yield Focus ETF	1.00	1.00	Pass		
	13	T. Rowe Price Mid-Cap Value	0.00	1.00	Watch		

The Custom Scorecard was the last piece needed to complete the performance report. To replicate this report in Presentation Studio, however, the Scorecard columns and values need to be saved as custom data points. This exercise shows users how to do that work. Do the following: Exercise 11: Save the Scorecard values as custom data points

1. From the toolbar, click **Edit** > **Scorecard**.

Morningstar Direct File New Favorites To	la tiala	Canarah fan	Securities •	Go					
rie New Pavorites To	ois <u>n</u> eip	Search for	Securities •	GO					
Home	Folders	Mid-Small Cap Performa	nce Report						
Equity/Credit Research	Action	🔹 📻 Save 👻 🧱 Calculate 🔹	🖉 Edit 🕶 🔩 Undo 🔍 I	Locate	a Tools +	1 Export V	iew Score Columns	-	
Local Databases		Name	🔆 Group Settings			Total Score			
Global Databases		Report Currency: Base Currenci		5 - La	test-m0)				
Performance Reporting			🗓 Supplementary	(Rolli	Alpha(Rollin				
▼ ■ Reports			Scorecard		Score [50%]				0.1
Folders			P Sort	e	[30%]				Select this option
All Reports	1	Report Search Criteria: (Mo	Manage Columns	p Ble	nd Or Mornin	gstar Cate			from the Edit menu
Inbox	2	▼ US Fund Mid-Cap Value		_					
I Archive	3	Diamond Hill Mid Cap Y		0.00	0.00	Fail			
Templates	4	Fidelity® Low-Priced Stock		1.00	1.00	Pass			
Batches	5	Harbor Mid Cap Value Instl		0.00	0.00	Fail			
	6	Hotchkis & Wiley Mid-Cap	/alue I	0.00	0.00	Fail			
	7	Invesco S&P MidCap Low \	olatility ETF	1.00	1.00	Pass			
	8	iShares Russell Mid-Cap Va	lue ETF	0.00	1.00	Watch			
	9	iShares S&P Mid-Cap 400 \	/alue ETF	0.00	1.00	Watch			
	10	JHancock Disciplined Value	Mid Cap I	0.00	1.00	Watch			
	11	MassMutual Select Mid-Cap	Value R5	0.00	1.00	Watch			
	12	Principal Small-MidCap Div	idend Inc Inst	0.00	0.00	Fail			
	13	SPDR® Russell 1000® Yiel	d Focus ETF	1.00	1.00	Pass			

2. Click Save to Custom Database. The Save to Database dialog box opens.

Inves	tment Scoreca	rd					_		×	
	nent Scorecar a custom scor	-	ning weights to repor	t data points						
Enable	e Scorecard	• Yes	⊖ No							
Score	card name	Scorecard								
Scorin	пд Туре	🔿 Standardiz	ed Scoring	Adv	anced Settings]				
		Custom Se	coring	Save to	Custom Database					Click Save to
Perfor	rmance Facto	rs								Custom Database
i 🖧 🖬	Equal Weight !	Selected	set Weight] +=Add S	core 📝 Edit	Score 🗙 Delete Sc	ore				-
	Time Period		Data Point		Custom Score Defini	ition		% Weig	ght	
□ 1	Total Score		Total Score		Equal To 2 Display	= Pass; Equal To 1	Display =		^	4
2	3/1/2016 - 2	2/28/2021	Return(Rollin	g Average):	Less Than Or Equal	To 25 Display = 1		50%		
Π3	3/1/2016 - 2	2/28/2021	Alpha Score		Greater Than 0 Disp	olay = 1		50%		

- 3. The option for **Only save latest scores should be selected.** Click **OK**. The Save to Database dialog box opens.
- 4. From the **As of Date**, select **Last Month End**.
- 5. To map the As of Date to a custom data point, click **Edit** in the Edit Mapping column for that row. The Map to Database dialog box opens.



6. From the **Database Mapping** drop-down field, select **New Column**. The New Column dialog box opens.

Map To Database			\times	
Map the as of date to	a database column			
As of Date	Last Month End]	Be sure to select this option.
Database Mapping	None New Column None	~		
		ок Саг	ncel	

- 7. Name the column Total Score Date then click OK to close the New Column dialog box.
- 8. Click **OK** to close the Map to Database dialog box.
- 9. Repeat steps 5-8 for each of the next two score columns: Click **Edit**, map the data point to a **New Column**, and give it a **name** per the following table:
 - ☞ Note: Leave the option selected for Raw Score for each data point.

For this data point	Use this name
Return(Rolling Average) Peer group score	Peer Group Score
Alpha(Rolling Average) Score	Alpha Score

- 10. For the Total Score data point, a slight change needs to be made compared to the other data points. Click **Edit** for that row.
- 11. For Field, select the **Display Text** option.
- 12. For Database Mapping, select **New Column**.

Map To Databa	ise			×	
Map the scorecard fa	ctor to a database co	umn			
Time Period	Total Score				
Data Point	Total Score				
Field	Raw Score	Display Text			
Database Mapping	New Column		\sim		Note the highlighted areas.
Database Mapping	New Column		\sim		Note the highlighted areas.
Database Mapping	New Column		~		Note the highlighted areas.
Database Mapping	New Column		~		Note the highlighted areas.
Database Mapping	New Column		~		Note the highlighted areas.

- 13. Name the column **Small-Mid Cap Total Score** then click **OK** to close the New Column dialog box.
- 14. Click **OK** to close the Save to Database dialog box.
- 15. Click **OK** to close the Investment Scorecard window. The Performance Report opens.
- 16. From the toolbar, click Calculate.
 - Note: Calculate the Performance Report after saving the custom data points for the custom data to populate.

