

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
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

NRG	Bloomberg Energy Service
IRSM	Interest Rate Swap Menu
HYM	High Yield
CBMU	Convertible Bonds
MA	Mergers & Acquisitions
FUND	Funds & Holdings
LOAN	Syndicated Bank Loan Menu
EMKT	Emerging Markets
ET	Electronic Trading
LTP OMS	Order Management Systems
DATA	Data Services
BLAW	Bloomberg Law
BINS	Bloomberg Insurance

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
<i>Suggestions</i>	
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

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 – by country
ACDR	Earnings Announcement Calendar



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 a msg attachment
ANY	BLOOMBERG ANYWHERE SM
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

Customization & Shortcuts

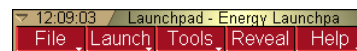
PDFQ	Personal defaults – quick set up
PDF	Personal Defaults – full set up
EASY	Essential Tips & Shortcuts

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>**

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

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