Takeaway

This booklet will help you navigate the Bloomberg terminal like a pro! Have fun with the Bloomberg terminal!

How do I create a new login?

On the main login page, click on [Create a New Login] and follow the simple easy steps

Familiarise yourself with the home page:

- Analyze the ticker you have loaded using a short name for the page/screen
- Name of the ticker you have loaded
- Use Autocomplete if you are unsure of the ticker symbol

Click here to find the terminal’s functions categorized by asset classes. If you’ve loaded a specific asset class, click here to show ALL functions related to the asset class.

Hit these shortcut keys if you’re interested in....

Yellow keys bring you to the menu of all the functions related to the particular asset class

- F2 GOVT: Government Bonds
- F3 CORP: Corporate Bonds
- F8 EQUITY: Equities
- F11 CRNCY: Currencies

Enter GO: Executes a command. Also known as <GO>

END MENU: Brings you back to the previous page that you were on. Eventually brings you to the menu of that asset class

HELP: Press this key once if you’re uncertain about the page that you are on. Find out more about HELP on the last page

Esc CANCEL: Exits the current function and cancel the current activity on the screen

Pause Break CONN DEFAULT: Allows you to log out of the terminal
Broad Market

Want to stay informed about the markets? Or dive deeper into specific industries? These tools will aid you in your research.

N <GO>
News
Read up on real time news, including Bloomberg’s exclusive stories. Filters top and popular news.

ECST <GO>
Economic Statistics
A page displaying all economic statistics under the country of your choice.

BI <GO>
Bloomberg Industries
Bloomberg’s industry research providing key data, charts, written analysis, drivers and competitors of specific industries (i.e airlines, oil & gas, etc).

Common Functions

The functions below can be used across all asset classes.

DES <GO>
Description
Shows descriptive snapshot of the selected ticker with clickable links including company profile, price chart, earnings, credit ratings, etc.

GP <GO>
Graph Prices
Charts historical and current price of the ticker that you have loaded.

You can also:
- Change the date range
- Plot events (i.e most read news, dividend) on the graph
- Annotate on the graph with lines or calculate % change
**Stocks**

How to load a stock ticker

To look into a specific equity, simply type the `<company name>` and hit the yellow key into the search box and `<GO>`.

![APPLE](image)

If you know the specific ticker (i.e., Apple = AAPL US), you can do the same input by typing `<ticker>` and hit the yellow key.

**WEI <GO>**

World Equity Indices

Compare global and regional indices in current and historical performances

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**Bond**

How to load a bond ticker

To look into a specific government bond, simply type the `<country name>` and hit the yellow key into the search box and `<GO>`.

![US](image)

To look into a specific corporate bond, simply type the `<company name>` and hit the yellow key into the search box.

![IBM](image)

**WB <GO>**

World Bond Market

Compare regional sovereign debts in performances (spreads, price movements, etc)

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Find these functions from the main of the stock ticker (AAPL US)

**FA <GO>**

Financial Analysis

Comprehensive financial history, identify trends and evaluate values

**EE <GO>**

Earnings & Estimates

Provides historical earnings, projections, and surprise earnings data

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Explore more on these functions from the main of the bond ticker (CT10)

**GC <GO>**

Graph Curves

Shows yield curve of selected bond

**DDIS <GO>**

Debt Distribution

Visualize the distribution of outstanding debt for an issuer by maturities
**Currencies**

**How to load a currency ticker**

To look into a specific currency, simply type the <currency pair> and hit the yellow key into the search box and <GO>.

'USDJPY F11 CRNCY'

**FXIP <GO>**

Foreign Exchange Information Portal

A comprehensive overview of foreign exchange information

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**Help**

**HL _____ <GO>**

Help ‘information that you are searching’

To find out more about a specific function, simply hit HELP while on the page. Or type HL followed by the information you’re looking up on.

'Hi! How do i download historical prices for Apple in excel?'

Hit the HELP key twice if you require any live assistance on any queries that you have. Do remember to put specific details in your questions!

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**Want to learn more?**

Check out BU <GO> for more trainings like this, online training videos or see new features of the terminal.

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**Can you find these** functions from the main menu of the currency ticker (USDJPY F11 CRNCY):

**WCRS <GO>**
World Currency Ranker
Rank and compare currencies visually

**FXFC <GO>**
Foreign Exchange Forecasts
FX rate forecasts by regions. Individual forecast contributors are included. Forecast data can also be charted/viewed in histogram