Creating a Performance Report in Presentation Studio

Now that a Performance Report has been created, the next step is to replicate (as closely as possible) the Performance Report using Presentation Studio.

The following exercises are covered in this section:

- Exercise 12: Modify the Group settings on page 37
- ► Exercise 13: Create a Presentation Studio report on page 40
- ► Exercise 14: Update the Time Period Setup on page 47
- Exercise 15: Save the Presentation Studio template on page 50
- Exercise 16: Add the Peer group percentile values on page 51
- Exercise 17: Add additional performance data points on page 53
- Exercise 18: Add the Score columns on page 57
- Exercise 19: Apply Conditional Formatting on page 59
- Exercise 20: Format the Workbook for easier reading on page 61, and
- Exercise 21: Add all rows to the report and produce a PDF on page 63.
A key aspect of creating the performance report was setting the Grouping values correctly, including selecting the Display and Calculation benchmarks. In Presentation Studio, this modification is made in two places: first, the peer group settings are created at the module level, then they applied to the specific table used in the template.

Exercise 12: Modify the Group settings

To create a peer group setting for performance reports in Presentation Studio, do the following:

- 1. Click the **Presentation Studio** module. Presentation Studio opens in a separate window.
- 2. In the upper-right corner, click the **Application Settings** icon. The Application Settings window opens.

Image: Search Name I	Image: Start by clicking this icon
Workbook + Factsheet + Plan Review + Allocation + Manage	\odot
Morningstar Tamplates My Tamplates My Reports New Page	gement 🗵
Name Type Layout Ve	ersion
Asset Allocation Factsheets	î
▶ Workbooks	

Pote: Any changes made here will impact all future Presentation Studio templates you create.

- 3. Select the **Grouping** tab. Although Morningstar Category is the default grouping option and that is what was used on the performance report created earlier, not all the underlying settings are correct.
- 4. Uncheck the box at the top for Show Open End and Exchange Traded Funds Grouped Separately for Morningstar Category.

5. Click New Grouping. The New Grouping Definition dialog box opens.

					Application	Settings			×	
Data	Attribution	Layout	Peer Group	Display	Grouping	Index Group	Style	Asset Exposure		-
ii N	i New Grouping Action ▼									
						arately for Morr nder Home for		Category (Setting o etails.)	changes all saved	Uncheck this box before
	Name				Data Point	:		Owner	Permission	clicking New Grouping.
1	Mornin	igstar C	ategory		Morningsta	ar Category		Morningstar	Read Only	

- 6. Morningstar Category is the default selection. Click **OK**. The Group Definitions window opens.
- 7. In the top left corner, click the Select All check box.
- 8. From the Display Benchmark 1 field, select Morningstar Index.

		20 001	e to select all rows making this change.				
			Group Definitions - Ur	titled	1*		×
	Morningstar Category (Total 7086	Groups)					
Open En	d Funds Y U.S.		~				
✓	Group		Display Benchmark 1		Custom Display Benchmark 1 Name		Display Benchmark 2
√ 1	Allocation15% to 30% Equity	ory 📝	Morningstar Category Index 🕔	٩	Select Custom Name	~	MPT Index
<mark>√</mark> 2	Allocation30% to 50% Equity	JI Y	ngstar Category Index	٩	Select Custom Name	~	MPT Index
√ 3	Allocation50% to 70% Equity		ngstar Category Average	٩	Select Custom Name	~	MPT Index
√ 4	Allocation70% to 85% Equity	Mornii MPT I	ngstar Index	٩	Select Custom Name	~	MPT Index
✓ 5	Allocation85%+ Equity		ndex ry Prospectus Benchmark	٩	Select Custom Name	~	MPT Index
√ 6	Bank Loan) EV	ger Preferred Benchmark Ier Benchmark	Q,	Select Custom Name	•	MPT Index
√ 7	Bear Market		nchmark1 (Personal-level)	٩	Select Custom Name	~	MPT Index
V 8	China Region	2024	nchmark2 (Personal-level) ctor Benchmark1 (Personal-level)	٩	Select Custom Name	÷	MPT Index
9	Commodities Broad Basket		ctor Benchmark2 (Personal-level)	٩	Select Custom Name	~	MPT Index
√ 10	Commodities Focused	ry 🖃	enckmark id (Firm-level) Morningstar Category Index	٩	Select Custom Name	•	MPT Index
√ 11	Communications	лу 📝	Morningstar Category Index	٩	Select Custom Name	~	MPT Index
√ 12	Consumer Cyclical	лу 📝	Morningstar Category Index	٩	Select Custom Name	•	MPT Index
√ 13	Consumer Defensive	əry 📝	Morningstar Category Index	٩	Select Custom Name	÷	MPT Index

- 9. **Scroll right** to confirm the Calculation Benchmark 1 field is set to Display Benchmark 1 This will mirror the settings from the performance report.
- 10. Click **OK** to close the Group Definitions window. The Presentation Studio dialog box opens.

11. In the Grouping Name field, enter Custom Performance Report, then click Save.

	Presentation Studie	0	×	
Grouping Name	Custom Performance Report			
Saved Groupi	ngs			
Name Type				
				Name the new group, then click Save.
			1	
		Save Cancel	J	

12. Click **OK** to close the Application Settings window.

Users can create a presentation studio report by using a Morningstar template or by creating their own workbook or factsheet. To create the report, do the following:

Exercise 13: Create a Presentation Studio report

1. Click Workbook. The Create New Workbook dialog box opens.

Y Presentation Studio			- 🗆 X	
	TAR Presentat	ion Studio	0 0	Click this icon to create a workbook template.
Workbook Factsheet Morningstar Templates My Templates	Plan Review +	Asset Allocation +	Batch Management	
Name	Туре	Layout	Version	
 Asset Allocation Factsheets 			^	
 Workbooks 				
۹ (

- 2. The option for New Workbook is selected by default. Click **OK**. The Investments: Settings window opens.
- 3. Click Add. The Find Investments dialog box opens.

