

Guide To Using Bloomberg

Bloomberg terminals are in computer carrel #7 on the first floor of Feldberg Library or in the Whittemore Computer Lab.

LOGGING IN

Tuck students should use their own login and password for the computer in carrel #7 to insure printing to the queued printers in carrel #10. No printing is available under the generic login.

Launch the Bloomberg icon on the desktop and press the RED <CONN/DFLT> key. Enter the Bloomberg username & password and press the GREEN <GO> key.

Look in Tuckstreams under Bloomberg for the username & password.

LOG OFF

Press the RED <CONN/DFLT> key.

BLOOMBERG KEYBOARD

YELLOW keys are market sectors:

<GOVT> = securities issued by national governments & quasi-governmental agencies.

<CORP> = corporate bonds.

<MTGE> = mortgages & collateralized mortgage obligations.

<M-MKT> = money market information.

<MUNI> = trading, descriptive & settlement information on municipal & state bonds.

<PFD> = preferred stock of public companies.

<EQUITY> = historical & intraday price record for common stock, options & SEC filings.

<CMDTY> = commodities and their futures & options.

<INDEX> = generic interest rates & economic indices.

<CRNCY> = foreign currency.

GREEN keys are actions:

<GO> = activate a function.

<NEWS> = news

<HELP> = define terms, formulas & applications; perform keyword lookups.

<MENU> = back up to previous menu.

<PAGE UP> = move forward one page.

<PAGE DOWN> = move back one page.

<PRINT> = print screen.

RED keys are stop and abort:

<CONN/DFLT> = to log on/off.

<CANCEL> = abort function/reset screen.

BLUE keys

<PANEL> = move back & forth between screens.

IMPORTANT NOTES

- The computer mouse or the Bloomberg keyboard can be used for selection and navigation.
- Typing KEYWORD(S) and pressing the GREEN <HELP> key is a quick way to start.
- Pressing the GREEN <HELP> key while viewing a screen provides help in context and useful descriptions.
- Pressing a YELLOW key and the GREEN <GO> key will display the main menu for the market sector.
- Any items that appear in gray are not accessible.

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NOTES CONTINUED

- Downloading of data is not possible with academic accounts. Copy and paste individual screens.
- To print a screen press the GREEN <PRINT> key. To print multiple pages type the number of pages to print and then press <PRINT>.
- To email an image of a screen type GRAB and press the GREEN <GO> key.
- Codes in WHITE on a menu are shortcuts that can be typed at the cursor to go directly to the desired content.
- Highlighted parameters can be changed by tabbing to the parameter, making the change and pressing the GREEN <GO> key.
- Typing BU and pressing the GREEN <GO> key displays a menu of training resources including Bloomberg's online interactive tutorials and the product certification program.
- Typing EASY and pressing the GREEN <GO> key displays a menu of tips and shortcuts. Select 1) Bloomberg shortcuts OR 6) Most frequently asked help desk questions.
- Press the GREEN <HELP> key twice to email a question to Bloomberg help staff. The word "MESSAGE" will flash on the top right corner when a response has been sent. Press the GREEN <MESSAGE> key to view the response.

COMPANY INFORMATION

Type COMPANY NAME or TICKER and press the GREEN <HELP> key. Then choose 10) Companies: EQTY & Debt.

FIND A COMPANY TICKER

Press the YELLOW <EQUITY> key and either type TK followed by a company name and press the GREEN <GO> key OR select the option, 1) Finding & creating securities and then the option, 1) Ticker Symbol Lookup, and then enter the company name.

COMPANY FINANCIALS

From the company menu select option, 9) Fundamentals and Earnings Analysis, OR enter company ticker and press the YELLOW <EQUITY> key and type FA and press the GREEN <GO> key.

SHORTCUTS USING COMPANY TICKER

Analyst recommendations = type company ticker, press the YELLOW <EQUITY> key, type ANR and press the GREEN <GO> key.

Balance sheets = type ticker, press <EQUITY>, type CH3 and press <GO>.

