







# CREATING A LOGIN NAME AND PASSWORD

1. Once the Bloomberg software has been installed, use the mouse to double-click on the Bloomberg icon that appears on your desktop to launch the application.



2. Press the red<CONN DEFAULT> key once (equivalent to the pause break key on a traditional keyboard). Leave the login and password fields blank and press<GO> .
3. Answer the basic questions to complete the login creation process.
4. A member of Bloomberg's Global Customer Support team will call you shortly to validate your new login. At this point, they can also assist with other initial questions you may have, including setting up a training session.

Please note: It is important that your login is validated within five days. If we are unable to contact you and validate your details, the login will expire. Should this happen, please repeat the instructions above to create a new login.

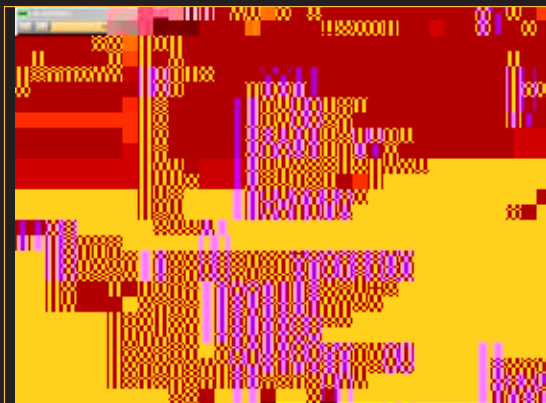
## Changing your password

Once the login name has been chosen it is fixed permanently, however the password may be changed as often as you like. Please use the function JUF <GO>

# FINDING INFORMATION AND KEYWORD SEARCHES

## Autocomplete

The Autocomplete feature helps you find information faster by displaying a list of the most-relevant securities, functions, and more as you begin typing. The example below shows functions and securities that match 'EA'.



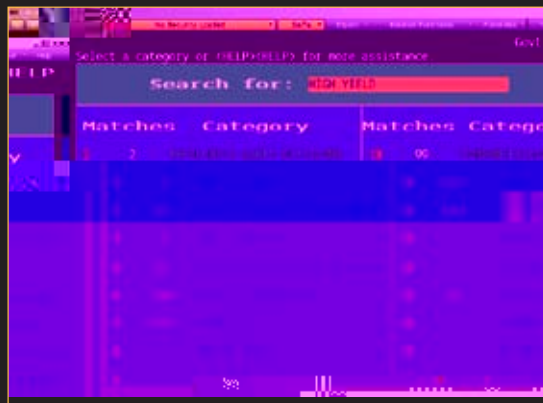
To enable Autocomplete type PDF <GO>, select 'Workstation Defaults' and select 'Autocomplete Settings'. Choose 'Auto'.

## <HELP> key

The <HELP> key is an additional method used to find information on the BLOOMBERG PROFESSIONAL service. At the top of the screen, type a keyword(s) associated with your subject of interest, followed by the <HELP> key.

Here are some examples:

1. Brand Name Search  
Lipitor <HELP>  
Select # 8, 'Brand Names' to display matching brands for Lipitor
2. Market Sector Search  
High Yield <HELP>  
Select from any of the categories presented, News, Funds, etc.



## The Global Help Desk: 24/7

The Bloomberg Help Desk is available 24 hours a day, seven days a week and provides immediate assistance to our customers worldwide. The INSTANT BLOOMBERG® communication platform allows any Bloomberg user to send an enquiry to the Help Desk and receive a response in real time.



Press the <HELP> key twice to open a "LIVE HELP" chat window. In the orange box type your query and press <GO> to send.

# BROAD MARKET PERSPECTIVES

Gain broad market perspective with these suggested functions. Many of these screens are customizable so that you can change the parameters to suit your needs.

