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
- Press once to log off using your name/pword
- 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 Bloomberg windows
- Press <Print> to print 1 page 5 <Print> for 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRG</td>
<td>Bloomberg Energy Service</td>
</tr>
<tr>
<td>IRSM</td>
<td>Interest Rate Swap Menu</td>
</tr>
<tr>
<td>HYM</td>
<td>High Yield</td>
</tr>
<tr>
<td>CBMU</td>
<td>Convertible Bonds</td>
</tr>
<tr>
<td>MA</td>
<td>Mergers &amp; Acquisitions</td>
</tr>
<tr>
<td>FUND</td>
<td>Funds &amp; Holdings</td>
</tr>
<tr>
<td>LOAN</td>
<td>Syndicated Bank Loan Menu</td>
</tr>
<tr>
<td>EMKT</td>
<td>Emerging Markets</td>
</tr>
<tr>
<td>ET</td>
<td>Electronic Trading</td>
</tr>
<tr>
<td>LTP OMS</td>
<td>Order Management Systems</td>
</tr>
<tr>
<td>DATA</td>
<td>Data Services</td>
</tr>
<tr>
<td>BLAW</td>
<td>Bloomberg Law</td>
</tr>
<tr>
<td>BINS</td>
<td>Bloomberg Insurance</td>
</tr>
</tbody>
</table>

### News

- **N**: Main NEWS menu
- **TOP**: Today’s TOP headlines
- **TOP DEAL**: Today’s top M&A headlines * over 40 different TOP categories to choose from!
- **READ**: Most Popular News
- **NI**: News Category Search
- **TNI**: Dual News Category Search

**Suggestions**

- **NI READ**: Weekly summary, most read stories
- **NI US**: U.S News
- **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 country

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>WEI</td>
<td>Display World Equity Indices</td>
</tr>
<tr>
<td>WB</td>
<td>Display World Govt Bonds</td>
</tr>
<tr>
<td>WS</td>
<td>Display World Swap Rates</td>
</tr>
<tr>
<td>WCV</td>
<td>World Currency Values</td>
</tr>
<tr>
<td>CBQ / IBQ</td>
<td>Country / Industry Overviews</td>
</tr>
<tr>
<td>IM</td>
<td>Treasury &amp; Money Market Rates</td>
</tr>
<tr>
<td>ECST</td>
<td>Economist Statistics</td>
</tr>
<tr>
<td>WECO</td>
<td>Economic Calendars – by country</td>
</tr>
<tr>
<td>ACDR</td>
<td>Earnings Announcement Calendar</td>
</tr>
</tbody>
</table>
Communication Tools

Start to 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 it s a msg attachment
ANY  BLOOMBERG ANYWHERE™
BERRY  Bloomberg for BlackBerry
BBFO  Voice & Video calls
BBSQ  Bloomberg Squawk.

Finding Information

Enter any word(s) or phrase & press to search the entire Bloomberg system for matching information. E.g.
A person: Alan Greenspan
A company: Microsoft
A currency: Euro

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
EM  Earnings Matrix (multiple templates)
RV  Relative Value – Peer Group Analysis
FA  Financial Analysis Templates

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
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

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

From the Launchpad Toolbar click on ‘Tools’ and select ‘Sample Views’ to see ready-made displays

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

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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

TRAIN  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