Cash flow = type ticker, press <EQUITY>, type CH6 and press <GO>.

Company description = type ticker, press <EQUITY>, type DES and press <GO>.

Company filings = type ticker, press <EQUITY>, type CF and press <GO>.

Company management = type ticker, press <EQUITY>, type MGMT and press <GO>.

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SHORTCUTS CONTINUED

Company news = type ticker, press <EQUITY>, type CN and press <GO>. Type CNI for latest news.

Comparative return analysis = type first ticker, press <EQUITY>, type second ticker, press <EQUITY> and press <GO>. Then for a graph type COMP and press <GO>.

Compare against sector peers = type ticker, press <EQUITY>, press <RV> and press <GO>.

Corporate action calendar = type ticker, press <EQUITY>, type CACS and press <GO>.

Corporate bonds = type ticker, press <CORP>, press <GO>.

Dividends = type ticker, press <EQUITY>, type DVD and press <GO>.

Earning estimates = type ticker, press <EQUITY>, type EE and press <GO>.

Financial health = type ticker, press <EQUITY>, type ISSD and press <GO>.

Financial summary = type ticker, press <EQUITY>, type CH1 and press <GO>.

Historical beta = type ticker, press <EQUITY>, type BETA and press <GO>.

Historical closing stock prices = type ticker, press <EQUITY>, type HP and press <GO>. To view as a graph type GP instead of HP. Type GPO for a graph with prices and volume.

Hoover's profile = type ticker, press <EQUITY>, type HH and press <GO>.

Income statements = type ticker, press <EQUITY>, type CH2 and press <GO>.

Options = type ticker, press <EQUITY>, type OMON and press <GO>.

Price/Earnings ratio table = type ticker, press <EQUITY>, type HE and press <GO>.

Total return analysis = type ticker, press <EQUITY>, type TRA and press <GO>.

CURRENCY MARKETS

Exchange rates by region = press the YELLOW <CRNCY> key and type TKC and press the GREEN <GO> key.

Spot and forward rates = press <CRNCY> and type FRD and press <GO>.

World currency rates = press <CRNCY> and type WCR and press <GO>.

ECONOMIC INDICATORS

Press the YELLOW <INDEX> key OR the YELLOW <EQUITY> key and press the GREEN <GO> key, then choose "Economic Statistics" from the menu.

Bloomberg's global view = type STAT and press <GO>

Country monitors = type IM and press <GO>.

Economic statistics by type = type IECO and press <GO>.

World economic statistics = type ECST and press <GO>.

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GOVERNMENT BONDS

Major bonds around the world = type WB and press the GREEN <GO> key.

T-bills = type CB and press <GOVT> and then press <GO>.

U.S. generic bonds = type USGG and press the YELLOW <INDEX> key and then press <GO>.

U.S. Treasury bonds = type CT and press the YELLOW <GOVT> key and press the GREEN <GO> key.

JOBS

Job listings on Bloomberg = type JOBS and press the GREEN <GO> key.

LEAGUE TABLES

Type LEAG and press the GREEN <GO> key. Press the GREEN <HELP> for more details.

MERGERS & ACQUISITIONS

Type MA and press the GREEN <GO> key. View top deals announced OR select option, 1) Mergers & acquisitions search, for searching by company name or ticker.

NEWS

Top news = type TOP and press the GREEN <GO> key OR just press the GREEN <NEWS> key.

Archival news = type TNI and press the GREEN <GO> key.

Press GREEN <NEWS> and GREEN <MENU> to see all the news options.

SEARCH TOOLS

Bond search = type SRCH and press the GREEN <GO> key

Company search = type DSRC and press <GO>.

Equity search = type QSRC and press <GO>. Select "Popular Fields Template" under "Add New Search".

Fund search = type FSRC and press <GO>. Select "Popular Fields Template" under "Add New Search".

Money market search = type MSCH and press <GO>.

New issue monitor search = type NIM and press <GO>.

More search tools can be viewed by typing SEARCH ENGINE and pressing <HELP>, selecting 1) Frequently asked questions, then selecting 1) Search engines.