- MAIN <GO> Menus for market sectors, customer support, and more.
- TOP <GO> Display today's top business and general news headlines.
- READ <GO> Most-read news stories.
- N <GO> The main news menu.
- ECO <GO> Display a calendar of economic releases.
- IM <GO> Display a menu of treasury/money-market and international bond monitors.
- WEI <GO> Monitor world Equity indices.
- WB <GO> Monitor world Government bonds.
- FXIP <GO> Foreign Exchange Information Platform.
- IRSM <GO> Interest Rate and Credit Derivatives
- EVTS <GO> Display events and earnings announcement calendar.
- MOST <GO> Monitor the most active stocks.
- IBQ <GO> More than 65 industry overviews.
- EQS <GO> Scan the Bloomberg Equity universe to find companies that match your selected criteria.
- BLP <GO> BLOOMBERG LAUNCHPAD<sup>SM</sup>, The ultimate, customizable desktop display.



To view a Launchpad display:

From the Launchpad toolbar, click 'Tools' and click 'Sample Views' to select a sample view that will load onto the screen instantly.

# ANALYZING A COMPANY

If you are already familiar with the ticker of the security, enter:

TICKER <YELLOW KEY> FUNCTION <GO> to bring you to that function.

An Equity example: BUD <EQUITY> DES <GO>

A Bond example: BUD 9 09 <CORP> DES <GO>

- DES <GO> Descriptive page including a snapshot of fundamental data and management information.
- BQ <GO> Display price, trade, earnings, relative value data on a single screen.
- CN <GO> Display all Company News.
- G <GO> Create customized graphs.
- GPO <GO> Graph historical prices and moving averages.
- RELS <GO> Related Securities — The capital structure.
- CRPR <GO> Credit Profile — Current and historical credit ratings for an issuer.
- RV <GO> Relative Value — Perform customized peer group analysis.
- ISSD <GO> Display issuer information, capital structure and cash flow breakdown.
- AGGD <GO> Aggregated Debt — Institutional exposure to corporate debt.
- COMP <GO> Comparative returns for your chosen security to its benchmark index and its industry group.

## EQUITY SPECIFIC

- ANR <GO> Displays analyst recommendations.
- EE <GO> Display earnings estimates menu.

## BOND SPECIFIC

- YAS <GO> Yield and Spread Analysis.
- ALLQ <GO> A liquidity platform of price and yield quotes from contributed sources.

# COMMUNICATION

## MSGM <GO>

The main message menu which outlines the function codes needed to send a message, retrieve incoming messages, set up message defaults, and more.

## Shortcuts and FAQs

### MSG JOHN BROWN or MSG jbrown@aol.com <GO>

Enter persons name to send a message to them as a Bloomberg user or enter a traditional email address (i.e. non-Bloomberg user).

### MSG1 FROM JOHN BROWN <GO>

View all messages received from a specific user.

### MSG4 TO JOHN BROWN <GO>

View all messages sent to a specific user.

### IB JOHN BROWN <GO>

Chat in real time via INSTANT BLOOMBERG.

### MSG1 FROM INTERNET <GO>

View all messages received from Internet addresses.

### MSG4 TO INTERNET <GO>

View all messages sent to Internet addresses.

### MSG1 UNREAD <GO>

View all unread incoming messages.

### MSG4 UNREAD <GO>

View all unread outgoing messages.

### SPDL <GO>

Create and maintain a speed-dial list that serves as your address book of contacts. Store information for each user, including job title, company and address.

### GRAB <GO>

Send a single BLOOMBERG PROFESSIONAL service screen shot as a message attachment.

# CUSTOMER SUPPORT

The outstanding level of customer and product support provided by Bloomberg will ensure you are always up-to-date with the latest features and benefiting from the full value of the BLOOMBERG PROFESSIONAL service. The following options are available for your use:

## BREP <GO>

Display the name of your Bloomberg Account Representative.

## BU <GO>

BLOOMBERG UNIVERSITY<sup>®</sup> is your gateway to a variety of Bloomberg training resources to help you better navigate the BLOOMBERG PROFESSIONAL service. View on-line cheatsheets, register to attend Bloomberg seminars and events, or read about new functions and enhancements.

## CERT <GO>

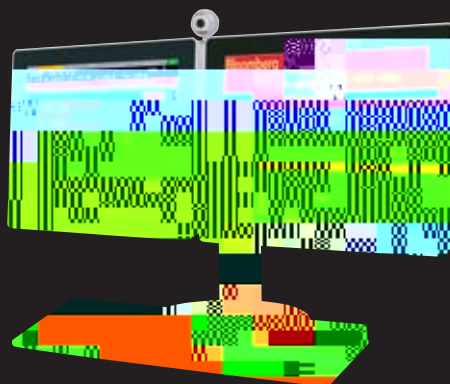
The Product Certification program allows you to participate in well-structured classes to improve your knowledge and proficiency of Bloomberg, optimize your job performance, and differentiate yourself from your peers.

