

BUSINESS: Bloomberg Library Guide

GETTING STARTED

Login information can be found in the blue binder next to the Bloomberg terminal.

The Bloomberg keyboard has been colour-coded for ease-of-use. The yellow keys correspond to Market Sector and the green keys are Action keys.

YELLOW Market Sector Keys		GREEN Action Keys	
CMDTY	Commodities, futures, options, spot rates	HELP	A term followed by the HELP key produces suggestions in a variety of categories
CORP	Corporate debt	GO	Activates all commands
CRNCY	Spots, futures, options on over 100 currencies	MENU	Go back one level
EQUITY	ADRs, mutual funds, rights, stocks, options, warrants	PAGE UP	Navigate between pages
GOVT	Worldwide sovereign and agency securities	PAGE DOWN	Navigate between pages
INDEX	World financial markets, economic indices	PRINT	Screen print
M-MKT	Continuously issued and short-term dated paper	TAB	Allows parameters to be changed in tables and graphs
MTGE	Mortgage-backed security pass-throughs	PANEL	Toggle between screens
MUNI	U.S. municipality issued debt		
PFD	Preferred stock of public companies		

SEARCHING

A: Quick Search

The **<HELP>** key is your gateway to finding all information on the Bloomberg Professional service. Whether you are looking for company ticker codes, indices, new stories by subject, biographies, etc. the **<HELP>** key will find it for you. At the top of the screen, type a keyword(s) associated with your subject of interest followed by the **<HELP>** key.

Examples

1. **Company Ticker Search:**

Cognos **<HELP>**
Select **10) Companies/Govts/Orgs** to display all the companies with the name of Cognos
Click on Cognos Inc. for the company profile and ticker

2. **People Search:**

Rob Ashe **<HELP>**
Select **7) People** and click on name to display a biography of Rob Ashe

3. **Earnings Estimate:**

Earning Estimates **<HELP>**
Select **3) Functions/Analytics/Internet** to display a comprehensive list of relevant earnings functions

*You can send an inquiry to the Bloomberg Help Desk at any time by pressing the **<HELP>** key twice to open a 'live help' chat window. In the orange box type your query and press **<GO>** to send*

B: Advanced Search

Code searching is a more direct way to access information. Find a code by using the yellow market sector keys:

Find a company's ticker code:

E.g. **<EQUITY> TK *companyname* <GO>**
<EQUITY> TK *cognos* <GO>*

*All matching companies are displayed

*Select the company that best matches

Find a currency code:

E.g. **<CRNCY> TK *countryname* <GO>**
<CRNCY> TK *japan* <GO>

Once you know the Code for your company, currency, index etc. use it followed by a yellow market sector key and the green **<GO>** key.

EQUITY

Use the equity menu to display a list of sub-menus for equity market functions **<EQUITY> <GO>**. The equity market includes common stocks, depository receipts, certificates, warrants, equity options, and international and U.S. mutual funds. You can also search for equity market functions.

If you know the company's ticker symbol you can go straight to the display:

E.g. **AAPL US <EQUITY> <GO>** for Apple Inc. (US is the code that indicates an American company)

Function codes may also be included in the string:

E.g. **AAPL US <EQUITY> HP <GO>** for Apple Inc. (HP is the code that accesses a historical price table)

Useful Equity Functions			
CN	Company news	DES	Company description
FA	Financial analysis	GP	Historical price graph
HP	Historical price table	RV	Relative value against competitors
BQ	Composite overview	RELS	Related securities e.g. debt
ERN	Earnings per share	DVD	Dividend splits
EE	Earnings estimates	BETA	BETA ratio
WACC	Weighted average cost of capital	ISSD	Financial health
COMP	Comparison of up to 4 equities or indices on one chart	CACS	Corporate action calendar shows acquisition ticker symbol changes, delistings etc.
CH1	Financial summary	CH6	Cash flow
CH2	Income statements	TRA	Total return analysis
CH3	Balance sheets	MGMT	Company management

INDEX

Use the index menu to display a list of sub-menus for all indicative and/or statistical data and market monitor function **<INDEX> <GO>**. The **<INDEX>** key covers all sectors including the commodity, corporate bond, currency, energy, equity, government bond, money market, mortgage, municipal and real estate markets. You can also search for specific **<INDEX>** functions.

Search for an index if you know the proper code:

E.g. **INDU <INDEX> <GO>** for the Dow Jones Industrial Average

You can also use a Canadian generic code:

E.g. **GCAN5YR <INDEX> <GO>** for a 5-year generic bond

Useful Index Functions			
WEI	World equity index – choose from a list of indices sorted by geographic region	RSI	Relative strength index
MOV	Index movers	WEIF	World equity index futures
CIX	Custom index	MEMB	Index member weightings
IND	Merrill Lynch index system	IMOV	Equity index movers
IRSI	Relative strength index	IMN	Index monitor
CMCI	Commodity channel index	WEIS	World equity index rankings
IPR	Index ranked returns	HMOV	Historical equity index movers
MBRS	Index member weightings	TEMI	Performance of a specific index

CURRENCY

Use the currency menu to display a list of sub-menus for currency market functions **<CRNCY> <GO>**. The currency market includes exchange listed contracts and currency spot rates. You can also search for specific currency market functions.