		Investments: Settings	
Saved Lists Select saved list.	v		
+ Add - Delete	Inception Date Category	Show Display Name	Click this button to add sample investments to include on the report.

- 4. From the Within options, select My Searches.
- 5. From the My Searches drop-down field, select Small-Mid Cap Performance Report.
- 6. Click Go, then click Add All.
 - Note: Although all investments are being selected here, only a handful will initially be selected for inclusion on the template; later, all investments will be shown.
- 7. Click **OK** to close the Find Investments dialog box.

Find Investments				×	
Within	OUniverses	◯ My Lists	My Searches	5	
	Small-Mid Cap P	erformance Report	~		
Find By	Name	 Begins with 	○ Contains		
			Gurviving Investment	5	
			_	Go	
Available Records					
Total records: 108					
Jump to record name	::				Use the highlighted areas to ensure all investments from the
AB Discovery Growth	A (USD,XNAS,CHC	LX,Port+Perf,RepPerf)	^		search are available for the repor
AB Small Cap Growth	A (USD,XNAS,QUA	SX,Port+Perf,RepPerf)			
Aberdeen US Small C	ap Equity Inst Svc	(USD,XNAS,GSXIX,Port	+Perf,RepPerf)		
American Beacon Sm	all Cp Val R5 (USD,)	XNAS,AVFIX,Port+Perf,	RepPerf)		
Artisan Small Cap Inv	vestor (USD,XNAS,A	ARTSX,Port+Perf,RepPe	rf)		
Baird MidCan Inst (U	SD.XNAS.BMDIX.Por	t+Perf.RepPerf)	~		
		Add	Add All		
Selected Records					
Total records: 108					
VY® JPMorgan Small	Cap Core Equity S	(USD,XNAS,IJSSX,Port	+Perf,RepPerf) ^	*	
Westwood Quality Sr	mallCap Fund Inst (l	USD,XNAS,WHGSX <mark>,</mark> Port	+Perf,RepPerf)	•	
WisdomTree US MidC	ap Dividend ETF (U	SD,ARCX,DON,Port+Per	f,RepPerf)	•	
WisdomTree US Smal	llCap Dividend ETF (USD,ARCX,DES,Port+P	erf,RepPerf)		
Xtrackers Russell US	Multifactor ETF (US	SD,ARCX,DEUS,Port+Pe	rf,RepPerf) 🗸 🗸	*	
		Remove	e Remove All		

- 8. Back in the Investments: Settings window, the first five rows are selected by default. Take note of the Category column, and **select** only the **first instance** of each of the six categories used on the report:
 - ► US Fund Small Growth
 - ► US Fund Small Blend
 - ► US Fund Small Value
 - ► US Fund Mid-Cap Growth
 - ► US Fund Mid-Cap Blend, and
 - ► US Fund Mid-Cap Value.
 - @ Note: This will serve as a check to ensure the Grouping settings are working as intended.

Concill design to collect exclusion from

		Inve	etmonte	Settings		
		11100	estiments.	Settings		
ved Lists Select saved list	v					
Add - Delete			_			
Name	Inception Date	Category	Show	Display Name	Calculation Benchmark 1	Calculation Benchmark
AB Discovery Growth A	7/7/1938	US Fund Mid-Cap Growth	~	AB Discovery Growth A	Display Benchmark 1 🔍 🔍	Display Benchmark 2
AB Small Cap Growth A	2/12/1969	US Fund Small Growth	~	AB Small Cap Growth A	Display Benchmark 1 🛛 🛛 🔍	Display Benchmark 2
Aberdeen US Small Cap Equit	11/2/1998	US Fund Small Growth		Aberdeen US Small Cap Eqi	Display Benchmark 1 🛛 🛛 🔍	Display Benchmark 2
American Beacon Small Cp Va	12/31/1998	US Fund Small Value	~	American Beacon Small Cp	Display Benchmark 1 🛛 🔍	Display Benchmark 2
Artisan Small Cap Investor 🔍	3/28/1995	US Fund Small Growth		Artisan Small Cap Investor	Display Benchmark 1 🛛 🔍	Display Benchmark 2
Baird MidCap Inst 🔍	12/29/2000	US Fund Mid-Cap Growth		Baird MidCap Inst	Display Benchmark 1 🛛 🔍	Display Benchmark 2
Baron Discovery Institutional 🔍	9/30/2013	US Fund Small Growth		Baron Discovery Institution	Display Benchmark 1 🛛 🔍	Display Benchmark 2
BlackRock Advantage Small C	9/14/1993	US Fund Small Growth		BlackRock Advantage Small	Display Benchmark 1 🛛 🔍	Display Benchmark 2
BlackRock Mid-Cap Growth Eq	12/27/1996	US Fund Mid-Cap Growth		BlackRock Mid-Cap Growth	Display Benchmark 1 🛛 🔍	Display Benchmark 2
Calvert US Mid Cap Core Rspr	10/30/2015	US Fund Mid-Cap Blend	-	Calvert US Mid Cap Core Rs	Display Benchmark 1 🛛 🛛 🔍	Display Benchmark 2
Columbia Mid Cap Index Inst 🔍	3/31/2000	US Fund Mid-Cap Blend		Columbia Mid Cap Index In:	Display Benchmark 1 v	Display Benchmark 2

9. Once one instance of a fund from each category is selected, click **OK** to close the Investments: Settings window. The template window opens.

10. From the Performance components grouping, **drag-and-drop** the **Performance Reporting (Extended)** component onto the page.