## WRAP <GO>

Bloomberg's quarterly newsletter of new products, functionality and enhancements by market sector.

## <HELP> <HELP>

Contact the LIVE 24/7 Global Help Desk to send enquiries and receive help in real time.







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.

Remember, press `Enter` after each command to run the function.<sup>2</sup>

### Finding Information

Enable “autocomplete” feature so that “best fit” securities, functions, and more appear as you type.

#### Personal Defaults:

- `f` Select “Workstation Defaults”
- `f` Select “Autocomplete Settings”
- `f` Set to “Auto”

Alternatively, you can enter any word or phrase and press

=====

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# INTRODUCTION

For more than 20 years, B

# BLOOMBERG TERMINAL®



THE BLOOMBERG KEYBOA





# BLOOMBERG TERMINAL



## LOGGING IN

Once you open the BLOOMBERG PROFESSIONAL service application, you must log in with a login name and password.

»Click on one of the Bloomberg panels.

The window activates, as denoted by the top bar turning from gray to blue.

»Press the red <Pause Break/CONN DEF AULT> key on the keyboard.

The login screen appears, including the yellow highlighted Login Name and Password fields, as shown below.

»You will be prompted to create a login name and password when logging in for the first time.

»Press <GO>.

Up to four Bloomberg panels or windows appear on your computer desktop with default “wake-up” screens.

# BLOOMBERG TERMINAL



## RUNNING FUNCTIONS

### About Functions

Functions are unique Bloomberg applications that provide analysis and information on securities, sectors, regions and more.

# FUNCTIONS & SECURITIES



## If you know the function mnemonic:

» Enter the function mnemonic in the command line.

» Press the <GO> key.

The function runs on the active Bloomberg panel.

**Example:** In the command line, enter WEI <GO>.

## If you don't know the function mnemonic:

» Type a keyword for the information you want in the command line.

As you type, Autocomplete provides a list of suggested functions.

» Select the function you want to run from the list.

The function runs on the active Bloomberg panel.

**Example:** You want to find a function that analyzes information.

Note: If you are running a security-specific function, the security you want to analyze must be loaded before you run the function, which is covered in the next section.

**Example:** Using the CUSIP for Wal-Mart Stores Inc.,  
enter 931142DD2 <CORP> <GO>

If you don't know the ticker or any other identification number for the security you want to load, follow the steps below:

» In the command line, start typing a keyword for the financial instrument you want to analyze.

As you type, Autocomplete provides a list of suggested securities.

**Hint:** The more information you enter, the more refined the list becomes. If you know the type of security you are looking for,

**BASIC SEARCH (AUTOCOMPLETE)**

BloombD4y wgmtSftSEEFF00(t)/Acel4211185itu2(eF00(t)4 8A(E)u)3(t)/9(ocC 8omple)7(t)/AceeC 8a(OM)5GdcchOMOMEEFtO7



## BROWSING MENUS

### About Menus

All Bloomberg functions are organized by menus, classified by market sector or product type. Each menu is part of a hierarchy, going from the individual functions up to the Bloomberg Home menu. You can browse menus to discover more about the analysis and information the Bloomberg Terminal offers.

Here are some sample paths illustrating the navigation through the menu hierarchy to individual functions:

»Home > Equities > Analyze IBM Equity > Financial Performance > EE Home > Foreign Exchange > Forward Exchange Rates > FRD

»Home > News & Research > N

### Accessing Menus





# PERFORMING ANALYSIS



## STOCK/COMPANY SCREENING

The Equity Screening (EQS) function enables you to perform sophisticated searches for equity securities. There are many levels of criteria you can use in your search.

The following is a quick-start overview for using EQS.

### Step 1

»Enter EQS <GO>.

The Equity Screening screen appears.

### Step 2

»Click the Build/Edit Screen tab at the bottom of the screen.

