

In order to complete the Stock Market portfolio in a timely matter, here are my suggestions. These suggestions are to be followed **AT LEAST** once a week and any time you purchase a new stock. **THIS PROCEDURE NEEDS TO BE DONE FOR EACH STOCK YOU BUY.**

1. Go to www.stockmarketgame.org and enter the username and password you received from me.

In Microsoft Word:

2. Create a Microsoft Word document and save it as each individual stock you have bought for the game.
3. In the Word document, write a one-paragraph summary of the company. *Suggestions for the summary:* describe what the company produces, who is the president of the company, who created the company, when was it created, etc.
4. Print out an article that relates to your company. Make sure the article addresses why your stock should perform up to the high expectations you have for the stock.

In Microsoft Excel

1. Open a Microsoft Excel Spreadsheet and save it under the name of your stock.
2. In the first box of the spreadsheet write, 'Financial Report for the Week of _____ for (insert stock symbol here)' (Fill in the blank with the date of the week in which you are creating the financial report.)
3. Then, create four columns labeled 'Date,' 'Total Shares,' 'Stock Price,' and 'Weekly Profits.' Under each column write the appropriate information for the stock you own.
4. Here's what your spreadsheet should look like:

Financial Report for the Week of 1/30/06 for WMT

Date	Stock Price	Shares	Weekly Profits
1/30/06	\$10	100	
1/31/06	\$11	100	
2/1/06	\$10	100	
2/2/06	\$15	100	
2/3/06	\$17	100	\$700

Graphing

1. Create a line graph (by hand or electronically) depicting the prices your stock rose or fell to throughout the week.
2. Here's how you find the price of your stock throughout the week:

- Go to the Symbol Lookup page on Yahoo Finance or <http://finance.yahoo.com/l>
- Type in the stock you own and click 'Look Up'
- Then, click the blue underlined symbol of your stock.
- You should now be at the financial analysis of your stock.
- On the left hand side of the webpage you should see a link title 'Historical Prices'. Click 'Historical Prices.'
- In the 'Set date range' section, type the start date and end date of the week. Click 'Get Prices.'
- Scroll down and **ONLY** record the **CLOSE** price. These five **CLOSE** prices are the ones you need to record for your weekly stock graph.