M Untitled Workbook - Presentation Studio	– 🗆 X	
Home Chart Data Table Format	🗶 🖷 🛍 📅 🛛 Feedback	
Important Important <t< td=""><td></td><td></td></t<>		
Setting Insert Layout Calculate Linking Export	han han han h	
	Performance Report (Extended) Name Inception Date YTD Group1	
5	Fund 1 00-00-0000 0.00 Fund 2 00-00-0000 0.00 Group2 Fund 1 00-00-0000 0.00 Fund 2 00-00-0000 0.00	Drag-and-drop this component onto the page.
	Performance Reporting (Extended)	
		_

11. Click Calculate.

Note: As changes are made to the table, the Calculate button will frequently need to be clicked to proceed. Do this each time it appears.

- 12. The first column to the right of the fund's name is Inception Date. This column did not appear on the performance report, so it will be replaced with the fund's ticker. From the **column B** drop-down menu, select **Ticker**.
- 13. Click **Add**.

Untitled W	orkbook * - Presentat	ion Studio					
🔅 Hon	me Chart	Data Table Forma	t				
- Investments	Default Period	V D Start Date	Last Month End	▼ ■ Rolli	ing Window Grid		
Investments		Tir	me Period				
		<u> </u>	1	2	3		
1	1		Performance F	leporting	в	▼ C	
		Open End Funds			[·	
		General					
	2	Find By		 View 	O Contair	_	
		Snapshot			`		
		Name					
		Base Currency Virtual Class					
	3	Ticker					
	: -	ISIN				_	
		Global Broad Cat	egory Group				
		Global Category				_	
	4 -	Morningstar Cate					
		Morningstar Insti Investment Area	tutional Category				
		Morningstar Ratir	ng Overall				Select the
		US Category Gro					correct data poi
	5	D	•		•		then click Add.
				Add	Close		

14. Click Calculate.

 Recall from the performance report that the Morningstar Analyst Rating was included as a Supplementary data point. To include that data point in this table, right-click column B, then select Insert Supplementary Column.



16. Click **Calculate**. The Morningstar Rating Overall data point was added as a default supplementary column. This will be replaced with the Morningstar Analyst Rating.

17. From the C column drop-down menu, select Morningstar Analyst Rating.

18. Click **Add**.



19. Click Calculate.

Now that the Supplementary columns have been added, the time period has to be updated match those selected in the performance report. This is done via the Table Settings menu in the bottom-left corner, rather than clicking on the columns in the table itself. Do the following: Exercise 14: Update the Time Period Setup

1. Be sure the cell is selected, then click **Table Settings**. The Performance Reporting (Extended) window opens.



- 2. Select the **Columns** tab.
- 3. Click Return, then click Settings. The Time Period Setup dialog box opens.

Performance R	Reporting (Extended)	×	
Table Display Columns Peer G	roup Statistics		
Table Columns			
Ticker Morningstar Analyst Rating		A	
Return		Α	
Monthly Return Prospectus Gross Expense Ratio		V	
Prospectus Net Expense Ratio		V	
			Click this button to revise which time periods are shown in the table.
	-		
Settings	Remove		
Hide Column Headers			

- 4. Click Remove All.
- 5. Select the option for **Rolling window**.
- 6. From the Window size drop-down field, select 3 years.
- 7. From the **Moving step** drop-down field, select **6 months**.
- 8. Click Add Column(s).

	Time Period Setup	
The time period tab is	used to add, edit, or remove time periods.	
Time Period		
Start Date	5 Years ago 1/1/2016 15	Be sure to select this
End Date	Last Year End	option for Time Periods.
Time Periods	○ Single period	
	○ Trailing periods ○ Regular periods from start	
	○ Forward extending periods ○ Regular periods from end	
Window Size	3 Years Y	Be sure to select the
Moving Step	6 Months ~	correct values for
Number Of Columns	5 Add Column(s)	Window size and Moving step.
	Add column(3)	
Selected Time Period	5	
Selected Periods	Display Name (editable) Label Rule Color	
1/1/2016 - 12/31/20	18 1/1/2016 - 12/31/2018 Start Date to En ×	
7/1/2016 - 6/30/201	9 7/1/2016 - 6/30/2019 Start Date to En v	
1/1/2017 - 12/31/20	19 1/1/2017 - 12/31/2019 Start Date to En v	
7/1/2017 - 6/30/202	0 7/1/2017 - 6/30/2020 Start Date to En ×	
1/1/2018 - 12/31/20	20 1/1/2018 - 12/31/2020 Start Date to En 🔻	
<	>	
Select A	II Reverse Order Remove Remove All	
	OK Cancel	

- 9. From the Time Periods area, select the option for **Single period**.
- 10. Click Add Column(s).

	Time Period Setup	
The time period tab is	used to add, edit, or remove time periods.	
Time Period		
Start Date	5 Years ago	
End Date	Last Month End	
Time Periods	Single period Rolling window	Select this option fo
-	○ Trailing periods ○ Regular periods from start	the last time period
	\bigcirc Forward extending periods \bigcirc Regular periods from end	
Window Size	1 Year	
Number Of Columns		
Number Of Columns	1 Add Column(s)	
Selected Time Period	s	
Selected Periods	Display Name (editable) Label Rule Color	
7/1/2016 - 6/30/2019	9 7/1/2016 - 6/30/2019 Start Date to En ×	
1/1/2017 - 12/31/203	19 1/1/2017 - 12/31/2019 Start Date to En v	
7/1/2017 - 6/30/2020	0 7/1/2017 - 6/30/2020 Start Date to En v	
1/1/2018 - 12/31/202	20 1/1/2018 - 12/31/2020 Start Date to En ×	
	~	
<		
Select A	II Reverse Order Remove Remove All	
	OK Cancel	

- 11. Click **OK**.
- 12. Click Calculate.

When working in Presentation Studio, it is key to save early and often, as no Undo button exists. Therefore, reverting to a previously saved version is sometimes the best option to correct mistakes. To save this template, do the following:

Exercise 15: Save the Presentation Studio template

1. In the upper-left corner, click the **Settings** icon, then select **Save As Template**.



- 2. Name the template Small-Mid Cap Performance Report, then click Save.
- 3. When the confirmation message opens, click **OK**.

