

Portfolio Allocation Tool – Instructions

A reader requested a simple spreadsheet to help calculate the reallocation of certain investments in her investment portfolio. She knew what investments she wanted, and what percentage of her entire portfolio she wanted each investment to constitute. So how about making a spreadsheet to help her convert those desired percentages into the dollar amounts necessary to achieve them?

That's what this spreadsheet does.

- 1) Input the total dollar amount of your portfolio (or investment capital) in the designated cell (G3).
- 2) In cells C8 through C22, list the investments or investment categories into which you wish your money to be divided. Space is provided for up to 15 categories.
- 3) In cells D8 through D22, list the percentage of your portfolio which you wish each investment or category to constitute. No matter how many investment categories you have, you'll want their percentages to total 100 percent. By checking cell D23 at the bottom of the grid, you can see what your total is.

Cells E8 through E22 will calculate the dollar amounts that will make each investment comprise the percentage of your portfolio you wish.

The dollar amount in cell E23 should match the total value of your investment capital as input in cell G3.

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