Select1 -- Version 1.0
(For Excel 3.0 for Windows)
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Acknowledgment...

I would like to thank a couple of people. First, Mr. John Counts, my colleague and former boss who is expert on Microsoft Windows and its applications and utilities. He created the logo for Integrated Investment Services and edited this manual. Second, my elder brother, Mr. Sharad Sinkar who is Electrical Engineer. His timely advice, suggestions and encouragement helped completion of this software.

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About the Author...

Mr. Prakash G. Sinkar, the owner of Integrated Investment Services and writer of this software, is a Mechanical Engineer and licensed (series 6) securities dealer. He has over 10 years of experience with mutual funds.

He is currently looking for a career in computer programing. If you can use his talents, please, don't hesitate to get in touch with him. He can be reached at:

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About SELECT1...

SELECT1 is shareware. It's a collection of three worksheets, SELFUND1.XLS, SELFUNDS.XLS, RANK.XLS and one macro sheet, UPDATE.XLM. It calculates 4week, 13week, 26week, and 52week cumulative total returns of all 35 Fidelity Select mutual funds on a daily basis. All of these are done with one or two keystrokes or a click of a macro button! It also ranks all the funds on their total returns. Updating of worksheets with data downloaded from Fidelity PC Quotes, is also carried out by macros! There are no linked sheets or linked formulas, so it loads fast into computer memory.

Although, it was created for Fidelity Select Funds, it can also be used for any other mutual funds. However, updating of SELFUNDS.XLS worksheet with data, cannot be done by the macros. You will have to do it either manually or write your own macros. All the other functions (calculations) can be performed by the macros.

It is very easy to use, and user friendly. Only basic knowledge of Excel 3.0 for Windows is required. You don't have to enter any formula or format any cell. You don't even have to enter the names for the Select Funds. They are already there! All you have to do is download daily closing NAVs (Net Asset Values) of the funds from Fidelity PC Quotes. Fidelity does not charge you for this download if you are Fidelity Select customer. You can also buy data from Integrated Investment Services. See registration and order form at the end of this manual.

Just go through the tutorial step by step and you will learn everything about the program. You will enjoy working with SELECT1 and have fun with it.

Tutorial...

Just take a few moments and walk through this tutorial step by step and you will become an expert very soon.

Installation:

1. System requirements
If you can run Microsoft Windows and Excel 3.0 for Windows on your computer, you can run SELECT1! You will of course need Windows and Excel 3.0 for Windows. There is no any other requirement. A mouse will make your work easier.

2. Make 5 or 10 back up copies of this program, one for yourself and other for distribution among your friends.

3. Your default drive should be C drive.

4. Make a directory named SELWK1. Simply type md\selwk1 at the C prompt and press Enter. It will create the directory.

5. Copy all the files with the extension WK1 into this directory.

6. Copy all the other files, i.e., SELFUND1.XLS, SELFUNDS.XLS, UPDATE.XLM and SELECT1.XLW, etc., into your Excel directory or a data sub directory.

Installation is completed now and you are ready to start using this program.

7. Start Excel 3.0

8. Choose the File Open command.

9. Type select1.xlw in the file name box. If the file (select1.xlw) is not in the current directory, type the full pathname for the file, e.g., c:\ data\select1.xlw. Choose OK to open the file.

10. Wait a moment for Excel to load the files.

11. When loading is complete your computer screen displays three windows; the left half of the screen contains SELFUND1.XLS window and the right half of the screen two windows, SELFUNDS.XLS on the top and RANK.XLS on the bottom.