The next step in replicating the performance report is to insert the Peer Group % coluns to the right of each return time period. Do the following:

Exercise 16: Add the Peer group percentile values

1. Right-click on the last time period column, then select Insert Rank > Peer group percentile.

					S	elect this a	option from				
							ank menu.				
🚺 Untitled W	/orkbook * - Presentation Str	tudio						+	-		
D Hon	me Chart	Data Table	Format								
+	Default Period V			Last Month End 🔻			Verdana	× 1	10 × B I U A (.00 .0)	•	
Investments	Time Period	Start Date			Window	Grid Align	verbana		Decimal		
Investments			Time Pe	eriod			Fo	ormat		Layout	Calculate
	interr -			1 2		3	4		5		7
					в –	c 🔻	D				• 1
	÷-					-			Return		
					Ticke	Morningstar er Analyst	1/1/2016 - 7/1/2	0.6 - r	1/1/2017 7/1/2017 1	/1/2018 2/3	-/2016 - 1
1						Rating	12/31/2018 6/30/		Delete	Del	8/2021
				Mid-Cap Blend					Select	•	
	, 1			Calvert US Mid Cap Core Rspnb Idx I	CMJD	× 🐺 Bronze	7.59	13.29	Delete Row Delete Column		17.63
				Mid-Cap Growth					Edit / Insert Time Period		
				AB Discovery Growth A	CHCL	× 💀 Bronze	9.87	20.55	Insert Supplementary Colu	IMN	25.57
				Mid-Cap Value					Insert Performance Column		
				Diamond Hill Mid Cap Y	DHPY	× 🐺 Silver	5.64	9.66	Insert Historical Column		10.59
	3 -			Small Blend					Data Settings		
	-			Columbia Small Cap Index Inst	NMSC	× 🛛 Bronze	9,24	11.77	Decimal Places	•	16.46
				Small Growth			2.2.		Data Point Display Rank Display		
				AB Small Cap Growth A	QI	+/- Display Ber	nchmark 1		Insert Rank	,	30.00
				Small Value	<u>v</u>	+/- Display Ber			Peer Group Summary Stat		50.00
	4			American Beacon Small Cp Val R5		+/- Calculation	Benchmark		Peer Group Breakpoints	•	12.34
				American Beacon Small Cp Val KS	-	Peers Beaten			Font Color	•	
						% of Peer Grou	p Beaten		Background Color	+	
						Peer group rank			Grid Color	+	
	1						ts ranked in peer group		Border Type	+	
	5					Peer group per			Border Style Border Color		
						Peer group deci Peer group quir				,	
						Peer group qua			View Settings Link Status Save to My Components		
						Apply to All			Save to My components		
						1.46.4					

2. Click Calculate.

3. Right-click on the last time period column again, then select Insert Rank > Apply to All.

Untitled W	orkbook * - Presenta	ion Studio											
Hon	ne Chart	Data Table	Format										
۰.	Default Period	Y S Years ago	*	Last Month End 🔻				Verdana		• 1	0 ∨ B I U 🔒 <.00 .0>		1
estments estments	Time Period	Start Date	Time P		ng Wind	dow	Grid Aligr		Forma		Decimal	Divide Pa	
estments		1	0	1 2		⊢	3	4	Porma		5 6	Layout	7
Wasaline,													
	<u>1</u>				в	۲	с 🔻	D		_	Return		
					1	Г	Morningstar						
1					Tic	ker	Analyst	1/1/2016 - 7 12/31/2018 6			2017 - 7/1/2017 - 1/1/201	18 - 3/1/2	016 -
						L	Rating	12/31/2018 0	/ 20/ 2019 1		Delete	Del	¹⁰²¹ pe
	-			Mid-Cap Blend	-	┢					Select	•	
	2			Calvert US Mid Cap Core Rspnb Idx I	CM	1 IIX	🖸 Bronze	7.59	13.29		Delete Row Delete Column		7.63
				Mid-Cap Growth	_	t	-				Edit / Insert Time Period		
				AB Discovery Growth A	CH		🖸 Bronze	9.87	20,55		Insert Supplementary Column		5.57
				Mid-Cap Value		t	-				Insert Performance Column		
				Diamond Hill Mid Cap Y	DH	FYX	E3 Silver	5.64	9.66		Insert Historical Column		0.59
	3			Small Blend	_						Data Settings		
				Columbia Small Cap Index Inst	NMS	-y	C Bronze	9.24	11.77		Decimal Places Rank Display	•	6.46
				Small Growth	-		/- Display Bend		11.77		Insert Rank	,	0.10
				AB Small Cap Growth A			/- Display Bend				Peer Group Summary Statistics		0.00
				Small Value	-	+	/- Calculation E	Benchmark			Peer Group Breakpoints	•	0.00
	-				1	Pe	ers Beaten				Font Color	•	
				American Beacon Small Cp Val R5		96	of Peer Group	Beaten			Background Color	•	2.34
						P	er group rank				Grid Color	•	
							of investments	ranked in peer gr	oup		Border Type	•	
					~		er group perce				Border Style	•	
	5						er group decile				Border Color	•	
	-					P	er group quint	le			View Settings Link Status		

4. Click Calculate.

- Note: The values on the report have become a bit difficult to read. Rest assured, this issue will be addressed once all columns are added to the table.
- 5. Use the **Settings** icon to select **Save as Template**. Be sure to overwrite the previously saved template.