### Step 3

»Use the Universe Criteria section to define preliminary search criteria.

a. Click a category. A window appears with options for the selected category.

b. Drag and drop the appropriate criterion from the window so that it appears in the Included Options or Excluded Options section of the window.

c. Click the Update button.

The criterion for the category is saved, and the window closes. The Selected Screening Criteria section at the bottom of the tab updates with your selected criterion and count of company matches.

### Step 4

»Use the Add Criteria section to refine the search with more data-driven criteria, such as industry classifications, fundamentals and ratios.

a. Click the Fields button.

The Browse Fields window appears with a list of all of the available search criteria fields.

b. Use the category tree or Search field at the left of the window to identify the specific criteria field for which you want to set conditions, then click the Select button.

The Add Criteria section of the Build/Edit Screen tab updates with the name of the selected criterion field and additional fields that allow you to set a condition(s) for the selected criterion.

c. Enter the appropriate condition(s), then press <GO>.

The Selected Screening Criteria section of the screen updates with your selected criterion.

### Step 5

»Once you have selected all the criteria for the search, click the Results button.

The list of companies (equities) matching your search criteria appears.

**Optional:** To explore further options such as saving the search or exporting the results to Excel, click the red Output and Actions toolbar buttons on the results page.

**Note:** To access a[(R)-11(e)-21(s)-7(u)]TJ -5 Tm ( )Tj /T1\_0 1 Tf /S

# PERFORMING ANALYSIS



## ANALYZING A COMPANY

In “Functions & Securities” and “Navigation”, we described the overall logic and navigation of the BLOOMBERG PROFESSIONAL service. With that information, the complete breadth and depth of information on Bloomberg is intuitively and completely discoverable.

This section highlights some of the key company analysis functions available on Bloomberg.

### Step 1

»Load the company you want to analyze.

**Example:**Enter F US <EQUITY> <GO>.

The company appears in the panel's toolbar as the loaded security.

### Step 2

»Run the analysis function on the loaded security in one of the following ways:

»Click on a category or function from the menu window or type the mnemonic in the command field to explore the full range of analysis options.

»Enter the mnemonic for the specific function you want to run, then press <GO>.

The analysis function runs on the loaded security.

**Example:**Enter DES <GO>.

Note: Once you load a security, you can run any number of functions to analyze that security without having to re-enter the security

# PERFORMING ANALYSIS



Mnemonics for popular company analysis functions include:

DES: Company Description and Overview

CN: Company News

HP: Historical Price Table

GP: Historical Price Chart

GIP: Intraday Price Chart

DVD: Dividend Information

ERN: Earnings Summary

FA: Fundamentals and Financial Statements

RG: Total Return Comparison

RELS: Capital Structure (including bonds and CDS spreads)

G: Technical Analysis and/or Multi-Security Charts

Note: To access a function's Help Page (a comprehensive user guide), press the <HELP>key once.

For cheatsheets that provide lists of popular analysis functions for specific security types, enter **BJ** <GO>, then click the Access Training Documents link.

## ANALYZING AN INDEX, BOND OR CURRENCY

The Functions & Securities and Navigation sections of this guide describe the overall logic and navigation of the BLOOMBERG PROFESSIONAL® service. With them, the complete breadth and depth of information on Bloomberg is completely discoverable. This section highlights the process behind loading different types of securities and indices and running analysis functions.

»Load the security or index you want to analyze using the Autocomplete feature or by entering a ticker and pressing the yellow key.

Examples:

SPX <INDE X> <GO> S&P 500 index

USURTOT <INDEX> <GO> Index tracking the US Unemployment Rate

EUR <CURRENCY> <GO> Euro spot

F 12 5/15/15 <CORP> <GO> Ford Motor Credit bond, 12% coupon, matures May 15, 2015

CL1 <CMDTY> <GO> Front-month NYMEXtraded sweet crude oil futures contract

»Run the analysis function on the loaded security in one of the following ways:

»Click on a category or function from the menu to explore the full range of analysis options.

»Enter the mnemonic for the function you want to run, then press <GO>.

For cheatsheets that provide lists of popular analysis functions for specific security types, enter **BJ** <GO>, then click the Access Training Documents link.

