

## 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.

Enter  
GO

Remember, press **Enter GO** 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.

CONN  
DEFAULT

Press once to log on using your name/password. Press once to log off.

HELP

Enter any word/phrase and press **<HELP>** to search our entire database for matches, e.g., a person, company, or currency.

MENU

Press **<MENU>** once to return to previous screen (equivalent to a **<Back>** key).

Pg Up  
BACK

Press **<Pg Up/BACK>** to scroll backward in a multiple-page screen.

Pg Dn  
FWD

Press **<Pg Dn/FWD>** to scroll forward in a multiple-page screen.

PANEL

Press **<PANEL>** to advance through the four Bloomberg windows.

Sys F1q  
PRINT

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.

<b>MAIN</b>	Main menu.
<b>NRG</b>	Bloomberg Energy service.
<b>FXIP</b>	Foreign Exchange platform.
<b>IRSM</b>	Interest Rates & Credit Derivatives menu.
<b>BLAW</b>	Bloomberg Law.
<b>BINS</b>	Bloomberg Insurance.
<b>BEE</b>	Bloomberg Earnings Estimates.
<b>HYM</b>	High-Yield menu.
<b>MA</b>	Mergers & Acquisitions.
<b>FUND</b>	Funds & Holdings.
<b>LOAN</b>	Syndicated Bank Loan menu.
<b>EMKT</b>	Emerging Markets.
<b>ET</b>	Electronic Trading.
<b>OMS</b>	Order Management System.
<b>DATA</b>	Data services.

### News

<b>N</b>	Main News menu.
<b>NSE</b>	News Search Engine. Create & store custom News searches.
<b>TOP</b>	Today's TOP headlines.
<b>TOP DEAL</b>	Today's top M&A headlines – over 50 different TOP categories to choose from.
<b>READ</b>	Most-read News.
<b>NRR</b>	News Readership Rankings.
<b>TNI</b>	Dual News category search.
<b>MNI</b>	Most read News by category.
<b>NI READ</b>	Scrolling version of most-read stories.
<b>NI HOT</b>	Global Hot News.
<b>NI WNEWS</b>	Who's who people news.
<b>AV</b>	Audio Visual / Multimedia menu.
<b>LIVE</b>	Live broadcasts & interviews.
<b>NRC</b>	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.

<b>WEI</b>	World Equity Indices.
<b>WB</b>	World Govt Bonds.
<b>WS</b>	World Swap rates.
<b>WCV</b>	World Currency Values.
<b>CBQ / IBQ</b>	Country / Industry overviews.
<b>IM</b>	Treasury & Money Market rates.
<b>ECST</b>	Economic statistics.
<b>WECO</b>	Economic calendars – by country.
<b>EVTS</b>	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>**.

<b>MSGM</b>	Message System Main Menu.
<b>SPDL</b>	Create an address book of your contacts.
<b>IB</b>	Instant Bloomberg – real-time chat.
<b>GRAB</b>	Type GRAB from any screen to send a single screen as a message attachment.
<b>ANY</b>	BLOOMBERG ANYWHERE®.
<b>BERRY</b>	Bloomberg for BlackBerry®.

## 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.

Enter  
GO

Remember, press **Enter GO** after each command to run the function.2

### 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 **<Equity>** **<GO>**)

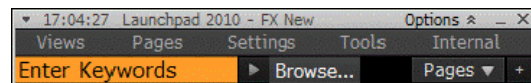
After you have found and entered the ticker for the Equity you wish to analyze, enter any of these basic function codes:

- 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.

### 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™.



### Security Analysis – Bond (BUD 11 **<Corp>** **<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.

### 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.