Some data points still need to be removed from the table, and the Alpha and Batting Average performance data points are still missing from the table. To make these changes, do the following:

Exercise 17: Add additional performance data points

1. From the **column P** drop-down menu, select **Alpha**.

											From this list, select Alpha.		
Performance Repor	tina												
	в 🔻	C Morningstar r Analyst Rating	D 1/1/2016 - 12/31/2018	Peer group percentile	7/1/2016 - 6/30/2019	Peer group percentile	1/1/2017 - 12/31/2019	Retu Peer group percentile	7/1/2017 -	Peer group percentile	Alpha Alpha (non-excess return) Alpha Signif at 5%		T Prospec Gross Expense Ratio
Mid-Cap Blend											Alpha Signif at 5% (non-excess return)	Ŭ .	
Calvert US Mid Cap Core Rspnb Idx I	CMJD	< 🛛 😳 Bronze	7.59	23	13.29	14	12.34	14	7.03	8	Alpha T-Stat		0
Mid-Cap Growth											Alpha T-Stat (non-excess return)		
AB Discovery Growth A	CHCL	< 🛛 😳 Bronze	9.87	20	20.55	12	18.19	28	17.94	18	Appraisal Ratio		0
Mid-Cap Value											Appraisal Ratio (non-excess return)		

2. Click **Calculate**.

 Only the 5 Years value needs to be included. The other columns in this group can be removed via the Time Periods dialog box via the Table Settings menu. Click Table Settings.

- 4. Select the **Columns** tab.
- 5. Select Alpha, then click Settings. The Time Periods dialog box opens.

Performance	Reporting (Extended)	×	
Table Display Columns Peer G	Group Statistics		
Table Columns			
Ticker		Å	
Morningstar Analyst Rating			
Return			
Alpha		V	
Batting Average		¥	
		V	
			Select the correct data
			point, then click Settings
Settings	Remove		
Settings	Kemove		
Hide Column Headers			

6. Click Remove All.

- 7. In the Time Periods area, **Single Period** should be selected. Confirm the Start Date and End Date fields reflect the trailing five-year time period.
- 8. Click Add Columns then click OK.

			Time Perio	od Set	tup			×	
The time per	iod tab is u	ised to add,	, edit, or remove	e time	periods.				
Time Period									
Start Date		5 Years ago)	•	3/1/201	6	15		
End Date		Last Month	End	•	2/28/20	21	15		
Time Periods	(Single p	eriod		O Rollin	g windov	v	_	
	(Trailing	periods		🔘 Regul	ar perio	ls from start		
	(Forward	extending perio	ds		ar period	ds from end		
Window Size		1 Year		~					
Number Of C	- I								
Number of C	Joiumns	1	Add Column	(5)					Be sure Single Period is selected before clicking Add Column(s).
Selected Tim									before clicking Add coldnin(s).
Selected The			Name (editable)	Labe	al Rula		Color		
3/1/2016 -			.6 - 2/28/2021		art Date to	En v			
-, -,	_,,	_, _,	_,,						
								<u>v</u>	
<							>		
	Select All	Re	everse Order		Remove		Remove All		
						ок	Cancel		
						UK	Cancel		

- 9. Click Calculate.
- 10. The 5 Year Batting Average column will be added in a similar manner. **Right-click** the **Alpha** column, then select **Insert Performance Column**.
- 11. Click Calculate.

- 12. Remember from Exercise 12: Modify the Group settings on page 37, a custom peer group setting was created at the Presentation Studio level. Now is the time to apply that setting to this template. Be sure the cell is selected, then click **Table Settings**.
- 13. On the Table tab, click the **Grouping** drop-down field and select **Custom Performance Report**.

Perform	nance Reporting (Extended)			х	
Table Display Columns	Peer Group Statistics				
Table Title	Performance Reporting			þ	
Grouping	Morningstar Category	Ŷ		7	
0	Morningstar Category		-	_	
Currency	Custom Performance Report				Select the custom peer
Return Series	Monthly Return	×			group option created earlier.
Return Type	Total Return	Ŷ			
Calculation Benchmark	Calculation Benchmark 1	v	i		
Format	Conditional Formatting				
Return Date					
Additional Rows (1)					
Display Benchmark 1	Display Benchmark 2				
Peer Group Definition	Risk-free Rate				

- Click away from the Table Settings window to close it, then click Calculate. Note the new values for Alpha.
- 15. From the **Return** drop-down menu, select **Batting Average**.
- 16. Click Calculate.
- 17. Click Table Settings.
- 18. Select the **Columns** tab.
- 19. Select Batting Average, then click Settings.
- 20. Click Remove All.
- 21. In the Time Periods area, **Single Period** should be selected. Confirm the Start Date and End Date fields reflect the trailing five-year time period.
- 22. Click Add Columns then click OK.
- 23. Click Calculate.

24. Right-click both the Prospectus Net Expense Ratio and Prospectus Net Expense Ratio columns, then select Delete Column.

25. In the upper-left corner, use the **Settings** icon to select **Save as Template**. Overwrite the existing template.

The performance and supplementary columns are now part of the template. In this exercise, users will add the Score columns. To add the Score columns, do the following: **S**

Exercise 18: Add the Score columns

- 1. Right-click the Batting Average column, then click Insert Supplementary Column.
- 2. Click Calculate.
- 3. From the **column R** drop-down menu, select the **Find By** drop-down field, then select **My Database (Current Data)**.
 - The My Database (Current Data) option is located at the bottom of the list.

Open End Funds		~	
General		~	
Find By	 View 	O Contains	
Snapshot		Ý	
Fixed-Inc Regional Exposure			
Fixed-Inc Country Exposure			
Alternative Style Analysis			
Surveyed Currency Exposure			
Cash Exposure			
Revenue Exposure by Region			
Revenue Exposure by Country			
Asset Allocation - Economic Exposure	•		
Fees and Expenses			
Ownership Statistics			Scroll all the way down in the
Fees Schedule and Breakdown			Find By list to select this option.
Firm-level Database (Current Data)			
My Database (Current Data)			
Performance Attribution		Ŧ	

- 4. Select Alpha Score, then click Add.
- 5. Click Calculate.
- 6. For the next Score column, **right-click** the **Alpha Score** column, then select **Insert Supplementary Column**.
- 7. Click Calculate.
- 8. From the **column S** drop-down menu, use the **Find By** drop-down field to again select the **My Database (Current Data)** view.