Note: In some cases, a function that works for one type of security does not work for a different type of security. For example, the Yield Analysis (YA) function allows you to value a bond. If you load an index and try to run the YA function, an error message appears because the analysis and security type are incompatible.

# EXPORTING DATA



## THE BLOOMBERG EXCEL ADD-IN

### Introduction

The Bloomberg Excel Add-in is a powerful tool that delivers Bloomberg data into a Microsoft Excel spreadsheet for custom analysis and calculations. All data must remain on a licensed Bloomberg workstation.

On a computer where the Bloomberg software is active, you can access the Bloomberg Excel Add-In from the Excel taskbar.

The following is a quick overview of the Bloomberg Excel Add-In. For further details on and resources related to the Bloomberg Excel Add-In:

- » On the terminal, enter `API <GO>`.
- » On Excel's Bloomberg tab, in the Utilities group at the far right, select Help Contents.

### Installation of the Add-In

If you do not see the Bloomberg tab in Excel, you can try to install the add-in by completing the following steps:

#### Step 1

- » From the computer's task bar select Start > All Programs > Bloomberg > Install Excel Add-In.

An Installing Bloomberg Excel Add-In dialog box appears.

#### Step 2

- » Click Install. A confirmation dialog box appears.

#### Step 3

- » Close the dialog boxes.

#### Step 4

- » Close Excel.

#### Step 5

- » Open Excel. A Bloomberg tab appears on Excel's taskbar.

**Note:** If you are unable to install the Add-In, consult your Information Technology team regarding administration rights to the computer.

# EXPORTING DATA



## Bloomberg Data Wizard

The easiest way to download data to Excel via the Bloomberg Excel Add-In is to use one of the Bloomberg Data Wizard tools. The wizards provide a guided process to draw data from Bloomberg into a spreadsheet.

### Step 1

- » On the Bloomberg tab of the Excel spreadsheet, in the Import group, choose from the following options:
- » To download most forms of data, click the Real-Time/Historical icon.

The Bloomberg Data Wizard window appears with four data type options.

- » To download values from financial statements and/or earnings data, click the Financials/Estimates icon.

The Bloomberg Fundamental Analysis Wizard window appears with two data type options.

### Step 2

- » Move your mouse over each of the data type icons to display a blurb describing the type of data that is available with each wizard option.

### Step 3

- » Click on the icon representing the type of data you want to download.

Step One of the wizard appears.

### Step 4

- » Follow the instructions that appear in the wizard window to build your data set.

Once you have completed all of the steps in the wizard, the spreadsheet updates with the data you requested.

## Bloomberg Formulas in Excel

The Bloomberg wizards are the easiest way to download data to Excel. The wizards write the Bloomberg API formulas for you. You can, however, write the formulas yourself if you need more flexibility than the wizards provide.

When using any of the formulas, you must specify the security for which you want to retrieve data (Security), and you must specify the data item you want to retrieve (Field). The Security must be represented as (Ticker) (Market Sector), for example IBM US Equity.

The Field must be represented by its field mnemonic. For example, to retrieve the last price for a security, the field mnemonic is PX\_LAST. The Field Search tool in Excel enables you to search for field mnemonics by category or keyword. Access the Field Search tool by clicking the Find

to Excel



# EXPORTING DATA



## DRAG & DROP

Some functions display a drag and drop icon in the top right corner of the screen. You can click on and drag this icon to drag securities from the current screen into another application, such as a Microsoft Excel spreadsheet or a Bloomberg wizard as part of the Bloomberg Excel Add-In. Once in a wizard or in a spreadsheet, the tickers appear with Bloomberg market identifiers.

## PRINTING AND OTHER EXPORT OPTIONS

There are various ways you can save or export screen shots from Bloomberg.

The following options appear:

» Print Screen: Prints the current screen.

To display a list of export options, click on the Export icon at the top right of a panel's toolbar.



# GETTING HELP AND LEARNING MORE



There are a variety of ways to get help using the BLOOMBERG PROFESSIONAL® service.

## Bloomberg Help

Enter BHELP <GO> for an online user guide to the overall logic and navigation of the BLOOMBERG PROFESSIONAL® service.

## Bloomberg University

Enter BU <GO> for the Bloomberg University homepage with links to training resources, including training documents and video tutorials.

