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★ After each question below, click the *Home* button at the top of the database screen.

Computer commands, field names and mouse actions are in *Italics*.
Text that you must type is within single quote marks (' ').

1. I need a current listing of all the S&P 500, S&P Midcap, and S&P Small Cap companies along with basic statistics for each group.

- ☐ Click the *Companies* tab.
- ☐ Scroll down until *Standard and Poor's Indices* appears on the left side of the screen.
- ☐ For each of the three indexed groups – S&P 500, S&P MidCap 400, S&P SmallCap 600 – click the *Companies* link underneath its heading to retrieve a complete alphabetical list along with each company's ticker symbol. Note: Ticker symbols do not always follow alphabetical order.
- ☐ To access information for a specific company, click the ticker symbol and a company overview will appear.
- ☐ At the company overview page, links for more detailed treatments such as *Valuation*, *Financials*, *Stock Reports*, etc. will appear on the left side of the screen.

2. I am researching the apparel industry and would like to see an industry survey.

- ☐ Click the *Industries* tab.
- ☐ From the *Industry Surveys* drop-down menu, select *Apparel and Footwear* and click the orange arrow.
- ☐ A *Standard and Poor's Industry Survey for Apparel and Footwear* will appear. The report includes links for such details as *Current Environment*, *Industry Trends*, *Ratios and Statistics*, *Revenues*, *Industry References*, etc.

3. I want to read the December 8, 2004 issue of Standard and Poor's Outlook, an investment advisory newsletter. Can I get it online?

- ☐ At the home page, find *Outlook* in the *Quick Links* section (right side of the screen).
- ☐ Select *2004* from the year box. Note: Once this selection has been made, the screen will automatically reset/refresh the issue box to 2004.)
- ☐ In the issue box, select *December 8, 2004* and click the orange button.
- ☐ A PDF copy of the December 8, 2004 issue of **Outlook** will appear.

4. I would like to see a list of U.S. Equity Funds that have performed well.
- ☐ Click the *Mutual Funds/ETFs* tab.
 - ☐ On left side of screen (under *Top Ranked Funds*) click the link for *U.S. Equity Funds*.
 - ☐ Funds will be listed in rows of fifty by default but can be adjusted as desired to 10, 25, 50 100, 150 or All per screen. Arrows can advance or retrace.
 - ☐ The order in which they are listed is alphabetical by fund name (as given under the *Custom* tab) with reports available as PDF or HTML. Clicking the tabs for *Rankings*, *Performance*, *Quantitatives*, and *Basics* will display those results as well.
5. Many business terms are “Greek” to me. Where can I get definitions? For instance, what exactly is a mutual fund?
- ☐ On any page of **NetAdvantage** (*Home, Companies, Industries, Funds or Learning Center*), click *Glossary* at the top of the page.
 - ☐ From the horizontal alphabet, click the letter *M*.
 - ☐ When the *M* listings appear, scroll down to *Mutual Funds* and click it.
 - ☐ Definitions and explanations will appear.
6. I am thinking of investing in homebuilding but would first like an overview of that industry.
- ☐ Click the *Industries* tab.
 - ☐ From the drop-down menu under *Industry Surveys*, select *Homebuilding*
 - ☐ Click the orange arrow.
 - ☐ When the general survey appears, links for more specialized topics such as *Current Environment*, *Industry Trends*, *Key Ratios and Statistics*, *Profit and Balance Sheets*, *How To Analyze a Homebuilding Company*, etc. will appear also.
7. I would like to see the latest stock report for Google, Inc.
- ☐ On right side of the home screen, find *Database Search*.
 - ☐ At the *Resources* drop-down menu, select *Stock Reports*.
 - ☐ At the *Search By* box, leave the setting at *Company Name*.
 - ☐ Type ‘google’ in the *Enter* box and click the orange arrow.
 - ☐ A PDF file of Google, Inc.’s latest stock report will appear. Clicking the *Printer Friendly* option (near the top of the page) makes reading easier.