9. Select Peer Group Score, then click Add.

Open End Funds		v	
General		~	
Find By	 View 	Contains	
My Database (Current Data)		Ý	
Thy Glade			
My Sector Benchmark1		0	
My Sector Benchmark2			
Buy Date			
Internal Rating			
Classification			
Analyst Name			
Broad Category Group			
Small-Mid Total Score			
Alpha Score 2			
Peer Group Percentile Score			Select Peer Group Score.
Alpha Score			
Peer Group Score		٣	
	Add	Close	

- 10. Click Calculate.
- 11. Finally, for the last Score column, **right-click** the **Peer Group Score** column, then select **Insert Supplementary Column**.
- 12. Click Calculate.
- From the column T drop-down menu, use the Find By drop-down field to select My Database (Current Data).
- 14. Select Small-Mid Total Score then click Add.
- 15. Click Calculate.
- 16. In the upper-left corner, use the **Settings** icon to select **Save as Template**. Overwrite the existing template.

The necessary performance, supplementary, and score columns are now part of the Performance Report template. In this exercise, conditional formatting will be applied to the Peer group percentile columns. Do the following:

Exercise 19: Apply Conditional Formatting

- 1. Be sure the cell is selected, then click Table Settings.
- 2. From the Table tab, click Conditional Formatting. A new window opens.

Perform	nance Reporting (Extended)		×	
Table Display Columns	Peer Group Statistics			
Table Title	Performance Reporting		¢	
Grouping	Custom Performance Report	v		
Currency	US Dollar	v		
Return Series	Monthly Return	v		
Return Type	Total Return	Ŷ		
Calculation Benchmark	Calculation Benchmark 1	v	(i)	
Format	Conditional Formatting			Click this button to apply conditional formatting to the table.
Return Date				conditional formatting to the table.
Additional Rows (i)				
 Display Benchmark 1 Peer Group Definition 	 Display Benchmark 2 Risk-free Rate 			

Note the selected values.

- Unlike the Performance Reporting module, the conditional formatting rules here need to be applied one column at a time. From the Field Name drop-down field, select the first Peer group percentile.
- 4. From the **Operator** drop-down, select **<=**.
- 5. Set the Value to 25.
- 6. From the Background Color field, select the first Green option.
- 7. **Check** the box for **Cell Only**.

Rule 1						≥ ≈ ~ ~ ≈ >
• • ×	REL (Field Name		Operator	Value)
1	~	Return: 1/1/2016 - 1	12/31/2018: Peer gro	oup 💌 <=	v 25	
Add						
Background	Color V	Font Color	Bold	Cell Only		✓ Active

- 8. In the upper-right corner of the pop-up window, click the **Duplicate** icon.
- 9. From the Field Name drop-down, select the second Peer Group Percentile.
- 10. From the **Operator** drop-down, select <=.
- 11. Set the Value to 25.
- 12. From the Background Color field, select the first Green option.
- 13. **Check** the box for **Cell Only**.

				This is the Duplicate ico	on.
					[
▼ Rule 1					
∧ ∨ X REL (Field Name		Operator	Value)
	Return: 1/1/2016 - 12	/31/2018: Peer grou	=> v qi	v 25	~ >
+ Add					
Background Color 📕 👻 For	nt Color 🛛 🗸 🗸	Bold	Cell Only		✓ Active
				Add Rule	OK Cancel

14. Repeat Steps 8-13 for the remaining Peer group percentiles values.

15. Click **OK**.

16. In the upper-left corner, use the **Settings** icon to select **Save as Template**. Overwrite the existing template.

The text in the Performance Report is small and difficult to read. Spreading the columns across two pages would make for a better experience for anyone who will be reading the report. To format the workbook this way, do the following:

Exercise 20: Format the Workbook for easier reading

1. In the pane to the left, **right-click** the **first page**, then select **Duplicate**. A second page appears in the filmstrip.

Ф но	me Chart	e Chart Data Table							
	Default Period	 Years a 	go						
Investments	Time Period	Start Date	е						
Investments									
	2 2 2 2 2 2 2 2 2 2 2 2 2 2	1,							
1	Duplicate	Ctrl+V	Right-click on a page to be able to select Duplicate.						
	Delete	Del							
	Reuse Templat	te							
	2								

- 2. Click Calculate.
- 3. Select the cell.

4. On the second page, right-click the Return column header, then click Delete Column.

Performance Reporti	ng															
	в 👻 с	-	D				Return			-	•	Alpha	Batting Average	-	т т	-
		Morningstar		Peer	Peer Peer		Delete		Del		Peer			Aloba	Peer :	Small-Mid
	Ticker	Analyst Rating	1/1/2016 - 12/31/2018	group	7/1/2016 - group 6/30/2019 percentile		Unlock First Row			2016 - 3/2021	group	3/1/2016 - 2/28/2021	3/1/2016 - 2/28/2021	Score	Group Score	fotal Score
Mid-Cap Growth							Select		•	⊢						
AB Discovery Growth A	CHCLX	😨 Brenze	9.87	20	20.55 12				,	25.57	14	2.87	63.33	1.00	1.00	Pass
Small Growth							Delete Column									_
AB Small Cap Growth A	QUASX	😳 Brenze	12.38	12	24.22 8		Edit / Insert Time Period	ł		30.00	11	8.17	65.00	1.00	1.00	Pass
Aberdeen US Small Cap Equity Inst Svo		🔁 Branze	6.13	83	8.19 97]]	Insert Supplementary C	olumn		16.11	89	-2.35		0.00	0.00	Fail
Artisan Small Cap Investor	ARTSX	😳 Brenze	11.02	21	20.78 23		Insert Performance Colu	29.27	14	8.84	65.00	1.00	1.00	Pass		
Small Value																
American Beacon Small Cp Val R5	AVFIX	🔂 Brenze	5.14	46	8.60 40	1	Insert Historical Column	l.		12.34	42	-2.19	45.00	1.00	0.00	Watch
							Data Settings			I 1						
							Decimal Places			I 1						
										I 1						
							Rank Display		•	I 1						
						1	Peer Group Summary S	tatistics	•	I 1						
							Peer Group Breakpoints		•	I 1						
						-	Font Color		•	I 1						
									•	I 1						
							Background Color		•	1						
							Grid Color		•	1						
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										I 1						
							Border Color		•	I						
						1	view Settings Link Statu	IS		1						
							-	5		E						

