



# HOW TO CREATE AND USE A BLOOMBERG ACCOUNT BLB TRADING ROOM

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## To Create a Bloomberg Account

- Press < **GO** > without entering a username or password.
- Provide the information requested. Be sure to provide your cell phone number.
- Remain near the terminal to activate the account as Bloomberg will provide account information via text message within a few minutes.
- **Write down your user login as you will need it every time you log into Bloomberg.**

## Log-in

- Students must first log into the Bloomberg station with the assigned Bloomberg Novell login and password (check 'workstation only').
- Click on desktop Bloomberg icon (if program not already open).
- Once Bloomberg has launched, hit the red "Default" key to login to Bloomberg.
- Use your class Bloomberg login ID and password (located on the workstation below the monitor) or create an individual login and password.

- Type your login ID and password into the boxes that come up in the upper left hand corner of the Bloomberg Software after pressing the red "Default" key.
- Student can now begin using Bloomberg.

## Navigation

### Yellow Market Sector Keys

<CMDTY>: Commodities, futures, options, spot rates

<CORP>: Corporate Debt

<CRNCY>: Spots, futures, options on over 100 currencies

<EQUITY>: ADRs, mutual funds, rights, stocks, options, warrants

<GOVT>: Worldwide sovereign and agency securities

<INDEX>: World financial markets, economic indices.

<M-MKT>: Continuously issued and short-term dated paper

<MTGE>: Mortgage-backed security pass-throughs

<MUNI>: U.S. municipality issued debt

### Green Action Keys

GO: Activates all commands

MENU: Go back one level

PAGE UP/PAGE DOWN: Navigate between pages

Tip: Use the Cancel key to start over

## Where's Help?

At the cursor prompt at the top of the screen enter your term and hit the <HELP> key.

Example: Beta <HELP> Choose from the results screen for more information on your topic.

Sector Help

SECTOR KEY <GO> then <HELP>

Example: <CMDTY> <GO> then <HELP> (The help key can be used at any screen or menu level)

### **Instant Message with Bloomberg**

Type IB HELP <GO> or Hit the <HELP> key twice and type your question.

## **Downloading from Bloomberg**

Open Microsoft Excel, click on Bloomberg from the menu and choose Import Data. For more information about using this feature enter BBXL <GO> at the terminal.

## **Emailing from Bloomberg**

Enter GRAB <GO>

This will email the screen to you as a screen shot.

To email data that you copied and pasted into Excel, save the file to the My Documents folder. Enter PFM <GO>. Click on Compose.

## **Printing from Bloomberg**

To print from Bloomberg: hit the green Print key at the top right of the keyboard. Your print job will be sent to networked printer.

## **Opening an Excel Spreadsheet from USB drive**

Open Excel

Click on Open documents and type e:\ in the file name field

## **Search by Company Name**

Type company name at cursor prompt and hit the <HELP> key

Example: Dell Inc <HELP> <GO>

## **Search by Ticker Symbol**

Find the ticker symbol for the company:

Hit the <EQUITY> key, then enter TK <GO>

Enter the company name <GO>

If you know the ticker symbol for the company go directly by entering:

Ticker Symbol <EQUITY> <GO>

## **Company Financials**

Enter Ticker Symbol <EQUITY> <GO>

Then choose 9) Fundamentals and Earnings Analysis OR go directly by entering:

Ticker Symbol <EQUITY> CH1 <GO> for a Financial Summary

Ticker Symbol <EQUITY> CH2 <GO> for Income Statements

Ticker Symbol <EQUITY> CH3 <GO> for Balance Sheets

Ticker Symbol <EQUITY> EE <GO> for Earning Estimates

Ticker Symbol <EQUITY> HE <GO> for a Price/Earnings Ratio Table

Tip: For definitions and information on calculations in a company's financial statement type  
FDO <GO>

## **Financial Analysis**

Enter Ticker Symbol <EQUITY> <GO>

Then choose 9) Fundamentals and Earnings Analysis and then 1) Financial Analysis OR go  
directly by entering:

Ticker Symbol <EQUITY> FA <GO>

## **Historical Stock Prices**

Enter:

Ticker Symbol <EQUITY> <GO>, then choose 4) Historical Prices OR go directly by entering:

Ticker Symbol <EQUITY> HP <GO> for Historical Prices

Ticker Symbol <EQUITY> GP <GO> for a Historical Price Graph with Volume

## **Finding Options**

Enter:

Ticker Symbol <EQUITY> <GO> then choose 6) Options, Warrants and Contracts OR go directly by entering:

Ticker Symbol <EQUITY> OMON <GO> (OMON = Option Monitor. This will provide all current and future Calls and Puts for the equity.)

## **Comparative Return Analysis**

Compare the stock price, returns and dividends of two equities:

Enter: Ticker Symbol <EQUITY> Ticker Symbol <EQUITY> COMP <GO>

## **Total Return Analysis**

For an Equity:

Ticker Symbol <EQUITY> <GO> then choose 10) Relative Performance/Total Return OR go directly by entering:

Ticker Symbol <EQUITY> TRA <GO>

For an Index:

Index Symbol <INDEX> <GO> then choose 10) Relative Performance/Total Return OR go directly by entering:

Index Symbol <INDEX> TRA <GO>

## **Historical Beta**

Enter:

Ticker Symbol <EQUITY> <GO> then choose 11) Risk/Volatility Analysis OR go directly by entering:

Ticker Symbol <EQUITY> BETA

## **Analyst Recommendations**

Enter:

Ticker Symbol <EQUITY> <GO> then choose 7) News/Research/Chat OR go directly by entering:

Ticker Symbol <EQUITY> ANR <GO>

## **Finding Corporate Bonds**

Search by Issuer:

Ticker Symbol <CORP> <GO> (This will list all bonds issued by the equity. Choose a specific bond for more information.)

To search for specific bond:

Ticker Symbol Coupon Rate Maturity <CORP> <GO>

Example: IBM 5.4 01/26/09 <CORP> <GO>

## **Finding Government Bonds**

Enter: WB <GO> for a listing of major government bonds around the world

To find US Treasury Bonds directly enter:

CT10 <GOVT> <GO> for the 10 year bond or CT5 <GOVT> <GO> for the 5 year (This formula can be used for any US benchmark bond)

To find the 3 month T-Bill enter: CB3 <GOVT> <GO>

For US Generic Bonds enter:

USGG5YR <INDEX> <GO> for the 5 year or USGG10YR <INDEX> <GO> (This formula can be used for any US generic bond)

## **Exchange Rates**

For Exchange Rates by region enter:

<CRNCY> TKC <GO>

For World Currency Rates enter:

<CRNCY> WCR <GO>

## **Spot and Forward Rates**

For Spot and Forward Rates enter:

<CRNCY> FRD <GO>

## **Company News**

Enter Ticker Symbol <EQUITY> <GO> then choose 7) News/Research/Chat OR go directly by entering:

Ticker Symbol <EQUITY> CN <GO>

## **Using the Graphing Function**

Enter:

G <GO> then choose 1 <GO> to create a new graph. Follow instructions to set-up a graph.

## **League Tables [for Equity or Bond deals]**

Enter:

LEAG <GO> then choose the appropriate League Table

## **M&A Analysis**

Enter:

MA <GO>

Click on #7 for League Tables

## **Yield Curves**

Enter:

YCRV <GO>

## **Fair Market Curve Indices**

Enter:

FMCI <GO>

## **Forward Curve Analysis**

Enter:

FWCV <GO>

## **Futures**

To display prices of major futures contracts:

Enter:

WF <GO>

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**For information about Bloomberg L.P., visit their website at:  
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