## Help Pages

Each function has a comprehensive, searchable online user guide designed to answer common questions and describe key functionality. From within any function, press <HELP> once to access that function's Help Page.

## The Bloomberg Help Desk

To answer any question, 24 hours a day, 7 days a week, you can start a live chat with the Bloomberg Help Desk. Press <HELP> twice to instantly connect.

## Additional Support

For additional Bloomberg support, press the red <ESC/CANCEL> key. From the <CANCEL> screen you'll find links to:

- » Contact the Help Desk
- » Contact the Tech Support Team
- » Contact Us (a list of all local Global Customer Support numbers)
- » Your Account Manager and Product Representative (simply click on the rep's name)



# APPENDIX



## CF <GO>

Use CF (Company Filings) to search for corporate filings related to a specific equity, municipal or mortgage security. You can also use CF to display related Securities and Exchange Commission's EDGAR (Electronic Data Gathering, Analysis, and Retrieval) filings and Canadian Securities and Exchange Commission (SEDAR) filings.

## DVD <GO>

Use DVD (Dividend/Split Summary) to display the dividend/split history of a security or, in the case of a corporate security, the dividend/split history of the parent of the issuer of the security. DVD also displays Bloomberg Dividend Forecast (BDVD) where available. You can use DVD to determine how a security's gross (before tax) or net (after-tax) dividend yield contributes to its overall returns.

## ANR <GO>

Use ANR (Analyst Recommendations) to display a list of analysts' recommendations, price targets, price target time periods and a consensus rating for a selected equity. The consensus rating is based on analyst recommendations and compiled by Bloomberg reporters and researchers around the world. ANR allows you to determine the latest analyst sentiment and identify which analysts have the most accurate equity ratings. You can also create/edit an analyst recommendation alert.

## ANALYTICS

### EQS <GO>

Use EQS (Equity Screening) to perform a sophisticated search for equity securities. You can choose from example screens or create and save your own screening criteria manually or with the aid of on-screen wizard functionality. Criteria may include universe categories, such as countries, exchanges, indices, security types, security attributes, security lists, as well as data categories, such as fundamentals, estimates, financial and price ratios, and technical fields. You can also create advanced formulas or score an equity screen directly from search results.

The EQS function includes the In/Out Monitor screen (IOM) that allows you to monitor which securities are added to or dropped from the Equity Screening (Results) screen.

### FTST <GO>

Our equity platform helps you efficiently backtest your strategies, offering powerful support to help you build and evaluate investment ideas. You can screen across a

huge universe of equities using a point-in-time database with 20 years of history for a complete picture of potential opportunities. And, you can test a broad range of factors, including custom factors, to gain a robust assessment of investment themes and models.

## PORT <GO>

Our flagship application centralizes the crucial portfolio and risk analytics and data required by equity professionals. It seamlessly connects portfolio monitoring, characteristics, attribution, historical performance and scenario analysis with VaR, ex-post and ex-ante risk capabilities—in one convenient

# APPENDIX



(EVA Spread) for a selected company. You can customize default assumptions and data underlying the calculations to assist you in your analysis. You can also display historical WACC data and generate a PDF report of the current chart.

## AZS <GO>

AZS forecasts the probability of a selected company entering bankruptcy within the next two years. You can use AZS to evaluate the general financial condition of a company and the associated risk of investing in the selected security. AZS does not calculate a score for financial institutions as it was developed primarily for manufacturing companies.

## M&A ANALYSIS

### MA <GO>

Use MA to track real-time global mergers and acquisitions data and utilize relevant valuations and data analysis. MA displays a customizable homepage featuring announced top deals, regional activity, global activity trends, top deal advisors and industry activity data. MA also provides comprehensive search functionality that allows you to perform a quick or advanced mergers and acquisitions data search and allows you to save each search that you perform for future use. The M&A Results screen provides a detailed data summary (based on the search criteria you specify) as well as a view of the following additional data analysis tabs: Deal Breakdown, Capital Flow, League Table, Deal List, and Time Series. You can also export all data sets and charts to a Microsoft Excel® spreadsheet or save charts as high-quality images for client use.