- 5. In the pane to the left, select the **first page**.
- 6. Use the same **right-click** function to individually **delete** the following columns from the table here:
 - ► Alpha
 - Batting Average
 - Alpha Score
 - ► Peer Group Score, and
 - Small-Mid Total Score.
- 7. In the upper-left corner, use the **Settings** icon to select **Save as Template**. Overwrite the existing template.

Now that the columns are all added, the conditional formatting is in place, and the pages are designed for easier reading, the last steps are to add in all rows from the search result and produce a PDF of the report. Do the following:

Exercise 21: Add all rows to the report and produce a PDF

1. Select the **Home** tab, then click the **Investments** icon.

Untitled W	orkbook * - F	resentat	ion Studi	io											
🔅 Hor	ne	Chart	Da	ata Tabl	e	Forma	t								
Investments Setti	Workbook	Page	Chart	Table Insert	A Text	💽 Image	Divide Page Layout	O View	Calculate Calculate	√ Restore Linking	PDF	PPT Ex	XPS	X Excel	Select the Home ta then click this icon
1	1		1			•		1		2	E		C Morn Analy Ratir		
	2							US Mic	l end d Cap Core rowth	Rspnb Io	dx I	СМЈІХ	(🕃 Bronze	
2		-					Mid-C	ap Va	Growth A alue					C Bronze	

2. Click the Select All box to the right of the Show column.

	Check this	box to select all row	s.			
aved Lists Select saved list	~					
+ Add - Delete	Inception Date	Category	√ Sh	ow Display Name	Calculation Benchmark 1	Calculation Benchmark
AB Discovery Growth A	7/7/1938	US Fund Mid-Cap Growth	✓	AB Discovery Growth A	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 AB Small Cap Growth A 🛛 🍳	2/12/1969	US Fund Small Growth	\checkmark	AB Small Cap Growth A	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 Aberdeen US Small Cap Equit 🔍	11/2/1998	US Fund Small Growth	\checkmark	Aberdeen US Small Cap Eqi	Display Benchmark 1 🔍 🔍	Display Benchmark 2
American Beacon Small Cp Va	12/31/1998	US Fund Small Value	\checkmark	American Beacon Small Cp	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 Artisan Small Cap Investor 🏻 🍳	3/28/1995	US Fund Small Growth	\checkmark	Artisan Small Cap Investor	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 Baird MidCap Inst 🔍	12/29/2000	US Fund Mid-Cap Growth	\checkmark	Baird MidCap Inst	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 Baron Discovery Institutional 🔍	9/30/2013	US Fund Small Growth	\checkmark	Baron Discovery Institution	Display Benchmark 1 🛛 🔍	Display Benchmark 2
📃 BlackRock Advantage Small C 🔍	9/14/1993	US Fund Small Growth	\checkmark	BlackRock Advantage Small	Display Benchmark 1 🛛 🔍	Display Benchmark 2
BlackRock Mid-Cap Growth Eq	12/27/1996	US Fund Mid-Cap Growth	\checkmark	BlackRock Mid-Cap Growth	Display Benchmark 1 🛛 🔍	Display Benchmark 2
Calvert US Mid Cap Core Rspr	10/30/2015	US Fund Mid-Cap Blend	\checkmark	Calvert US Mid Cap Core Rs	Display Benchmark 1 🛛 🔍	Display Benchmark 2
🗌 Columbia Mid Cao Index Inst 🍳	3/31/2000	US Fund Mid-Cap Blend	1	Columbia Mid Cap Index In:	Displav Benchmark 1 🗸 🍳	Display Benchmark 2

- 3. Click **OK**.
- 4. Click Calculate on both pages.

5. From the toolbar, click **PDF** > **Full Report**. The report opens in a new window as a PDF.

	Use the PDF icon to select Full Report.														
MUntitled Workbook * - P	resentati	ion Studi	io												
🔅 Home (Chart	Da	ata Table	e	Forma	t							_		
÷ 🗎		niin		A			0		Q	Æ	6		X		
Investments Workbook	Page	Chart	Table	Text	Image	Divide Page	View	Calculate	Restore	PDF	PPT	XPS	Excel		
Setting	Setting Insert					Layout		Full Report			Export				
	-0.77	1			, P, ,			Selected Pag	e(s)			3			
	-							Selected Cor	nponent						
					L							Ticker	Morning An Ra		
						Mid-Ca	ap B	lend							
2	-					Calvert U	IS Mid	Cap Core F	Rspnb Idx	I		СМЈІХ	Ō		
2	-					Columbia	Mid C	Cap Index I	nst		P	MPAX	Q		
	-					Davenpo	rt Equi	ity Opportu	nities		[DEOPX	Ō		
5 - 8	-					Fidelity A	dvisor	r® Leverag	ed Co Stk	I		FLVIX	Q		
	-					Fidelity®	Exter	nded Marke	t Index		F	SMAX	Ū		

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