12. Now maximize the SELFUND1.XLS window (or double-click the IIS logo button in the SELFUND1.XLS window). This maximized window is one of the pages of SELFUND1.XLS worksheet. This particular page has information about Fidelity Select Airtransportation (034), (see cell B2). The number in parentheses is the Fidelity Select Fund Number. Now if you imagine this one page as just one section of a tall column named Airtransportation, you will know how much data can be stored in this tall column of 16,384 rows. Over 60 year of data! (There are about 260 trading days per year.) There are 35 such columns of pages, one per fund, arranged horizontally in this worksheet. (You can scroll to the right and see but scroll back again for the next step)

13. You can see that there are 9 buttons with labels on them. (Ten buttons including the IIS logo button.) Two buttons are two columns wide and seven buttons are one column wide. When you click any of these buttons it starts the macro assigned to that button. Some buttons serve, in addition, as column headings. For example Date, Change, 1 MONTH, 3 MONTH, 6 MONTH, 1 YEAR buttons are also column headings. You can also start the macro by pressing Ctrl (control) key and the letter in parentheses either under a small button or on a wider button itself. For example, "extend 'Date' series" macro can be started by pressing Ctrl + e. If the letter is uppercase, press Ctrl + Shift + the letter.

14. Let us start with the "extend Date series" macro. In cell A6 you see, Jan-01-91 which is the beginning date of a date series,(if you don't have that date entered, please, enter it now by typing 1/1/91). The "extend Date series" macro extends the existing date series (week day series). If the Date column is completely blank, the macro won't work. Now click the 'Date' button (or press Ctrl + e). A dialog box will open, telling you what to do next! Read it completely and choose OK. Remember, you have to enter the beginning date in 'mmm-dd-yy' format. So enter Jan-01-91. The next dialog box asks you to enter a Stop Value in mm-dd-yy format. Enter, 12/31/92, (not Dec-31-92). You can see the status of the macro, in the Status bar at the bottom of the screen. Throughout all the macros you will come across many cautions, beeps, instructions, etc. Simply, follow the instructions and

you will have no trouble completing the worksheets very quickly. Now the date series for SELFUND1.XLS has been created. We will come back to the other macros later, because we don't have any NAVs (Net Asset Values) in the NAV columns.

15. Minimize SELFUND1.XLS worksheet and maximize SELFUNDS.XLS worksheet. This is a data consolidation worksheet. It consolidates the data downloaded from Fidelity PC Quotes.

16. Create the same date series as you did in SELFUND1.XLS worksheet. Let us work with the other macro buttons on this worksheet.

17. CLEAR(x) -- This macro clears a cell or range of cells. I have included this macro to protect formats of worksheet cells. If you use delete or clear with wrong option, it will delete or clear everything in the cell, including formats. Never use delete function to clear a cell or range of cells unless you want to delete a whole row of cells. Caution: Never delete or insert a column! The macros won't work properly if you delete or insert a column. Now select any cell and enter any number in it. Select the same cell and click CLEAR(x) button (or press Ctrl + x). The macro will clear its contents but not the format. You can also use the macro to clear a range of cells. Simply select the range and click CLEAR(x) button.

18. Update (u) -- This macro updates SELFUNDS.XLS worksheet with closing NAVs, downloaded from Fidelity PC Quotes. I have included some data files with this program. These files have the extension wk1 and you have already copied these files in your SELWK1 directory (See step 5). Now click the 'update' button (or press Ctrl + u). A dialog box will open asking whether you want echo on or off. With echo on, you can see on the computer screen all the operations the macro performs. But, it will slow down the updating process. My suggestion is, keep echo on until you understand how the macro works. Once you know that, you may turn off echo (Cancel) every time you run the macro. With echo off, the macro runs many times faster. Another dialog box will open asking you the number of consecutive days you want to update. Make sure you have the data files available in your SELWK1 directory. I have included 10 data files starting with seljan07.wk1. Enter 10 in the INPUT dialog box. In the next dialog box enter the beginning date. You are updating from Jan-07-91. Enter jan-07-91. Now 'Open File Name' dialog box appears with a list of data files in your SELWK1 directory. (This dialog box will appear as many times as the number of days to be updated and every time you have to select an appropriate file.) Select seljan07.wk1 (Remember, next time when this dialog box appears, select seljan08.wk1 file and so on...). The macro ends after it cycles through all the 10 days to be updated and you will see SELFUNDS.XLS worksheet updated for these days (for all 35 funds). Copy all 1991 data files that you have, into SELWK1 directory and update SELFUNDS.XLS worksheet with those files. (You can order data from Integrated Investment Services at very reasonable cost. See order form at the end of this manual.) After you have completely updated SELFUNDS.XLS worksheet with 1991 data, rename SELWK1 directory to some other name, say SELWK191. (Use a DOS utility as PC Tools or Norton utilities to rename the directory or refer to a DOS manual.) Create a new SELWK1 directory and copy 1992 data files into that directory and continue updating of SELFUNDS.XLS worksheet. (At the end of 1992 rename the directory selwk1 to selwk192 and create a new selwk1 directory for 1993 data files...and so on.) It was a big step! The rest of the steps are very easy and straight forward.

