MGMT 345 Assignment 4

Excel Investment Portfolio Project: Part II

Due by 11:59 p.m., 29 March 2007

You must store the data in a Microsoft Excel workbook (.XLS) and submit the workbook file through the lab's website prior to midnight, 29 March. Format the workbook in a pleasant manner.

Directions: Using the Excel worksheet you submitted for Assignment 3, you will be adding some additional features to better enable you to track the performance of your stocks. You should have at least 19 days worth of values for this assignment (at least through 26 March).

1. Freeze your column headings so they remain visible as you move vertically through your worksheet

2. Add the following columns to each of your stock-tracking worksheets: **Change** and **Net Gain/Loss**. The change cell will use a formula to calculate the change in your funds' NAV on a daily basis (subtract the prior day's closing price from the current day's closing price). The first day's Change value will be $0.00. The Net Gain/Loss column will calculate the Gain or Loss of the total value for the funds you have purchased for your portfolio (subtract the first day's Total Value from the current day's Total value). **Hint:** use an absolute reference for the first day's Total Value in your formulas so that you can easily copy and paste them into the remaining cells in your columns. Format these cells to display as currency with negative values to be displayed in red.

3. To easily gauge your funds' performance, you will want to create graphs that easily display the performance of the individual funds as well as the entire portfolio. You will need to create 4 graphs to track your funds' performance. Each graph will need to include data from all of your funds' worksheets (i.e. each graph will have at least 4 series of data on them, not 1 graph per fund). The graphs you create will be placed on a separate worksheet at the end of your workbook and be named appropriately.

   The graphs you will need to create will be:

   a. Change in all funds' NAV over time. This graph will need to show the trends in the funds' closing prices

   b. Change in the Total Value of each of your funds over time. This graph will also need to show the trends in the funds' total value in your portfolio

   c. Relative Gain/Loss of each of your funds over time. This graph will need to show the trends in the individual funds' Net Gain/Loss.

   d. Change in the Total Value of your entire portfolio. This graph will need to show the trends and relative volume of the cumulative effect of all of your funds over time.

Remember, the top performer in each section will receive a bonus at the end of the semester.