**Bloomberg manual**

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**About Bloomberg**

Bloomberg offers an overwhelming amount of data. The database is especially strong in equity, bonds, ratings, intraday, news.

There are 10 Bloomberg terminals available in the Bloomberg class in room B1-05 in the University Library. It’s not possible to reserve a terminal.

**Getting access to Bloomberg**

1. Start up a terminal
2. Enter your ERNA-login credentials
3. Click on the Bloomberg icon on the desktop to open Bloomberg

   ![Bloomberg icon](image1)

4. A Bloomberg screen – Bloomberg tries to connect. After a few seconds you see:

   ![Bloomberg screen](image2)

5. Click **Press Enter of <GO> to begin** (it’s a link). You see this:

   ![Bloomberg login](image3)

6. The Login Name and Password depend on the terminal you are using. Check the credentials on the computer.
   - Hit the **Login** button
7. Two additional Bloomberg screens will open and you can start using Bloomberg.
Ending your session

Save your output on a USB-stick or save it on the computer and e-mail it to yourself. Please delete your files before you log off the computer.
You stop your Bloomberg session, by clicking the red **ESC Cancel** button. Don't forget to **shut down** the pc, otherwise other people can (mis)use your ERNA-account.

Need help?

- Enter BU and press GO to access Bloomberg University, with online tutorials.
- Enter CHEA and press GO to go to the 'cheatsheets' with the most used commands per market sector
The Keyboard

The Bloomberg keyboard is color-coded, to allow users to quickly access information in Bloomberg.

The yellow keys represent the market sectors, you can use them to quickly access that particular market sector:
- GOVT Worldwide sovereign and agency securities
- CORP Corporate debt
- MTGE Mortgage-backed security pass-throughs
- M-MKT Continuously issued and short-term dated paper
- MUNI U.S. municipality issued debt
- EQUITY ADRs, mutual funds, rights, stocks, options, warrants
- CMDTY Commodities, futures, options, spot rates
- INDEX World financial markets, economic indices
- CRNCY Spots, futures, options on over 100 currencies

The green keys are action keys, and allow you to move through the system:
- Enter GO To activate a function <GO>
- NEWS To access the news service
- HELP To get definitions, formulas
- MENU To go back through the previous screen
- PRINT To print a screen (there is no printer connected to the EDSC Bloomberg terminal!)

The red keys
- CONNECT/DEFAULT To log off or log on
- CANCEL Reset a screen
Searching for data

You can search for data in a number of ways:

1. **Searching for one item**
   - **Using the market sector keys**
     - Press the button of the market sector you’re interested in, for example Equity
     - You’ll get an overview of all available functions in that sector
     - Type the number or the mnemonic of the sub-category you’re interested in and press GO to go to the next level. In this next level you have to make a new choice.

Example: Searching for the prices of Ahold

Press F8 or Equity <GO>

- Choose ‘Ticker look up’
- Type for example Ahold
- Choose GP (graph price) or HP (historical table)
• **Enter the Mnemonic directly**
  
  o When you already know the mnemonic of the market sector or equity you are looking for, you can also enter them directly. Press <GO> to go to the next level.
  
  o When you don't press <GO> directly, you'll see an overview of all items that fit the entered letters. Select the one you are looking for and press <GO>.

Example: Searching for the price index of the S&P 500 <SPXU>
2. Searching for multiple items

- Type Equity Screening EQS <GO>
- Make sure the '91) Built/Edit Screen' button is selected (it should be black), under the list of 'Example Screens Folders'
- Check if 4) Universe is selected at the left side of the window
- Choose your 'Universal Criteria': do you want to make a selection based on exchange, index, country etc.? After selecting a criteria click 'Update' to add this criteria to your selected options
- Hit the 'Next' button, if a further selection on e.g. larger then or in between certain values in needed.

- Finish your selection and hit 'Results'
- View your results
- You can now adjust the default layout of your results by adding or deleting variables to your report. Click on 96) Actions and choose Edit Display.
- Your output can be exported to Excel, click on 95) Output button and select Excel. Due to different versions of Excel, you will first see an error message: just click Yes and your report will appear.

**Looking for bonds?**
- Type SRCH A <go>

**Tip:** it’s not always clear what datatypes are available in Bloomberg. When you have a bond, stock, future etc on your screen, type FLDS <GO> to get a list of the available items for that particular bond, stock, future etc. You can use the codes you get in the Excel Wizard.
Using the Excel add-in

You can also continue retrieving Bloomberg data directly through Excel. This can be done two ways, either by Wizard or by specific functions.

1. Wizards

From the earlier example we now have an report in Excel. Now that you have your series in Excel you can retrieve historical data with the Bloomberg wizard

- Click on the Bloomberg tab
- Choose Real time/Historical
- Select Historical end of day
- When you already have a list of identifiers in your Excel sheet: change 'select securities' from Indices to Spreadsheet.
- Click on icon right to range field and select your series from your Excel sheet
- Click on import
- Click Next
- Select fields, like price, return, volume and so forth
- Click Next
- Select your time frame
- Click Next until you see the finish button
- Click on the finish button.
- Your output will be generated.

2. Functions

The Wizards are user-friendly but don’t allow users much flexibility. So expert users probably prefer the functions. The three most used functions are:

1. BDS (for static request)
2. BDH (for time series)
3. BDP (for bulk output for one series)

Example: the BDH function to get the historical price of a company.

- You should already have the identifier(s), in this format: THAL LN Equity (ticker, exchange, information type)
- Next you select an empty cell in Excel and type the formula

  =BDH("identifier","variable","start date","enddate")

In this example:

  =BDH("THAL LN Equity","Px_last","01/01/2009","01/01/2010")