19. Update both(b) -- This macro updates both worksheets (SELFUNDS.XLS and SELFUND1.XLS) at the same time but updates only one day at a time. This macro is very slow with echo on. My suggestion is, use this macro only if you are updating your worksheets on a daily basis and with echo off. This macro works as same as the macro 'update(u)'.

20. Previous(p) -- This macro works exactly the same way as the

'update(u)' macro, but it updates with the previous day's closing NAVs. I will explain what I mean. Open any downloaded data file, say seljan07.wk1 (Choose File Open command and type c:\selwk1\ seljan07.wk1 in the file name box. Choose OK). You can see that column C contains PrevDay closing NAVs, i.e., closing NAVs of Jan-06-1991. If you don't have seljan06.wk1 data file, click the 'previous' button (or press Ctrl + p) and update it with seljan07.wk1 file! See! You have to download the every other day! Every file has two days' closing NAVs (current day and previous day).

21. Holiday(h) -- This macro simply copies the previous day's closing NAVs. Click the 'Holiday' button (or press Ctrl + h). Enter the date of stock market holiday, e.g., Jul-04-91. See it copies Jul-03-91's closing NAVs. You should have updated worksheet for the day before the holiday, otherwise it will copy blank cells.

22. Now minimize the SELFUNDS.XLS window and maximize the SELFUND1.XLS window. I have already explained the extend 'Date' series(e) and CLEAR(x) macros before.

23. In the CG/Divs (Capital Gains/Dividends) columns, you enter the values manually at respective ex-dividend dates. I have already entered these values for all the funds for the year 1991.

24. UPDATE(U) -- (or press Ctrl + Shift + u) -- When you run this macro it starts updating NAVs for all funds from the beginning date you enter. Enter beginning date Jan-07-91. It copies the values from SELFUNDS.XLS (Data consolidation worksheet). This macro starts from column B in SELFUND1.XLS worksheet and automatically stops at the first blank cell (after the beginning date) in column B in SELFUNDS.XLS worksheet.

25. Change(c), 1 MONTH(m), 3 MONTH(t), 6 MONTH(s),1 YEAR(y) -- all of these macros run in the same way. I will explain only one macro and you will know all of them! (Note echo is already turned off for all of these macros.) I have included some NAV data on SELFUND1.XLS and SELFUNDS.XLS worksheets for you to try all the macros. If you don't have complete data of NAVs on SELFUND1.XLS, try the macro for the beginning date specified in parentheses.

26. Change(c) -- Click the 'Change' button and enter the beginning date (Jan-08-91). This macro will automatically stop when it comes across a blank cell in column B of the SELFUND1.XLS worksheet. Make sure there are not any zero values in the supposedly blank cells. CLEAR all zero values in blank cells.

Please note:
1 MONTH=4 Week=20 trading days (including holidays).
3 MONTH=13 Week=65 trading days (including holidays).
6 MONTH=26 Week=130 trading days (including holidays).
1 YEAR=52 Week=260 trading days (including holidays).

27. 1 MONTH(m) -- Enter beginning date (Jul-08-91).

28. 3 MONTH(t) -- Enter beginning date (Oct-07-91).

29. 6 MONTH(s) -- Enter beginning date (Dec-09-91).

