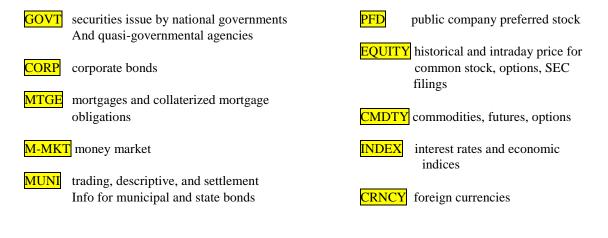# BLOOMBERG

HIGHLIGHTS

- Daily market summaries of world wide stock market indices
- Futures and options pricing
- Commodities cash pricing
- Interest rates
- Stock prices
- Company information

## LOG ON

Check out the Bloomberg password from the circulation desk.  Use your netID and password to log on to the computer.  Click the Bloomberg icon on the desktop.  After the software opens use the red <CONN DFLT> key and enter the password you checked out.
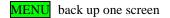
## SEARCH TIPS

The yellow function keys on the Bloomberg keyboard allow you quick access to different market sectors of the database: government, corporate, mortgage, money market, municipals, preferred, equity, commodities, index, and currencies.

GOVT    securities issue by national governments
            And quasi-governmental agencies

CORP    corporate bonds

MTGE    mortgages and collaterized mortgage
            obligations

M-MKT  money market

MUNI    trading, descriptive, and settlement
            Info for municipal and state bonds

PFD        public company preferred stock

EQUITY  historical and intraday price for
               common stock, options, SEC
               filings

CMDTY  commodities, futures, options

INDEX    interest rates and economic
                indices

CRNCY  foreign currencies

The green keys are action keys.

GO         to activate a function                MENU   back up one screen

PRINT   print any screen

## SEARCH TIPS

- You can generally move around in the database by typing the number of the option you want from any menu and pressing the GO key.
- The amber cells on screen are editable fields, e.g. if the dates appear in the amber cells, you can overwrite them with the dates you need.
- The green MENU key located to the left of the number pad will back you up one screen at a time.
- Using the red CANCEL key at the top left of the keyboard will clear the screen and take you back to the main page.

## SAMPLE SEARCHES

## DOWNLOADING

Use the Bloomberg Excel Add-In to deliver your data directly into an Excel spreadsheet. Open Excel and look for Bloomberg on the top menu bar. If you don't see the add-in, install by following these steps:

1. Close both the Bloomberg and the Excel software.
2. Choose Windows Start > Programs > Bloomberg > Install Office Add-In
3. You will see a small dialog box 'Install Office Add-In to this user's profile'. Press 'Install'.
4. A message will display in the same box, 'Excel Add-In Installed'. Close the box with the "x" in the upper right. **Don't** press 'Install' a second time.
5. When you start Excel, the Bloomberg menu item will appear along the top of the Excel window, and you should see several Bloomberg icons appears on a new toolbar above the open worksheet.

Use the Bloomberg Wizards to download your data. Click the **Import Data** icon on the toolbar. Select one of the wizards from the pop-up window.

- **Historical End of Day** wizard allows retrieval of end-of-day time series data for a specified period of time in days, weeks, months, quarters or years.
- **Historic Intraday** wizard allows downloads of intra-day data for various market parameters for up to 50 days.
- **Market, Reference, Analytical, Data Sets** wizard allows retrieval of the most recent data from over 500 fields including analytics, real time prices, fundamental data, etc.

PRINTING

- Use the green <mark>PRINT</mark> key located to the right of the yellow F12 key.

**This is NOT a user-friendly database. Please ask for reference help if these instructions do not provide enough detail.**

Written by Paula Robinson, 03/14
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