### IPO <GO>

The new IPO is a comprehensive homepage for the Equity Capital Markets. Use IPO to monitor equity offerings by stage, industry sector, time period, currency or region. You can use IPO to compare year-over-year offerings performance data, display bar charts of the best and worst performers by offer-price-to-date-return percentage, or display a 12-month summary chart by amount or number of issues. You can also use IPO to access a custom company name search, underwriter rankings, Bloomberg World IPO indices and IPO news headlines.

### CACS <GO>

Use CACS to display a list of corporate and municipal actions taken by a selected company or municipality. You can filter the information that appears by action type, date type or date range.

### CACT <GO>

Use CACT/CLAC/BNKF to display a calendar of corporate and municipal actions, including stock buybacks, capital changes and distributions, so you can better understand how other companies are making capital and keep track of organizational changes. You can display -7(n)-6(g c)-16(a)-11(p)- s(ssoe65ry chy c1y amount oo

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**GGR <GO>**

Use GGR to monitor yield changes in government bond markets for individual countries. GGR also provides a global summary of government bill, note and bond rates.

**IYC <GO>**

Use IYC to display a menu of yield curve analytics. You can view the curves from different countries both currently and

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## CRPR <GO>

Use CRPR to display the most recent and previous credit ratings for a selected structured finance security (CMO/ABS/CMBS/CDO), so you can identify any changes in the security's risk.

## DDIS <GO>

Use DDIS to display the maturity distribution of the outstanding debt for a selected issuer and analyze its ability to meet its obligations to its de-8(e)-9(c-37(C)-2o(9( t7-8(e)l)5Sder ))T001 Tc.( t7Y)85e)l3-1o t7c(27()l)3-103ec-1(s)8222(z)oCodDt for a sO10(

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# APPENDIX



**PVG <GO>**

Use PVG to display a graph of the first five years of vector forecasts for a selected mortgage security. PVG allows you to

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## ANALYTICS

### YAS <GO>

YAS provides an integrated platform for security-level price, yield, spread and risk analysis. YAS allows you to navigate between tabs that show pricing information, descriptive data and historical spread graphs. You can also create a custom tab with the information that is most important to you.

Use YAS to price a fixed-income security using spreads to a benchmark issue or benchmark curve, and calculate risk, hedge ratios and cost of carry.

## DESCRIPTIVE

### DES <GO>

DES provides consolidated financial information about a specific corporate or government security, including issuance and redemption, identification numbers and ratings.

Use DES to review, in one place, all the descriptive information you need to evaluate, buy, sell and trade a bond. To simplify analysis, all the tools in DES remain the same regardless of the type of bond.

## RELATIVE VALUE

### FIRV <GO>

FIRV allows you to determine the relative richness/cheapness of a bond using a variety of spread and trend analyses.

Use FIRV to evaluate the relative value of a bond versus itself and versus comparable bonds over a historical time period you choose. Compare the selected bond to its own historical spreads and to spreads from comparable bonds and sector averages.

### COMB <GO>

COMB allows you to compare the relative value of a customizable list of corporate bonds or syndicated loans. You can use filters to find bonds/loans that share similar characteristics or import a list of bonds/loans that you have previously created and saved.

Use COMB to display customizable tables and charts analyzing the spreads, prices and descriptive characteristics of a list of comparable bonds or loans.

### CRVD <GO>

CRVD allows you to analyze the relative value of an issuer's bonds versus the issuer's credit default swap curve.

Use CRVD to chart aggregated issuer bond spreads with the issuer's credit default swap curve while displaying the data behind the chart in tables. You can customize the set of bonds from the issuer that are included in the analysis. You can also customize the CDS spreads used in the analysis.

### RV <GO>

RV allows you analyze the historical performance of a bond using different benchmark spreads or CDS basis so that you can understand the relative richness or cheapness of a bond.

Use RV to chart the historical yield of a selected bond, a selected benchmark and their spread. Correlation and

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**FIHR <GO>**

FIHR calculates the number of cash bonds or bond futures contracts you must buy or sell to hedge the interest-rate risk













# TRICKS, TIPS & SHORTCUTS

Personal Defaults

News Settings

Customization: Toolbar & Macro Buttons

Bloomberg menus

(Security specific functions)

Keyboard Tricks

Personal Monitors:

Launchpad: The ultimate desktop display

E-mail & Communication

Printing

## Personal Defaults

Personal default settings are specific to the user login name and not the machine. Therefore when you set certain parameters, they travel with you wherever you log in.