30. 1 YEAR(y) -- Enter beginning date (Jan-06-92).

31. Calculate all(l) -- This macro is a combination of all the macros mentioned in step 25. It calculates all the values at once! Enter beginning date (Jan-07-92).

Note: All of these macros operate on cells in a row from left to right before moving to the next row. The macros also clear all error values returned. They halt at the first blank cell Airtransportation NAV column (column B). 'No Match' error, means either you have entered the date in a wrong format or that date is non existent on the worksheet!

If you have complete NAV data on the SELFUND1.XLS worksheet, start the macros at the following beginning dates.

Change(c) -- Start the macro at the beginning date in cell A7 or later.

1 MONTH(m) -- Start the macro at the beginning date in cell A26 or later.

3 MONTH(t) -- Start the macro at the beginning date in cell A71 or later.

6 MONTH(s) -- Start the macro at the beginning date in cell A136 or later.

1 YEAR(y) or Calculate all(l) -- Start the macros at the beginning date in cell A266 or later.

32. Minimize the SELFUND1.XLS window and maximize the RANK.XLS window.

33. In cell E3 the date is 1/1/91. We don't have complete data of the funds for this date. Therefore all '%' columns are blank.

34. Now click on the RANK(r) button (or press Ctrl + r). Enter date (Jan-07-92). Wait a while for the macro to rank the funds. In a moment, you will have the ranking of the funds in all four categories (4 WEEK, 13 WEEK, 26 WEEK, 52 WEEK).

35. You can print this worksheet by clicking on the PRINT(P) button (or by pressing Ctrl + Shift + p). Save the worksheet with a different name, say, RKJAN06.XLS; if you want to print it later.

36. UPDATE.XLM macro sheet is protected(hidden) with a password. You cannot see or modify the macros.

37. You have learnt everything about SELECT1. Now start using these worksheets.

38. If you want to update the worksheets with data before Jan-01-91, choose File Save As command to save SELFUND1.XLS and SELFUNDS.XLS worksheets with different names, e.g., SELFUND2.XLS and SELFUNDS2.XLS. Open SELFUND1.XLS and SEELFUNDS.XLS worksheets. Clear all the data below
row 5 in both, SELFUND1.XLS and SELFUNDS.XLS worksheets.
Enter a new beginning date in cell A6 and use the 'extend Date series' macro to create the date series. Update the worksheets as explained before, through Dec-31-1990. Copy all the data (beginning at Jan-01-91) from SELFUND2.XLS and SELFUNDS2.XLS worksheets into SELFUND1.XLS and SELFUNDS.XLS worksheets respectively (at the corresponding dates).

39. There are no formulas in any cell and no links between worksheets. If you change or enter a new NAV in any cell, use the macros for recalculation.

40. You can halt the macros by pressing 'Esc' key. If you get 'Divide by 0!' error in any cell, just CLEAR that cell. Occasionally, you will see some highlighted cells. Just ignore them.

41. The values in parentheses on worksheets are negative values.

42. Before exiting, arrange all the windows the way you want and save workspace as select1.xlw (replacing the old select1.xlw).

43. Each time you save SELFUND1.XLS, SELFUNDS.XLS and RANK.XLS worksheets, Excel saves the old versions of the worksheets in backup files.

44. If you open the worksheets individually, (i.e., not by opening select1.xlw) make sure to open the update.xlm macro sheet. The macros won't work if the update.xlm macro sheet is not open. Note that update.xlm is hidden.

How to use these worksheets for non select funds...

1. Open SELFUND1.XLS worksheet. In rows 2 and 4 type over the names of the funds on existing names. You need not have all the 35 names. If you have less than 35 names, clear the rest of the existing names. DO NOT DELETE OR INSERT ANY COLUMNS!

2. Open SELFUNDS.XLS consolidation worksheet and change the names of the funds in row 5. You should enter names of the funds in the same order as you entered them in SELFUND1.XLS worksheet. Clear rest of the existing names. AGAIN, DO NOT DELETE OR INSERT ANY COLUMNS!

