

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. Simply type any of these commands, followed by the <Enter> /  key to activate the function.

Navigation from the Bloomberg Keyboard

If you are using your own keyboard and Bloomberg provided keyboard stickers: Press the <Alt> and K buttons simultaneously to display a keyboard image.



Press once to log on using your name/password
Press once to log off



Enter any word/phrase & press <HELP>
to search our entire database for matches.
E.g. A person, company, currency,



Press <Menu> once to return to previous screen
(equivalent to a 'back' key)



Press <Page Fwd/Back> to scroll through a
multiple page screen.



Press <Panel> to rotate among the 4 Bloomberg
windows



Press <Print> to print 1 page
5 <Print> to print a 5 page screen. 10 <print> etc

Main Menus

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

MAIN	Main Menu
NRG	Bloomberg Energy Service
FXIP	Foreign Exchange Platform
IRSM	Interest Rate & Credit Derivatives Menu
BLAW	Bloomberg Law
BINS	Bloomberg Insurance
BEE	Bloomberg Earnings Estimates
HYM	High Yield
MA	Mergers & Acquisitions
FUND	Funds & Holdings
LOAN	Syndicated Bank Loan Menu
EMKT	Emerging Markets
ET	Electronic Trading
OMS	Order Management Systems
DATA	Data Services

News

N	Main NEWS menu
NSE	New Search Engine <i>Create & store custom News searches</i>
TOP	Today's TOP headlines
TOP DEAL	Today's top M&A headlines * <i>* over 50 different TOP categories to choose from!</i>
READ	Most Read News
NRR	News Readership Rankings
TNI	Dual News Category Search
MNI	Most read News by Category
	<i>Suggestions</i>
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	Display World Equity Indices
WB	Display World Govt Bonds
WS	Display World Swap Rates
WCV	World Currency Values
CBQ / IBQ	Country / Industry Overviews
IM	Treasury & Money Market Rates
ECST	Economist Statistics
WECO	Economic Calendars – <i>by country</i>
EVTS	Events & Earnings Calendar

Bloomberg

Communication Tools


Communicate with other Bloomberg customers and send to traditional internet e-mail 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 SM
BERRY	Bloomberg for BlackBerry [®]

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'
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Alternatively - enter any word(s) or phrase & press  to search the entire Bloomberg system for matching information. E.g.

A person:	Mervyn King 
A company:	Microsoft 
A currency:	Euro 
A subject:	Volatility 

Security Analysis Equity **E.g. T US <Equity>**

Once you have found and entered the ticker for the Equity you wish to analyze – now enter any of these basic function codes

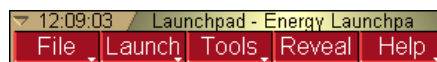
DES	Company Description
CN	Company News and Research
MCN	Most Popular News for this company
MGMT	Management Structure & Profiles
GPO	Price Graph (incl Open, High, Low data)
GIP	Intraday Price Graph
PHDC	Institutional and Insider Holders
ANR	Analyst Recommendations
EE	Earnings Estimates
RV	Relative Value – Peer Group Analysis
FA	Financial Analysis Templates
PGE0	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 further analysis

BLP	Bloomberg Launchpad
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From the Launchpad Toolbar click on 'Tools' and select 'Sample Views' to see ready-made displays



Security Analysis Bond **E.g. BUD 09 <Corp>**

Once you have found and entered the ticker for the Bond you wish to analyze – now 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

24hr Global Help in real-time from the Bloomberg Help Desk. At any time press the **<HELP>** key twice on your keyboard to make contact with a Help desk representative

BU	Bloomberg University Links to training materials, Events, 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 set up
PDF	Personal Defaults – full set up
EASY	Essential Tips & Shortcuts