You can search for information on a currency if you know the currency code:

E.g. **BPS <CRNCY> <GO>** for the British Pound

Useful Currency Functions			
TKC	Spot rate and tickers	NN	Currency key news
WCR	World currency rates	GIP	Price graph
TAS	Stochastic bar graph	WCV	World currency value
CM	Currency monitors	FXEQ	Currency conversion calculator
FCO	Currency options	TOPI	Top stories currencies
WCR	World currency rates	HPTC	Historical price traded currency

MONEY MARKET

Use the money market menu to display a list of sub-menus for the money market functions **<M-MKT> <GO>**. Money market securities include Commercial Papers (CP), Bankers Acceptances (BA), Certificates of Deposit (CD), and Medium-Term Notes (MTN). These security types are further classified as Domestic, Yankee, Euro, and Floating Rate. Money market securities include programs, which are records that contain the specific issue information. You can also search for specific money market functions.

You can find information about global prime rates with the appropriate money market function:

E.g. **<M-MKT> PRIM <GO>** to access the global prime rates menu

Useful Money Market Functions			
FAS	Finding a security	MMGR	Money market directory
PRIM	Global prime rates	MMR	Money rate monitors
I	Money market index	HMS	4-in-1 price graph
BOOM	Commercial paper offerings	DRAW	Draw down
DES	Description		

COMMODITY

Use the commodity menu to display a list of sub-menus for commodity market functions **<CMDTY> <GO>**. The commodity sector includes all exchange listed futures and options contracts of underlying financial and physical products. You can also search for specific commodity market functions.

You can search for a commodity's main menu if you know the commodity's code:

E.g. **GCA <CMDTY> <GO>** to find information about Gold Futures

You can also search for the contract table menu by typing **CTM** and then pressing **<GO>** and this will give you access to multiple commodities by section.

Useful Commodity Functions			
I	Spot commodity	CTM	Contract table menu
CEM	Contract exchange menu	OTM	Option table menu
CU2	2 security analysis	OR	Trade recap
CT	Contract table	HVG	Volatility graph
OTD	Option description	GY	Yield graph
POAT	Put analysis table	COAT	Call analysis table
GLCO	Global commodity prices and data	CTOP	Top commodity stories
CRR	Commodity ranked returns	CCRV	Commodity curve analysis

CORPORATE

Use the corporate menu to display a list of sub-menus for corporate bond market functions **<CORP> <GO>**. The corporate market includes U.S. and non-U.S. domestic government and corporate bonds, Medium Term Notes (MTNS), Eurobonds, global bonds, international and emerging market issues, structures notes, 144As, and syndicated loans. Security types include fixed, floating, variable rate, zero-coupon, convertible, and warrants. You can search for specific corporate bond market functions.

You can find a company's ticker symbol and different pieces of information about them:

E.g. **<CORP> TK <GO>**

When you are prompted to enter at least two letters from the company name you can enter the complete or partial name of the company that you are looking for: **APPLE**

A complete list will appear of names of companies that fit the criteria, select the one that interests you **1) Apple Computer AAPL** to find the information on Apple Inc.

Useful Corporate Functions			
FAS	Find a security	ACTI	Corporate events
CACS	Corporate action calendar	PSCA	Portfolio corporate action report
BC7	Corporate bonds	GPCA	Corporate action price graph

GOVERNMENT

Use the government menu to display a list of sub-menus for securities issued by government and governmental agencies from countries around the world. Actively traded issues include Treasury and agency bills, notes, bonds and strips. You can also search for specific government functions.

If you know the code for the U.S. Treasury bill that you are searching for, you can use it to locate the information on the bill:

E.g. **GB6 <GOVT> <GO>** to find information on a 6 month U.S. Treasury bill

Useful Government Functions			
WB	Major bonds around the world	FAS	Find a security
GGR	Global generic government rates	BBNG	Government news
C15	Historical governments	GG	Generic government ticker lookup
IYCG	Government yield matrix	I	Government indices
SRCH	Custom bond search	HMS	Multiple security analysis – 4-in-1 price
YCRV	Yield curve analysis	BRDY	Brady bonds
WBIS	Ranked returns - bond	IM	Treasury market and bond monitors
CU2	2 security analysis menu	GY	Yield graph
YAS	Yield and spread analysis	HP	Price yield - table
GP	Price yield - graph	WBF	World bond futures economics
ECST	World economic statistics	ESNP	Economics statistics snapshot
IECO	Economic statistics by type	STAT	Bloomberg's global view
ECO	Local economic release		

MUNICIPAL

Use the municipal menu to display a list of sub-menus for the municipal bond market functions **<MUNI> <GO>**. The municipal market consists of bonds issued by the U.S. municipalities. Bonds are grouped into series, comprised of bonds issued by the same issuer on the same day with the same characteristics. Each user is assigned a 6-digit number by the Committee on Uniform Securities Identification Procedures (CUSIP). You can also search for specific municipal functions.

If you know the name of the city you are looking for, you can use it to find specific information:

E.g. **HOUSTON <MUNI> <GO>** to get information on Houston, Texas

Useful Municipal Functions			
SRC	Municipal search	MBIX	Latest muni bond indices
QDES	Muni data/DES questions	BC29	Municipal bonds
YA	Yield analysis	YT	Yield to price table
GY	Yield graph	TRA	Total return analysis
FYH	Futures hedging	MUPC	Muni price sources