3. You need not change any names on RANK.XLS worksheet. RANK(r) macro will do it for you. Make sure, you have entered the names in SELFUND1.XLS and SELFUNDS.XLS worksheets, in an identical order and in the right cells.
You may change the title on RANK.XLS worksheet.

4. Enter (or copy) NAVs for the funds in SELFUNDS.XLS worksheet.

5. Now activate SELFUND1.XLS worksheet and update it with UPDATE(U) macro.

6. You can use all the macros on this worksheet.

How to download Fidelity Select PC Quotes...

If you are Fidelity Select Customer, you can access quotes on all Fidelity Select Funds whenever you want to, 24 hours a day. To start this service call Fidelity Investments toll free at 1-800-225-5531. They will provide you with the necessary information and set up this service for you.

You will need a modem and a communication package to download quotes.
Follow the instructions sent by Fidelity Investments and go on line.
Display the main menu.
Press 2 and enter.
Type 4 and enter. (You have a choice of the number (1 through 4) of the quote selection you want. I suggest to select number 4 because it gives you quotes in the WK1 format and you can get two days' quotes (current day's closing NAVs and Prev day's closing NAVs).
This message appears on the screen after you make a quote selection:
Starting to download the file; begin receiving using Xmodem protocol.
Usually, you press 'Page Down' to start receiving (Refer to your communication manual). You have to give a name to the file you are receiving. Type c:\selwk1\(name of the file), e.g., seljun07.wk1.

When transmission is complete, type x and enter to exit quotes.

Have fun...

Don't be afraid to experiment with these worksheets. Before you start experimenting, make a couple of back up copies of your completed worksheets. If something goes wrong or you mess up the worksheets, you can always start over with one of the back up copies.

You can do many things with these worksheets and have fun. Print your worksheets by choosing your own print areas. Select different ranges of cells and display various graphs. Link SELFUND1.XLS and SELFUNDS.XLS worksheets. Define SELFUNDS.XLS worksheet as a database and try the database functions. Write your own macros, etc. If you are a registered user you may send me your creative work for free evaluation, suggestion or advice. With your permission, I may consider including your macros in the future upgrades. If I include your macros in the upgrades, you will receive a free upgrade with thanks.

Good luck and thanks for using SELECT1.

A final word...REGISTER !

I have put in a lot of the time and effort in creating these worksheets. Improvement is an on-going process. Please, help me keep on improving these worksheets. Please, register and pay the registration fee. Also, I request you to distribute this shareware (without any modification) among your friends and upload it on your favorite BBSs.

If you register you will get free technical support for one year (including free evaluation, suggestion, advice on your own creative work). With registration, you will get your registered version that will be better and easier to use than this shareware version.

If you order data along with your registration, I will send you both SELFUND1.XLS worksheet and SELFUNDS.XLS worksheet updated (with all the possible calculations). Also, in the future upgrades you will have all the data that you have ordered (and you will have ordered, including subscribed monthly data).

Finally your comments and suggestions are very important to me for future upgrades. Please send your comments and suggestions along with your registration.

Again, I thank you for your support.

Registration and Order Form

Name:_____

Street Address:_____

City:_____State & Zip:_____

Telephone: Day_____Evening_____

_____

Registration Fee:**$35.**.................................$_____   (Includes registered version of Select1)
Recent 1 year data:**$35.**..............................$_____
(In SELFUNDS.XLS worksheet)
Any 6 month data from recent year:**$25.**.................$_____
(In SELFUNDS.XLS worksheet)
Any 3 month data from recent year:**$15.**.................$_____
(In SELFUNDS.XLS worksheet)
Any 1 month data from recent year:**$7.**..................$_____
(In SELFUNDS.XLS worksheet)
1 year subscription for monthly data disk:**$60.**.........$_____
(Disks will be mailed on the 1st day of every month)
Printed Manual: **$7.**...................................$_____
(Includes screens snap shots)
Shipping: **$3.**...$3
_____

Total $_____

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Comments and Suggestions