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 \[ alt + K \] 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.

- Press once to log on using your name/password. Press once to log off.
- Enter any word/phrase and press \[ help \] to search our entire database for matches, e.g., a person, company, or currency.
- Press \[ menu \] once to return to previous screen (equivalent to a \[ Back \] key).
- Press \[ pgup/back \] to scroll backward in a multiple-page screen.
- Press \[ pgdn/fwd \] to scroll forward in a multiple-page screen.
- Press \[ panel \] to advance through the four Bloomberg windows.
- 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.
- **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.
- **MINI**: 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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Remember, press after each command to run the function.

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 <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.

Security Analysis – Bond (BUD 11 <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.

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™.

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.