Bloomberg

GETTING STARTED

This cheat sheet provides basic instructions on how to successfully navigate and use the BLOOMBERG PROFESSIONAL® service. We recommend the essential function codes listed below.

Remember, press **Enter GO** after each command to run the function.

Bloomberg Keyboard Navigation

If you are using your own keyboard and Bloomberg-provided key stickers, press the **<Alt>** and **K** buttons simultaneously to display a keyboard image.

CONN DEFAULT — Press once to log on using your name/password. Press once to log off.

HELP — Enter any word/phrase and press **<HELP>** to search our entire database for matches, e.g., a person, company, or currency.

MENU — Press **<MENU>** once to return to previous screen (equivalent to a <Back> key).

Pg Up BACK — Press **<Pg Up/BACK>** to scroll backward in a multiple-page screen.

Pg Dn FWD — Press **<Pg Dn/FWD>** to scroll forward in a multiple-page screen.

PANEL — Press **<PANEL>** to advance through the four Bloomberg windows.

Sys Rq PRINT — Press **<PRINT>** to print one page; **5 <PRINT>** to print a five-page screen; **10 <PRINT>** to print a ten-page screen, etc.

Main Menus

In addition to the yellow market sector keys that appear on your keyboard, these function codes lead you to the main menus of other important market sector functions.

MAIN	Main menu.
NRG	Bloomberg Energy service.
FXIP	Foreign Exchange platform.
IRSM	Interest Rates & Credit Derivatives menu.
BLAW	Bloomberg Law.
BINS	Bloomberg Insurance.
BEE	Bloomberg Earnings Estimates.
HYM	High-Yield menu.
MA	Mergers & Acquisitions.
FUND	Funds & Holdings.
LOAN	Syndicated Bank Loan menu.
EMKT	Emerging Markets.
ET	Electronic Trading.
OMS	Order Management System.
DATA	Data services.

News

N	Main News menu.
NSE	News Search Engine. Create & store custom News searches.
TOP	Today's TOP headlines.
TOP DEAL	Today's top M&A headlines – over 50 different TOP categories to choose from.
READ	Most-read News.
NRR	News Readership Rankings.
TNI	Dual News category search.
MNI	Most read News by category.
NI READ	Scrolling version of most-read stories.
NI HOT	Global Hot News.
NI WNEWS	Who's who people news.
AV	Audio Visual / Multimedia menu.
LIVE	Live broadcasts & interviews.
NRC	Search for other news wires by name or language.

Broad Market Monitors & Calendars

A selection of global market monitors that provide a broad market overview. Many of these screens are customizable to a specific region or country.

WEI	World Equity Indices.
WB	World Govt Bonds.
WS	World Swap rates.
WCV	World Currency Values.
CBQ / IBQ	Country / Industry overviews.
IM	Treasury & Money Market rates.
ECST	Economic statistics.
WECO	Economic calendars – by country.
EVTS	Events & Earnings calendar.

Communication Tools

Communicate with other Bloomberg customers and send to traditional Internet email addresses. Simply type the person's name (or address) and press **<MSG>**.

MSGM	Message System Main Menu.
SPDL	Create an address book of your contacts.
IB	Instant Bloomberg – real-time chat.
GRAB	Type GRAB from any screen to send a single screen as a message attachment.
ANY	BLOOMBERG ANYWHERE®.
BERRY	Bloomberg for BlackBerry®.

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Finding Information

Enable "autocomplete" feature so that "best fit" securities, functions, and more appear as you type.

PDF   Personal Defaults:
- Select "Workstation Defaults"
- Select "Autocomplete Settings"
- Set to "Auto"

Alternatively, you can enter any word or phrase and press **<HELP>** to search the entire Bloomberg system for matching information.

Person: Mervyn King **<HELP>**.
Company: Microsoft **<HELP>**.
Currency: EURO **<HELP>**.
Subject: Volatility **<HELP>**.

Security Analysis – Equity (T US <Equity> <GO>)

After you have found and entered the ticker for the Equity you wish to analyze, enter any of these basic function codes:
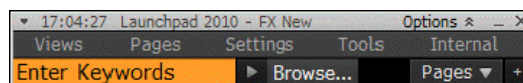
DES	Company description.
CN	Company News and research.
MCN	Most Popular News for this company.
MGMT	Management structure & profiles.
GPO	Price graph (including Open, High, Low data).
GIP	Intraday price graph.
PHDC	Institutional and insider holders.
ANR	Analyst recommendations.
EE	Earnings Estimates.
RV	Relative Value – peer group analysis.
FA	Financial Analysis templates.
PGEO	Product/Geographic segmentation.

Customizable Monitors

Create a full-screen display that will allow you to track a portfolio of securities and drag / drop any of your selected securities into charts, news, and analytical windows for additional analysis.

BLP   Bloomberg Launchpad™.

Security Analysis – Bond (BUD 11 <Corp> <GO>)

After you have found and entered the ticker for the Bond you wish to analyze, enter any of these basic function codes:

DES	Bond Description.
GP / GY	Price Graph / Yield graph.
BQ	Bond Quote – composite overview.
YAS	Yield and Spread calculator.
ALLQ	Pricing Sources – transparency of quotes.
ISSD	Issuer/Debt information.
DDIS	Debt Distribution chart & data.
CRPR	Current and historical Credit Profile.
RV	Relative Value.
CRVD	Credit Relative Value.

Customer Service & Training Supports

24-hour Global Help in real time from the Bloomberg Help Desk. At any time press your keyboard's **<HELP>** key twice to contact a Help Desk representative.

BU	Bloomberg University – links to training materials, events, and seminars.
CERT	Enroll in product certification.
DOCS	Search & print any documentation. E.g.:

- DOCS CONVERTIBLES
- DOCS LATEST
- DOCS CHEATSHEET

Customization & Shortcuts

PDFQ	Personal Defaults – quick setup.
EASY	Essential tips & shortcuts.