Choose your

## Customization: Toolbar & Macro Buttons

The Bloomberg Toolbar with customized buttons is designed to save you time. If you use various screens and functions on a daily basis, storing these functions within a macro button ensure that one simple mouse click will quickly run that command and avoid you having to remember or manually type in the keystrokes!

### Enabling toolbar :

- Right click mouse

## Main Menu & Security Specific Functions

When first introduced to the Bloomberg system it is advisable to use the main menus. This helps the user get a feel for the broad scope of Bloomberg and to clearly see a list of the analytics (and associated function codes) that are available.

Once a Bloomberg user is more familiar with the various function codes they may simply type those codes directly onto the screen and access the function instantly (thus saving time and by-passing the broad menus).

### Main Menu example

MSFT US <GO>

MSFT US GP W <GO>

This by-passed 2 additional steps & set graph to weekly

BUD 9 09 <GO>

This by-passed 2 additional steps: 2 <GO> 2 <GO>

BUD 9 09 < YAS 120 <GO>

This by-passed 2 additional steps: & set the price to 120

### Security Specific example

MSFT US GP <GO>

This by-passed 2 additional steps: 4 <GO> 1 <GO>

BUD 9 09

YAS <GO>

Useful Main Menu examples:

IRSM Interest Rate & Credit Derivatives

CBMU

Convertible Bonds Menu

HYM High Yield Menu

EMKT

Emerging Markets menu

N News main menu

DATA

Data Services

## Keyboard Tricks

LAST Type LAST to review the last 8 functions used.

CU 'Call Up'. Retrieves the last security/ticker used to the screen

EASY A list of Bloomberg tips and shortcuts

<Alt> K Display a graphic of the Bloomberg keyboard

This key appears to the left of the space bar on your keyboard. Combine it with:

Key + E To open a new file 'Explorer' window

Key + D To minimize/restore all windows



## E-mail & Communication

In the same way that a scrolling news bar is a choice for Bloomberg screen 1  
A scrolling MESSAGE bar is a choice for Bloomberg screen 2

TAP To switch on/off the scrolling message bar

GRAB To sending a single Bloomberg screen-shot as a message attachment.  
You can also click on the grey 'Actions' tab on any screen. File type is a .gif

MSGM Message main menu

<Ins> Press 'insert' from a blank message screen to switch modes  
Cursor = Insert mode with Text wrap J Cursor =: regular over-type mode n

BMAIL Extensive menu of options for additional message system capabilities

PFM Personal File Manager: Manages all archived messages, news stories &  
PC files that have been saved or uploaded

IB Real Time chat with 'Instant Bloomberg'

IB HELP Open an instant chat window to communicate in real-time with Bloomberg's 24 hour  
Global Help desk

HDSK Your outgoing Help Desk Messages  
Benefit: archived forever so you can easily retrieve Q&A

BBFO Voice and video conference calls

## Printing

To print current page

6 To print a 6 page document

9 To print a story in DTP format. E.g. If the story is 8 pages on Bloomberg, by using  
9 it will condense to approx 5 pages

PSET Print defaults (landscape/portrait, change printer etc)



## Bloomberg FAQ's & Keyboard Navigation (Color Coded Keys)

### I FORGOT MY B-UNIT. CAN I STILL ACCESS THE BLOOMBERG PROFESSIONAL SERVICE SOFTWARE VIA BLOOMBERG.COM (BLOOMBERG ANYWHERE)?

For security reasons, we are unable to grant overrides for users accessing Bloomberg Professional Service via the website, [www.bloomberg.com](http://www.bloomberg.com). If you have a PC, it is recommended that you download the software via [www.bloombergsoftware.com](http://www.bloombergsoftware.com) >> Install New >> Download.

### WHAT IS A TOKEN CODE AND HOW DO I OBTAIN IT?

A token code is a six-digit number that will allow you to log into your Bloomberg Anywhere. To obtain a token code, click on the "Get Token Code" link in the top right corner of the Bloomberg Anywhere interface.



