Discoverability Cheat Sheet

A Bloomberg Professional Service Offering

DISCOVERABILITY AND HELP CHEAT SHEET

The list below reflects key functionality for an area of interest on the Bloomberg Professional® service. Press the <Menu> key on the Bloomberg keyboard from any function to browse related tools. Press the <Help> key once from a function to learn more about what it does and how to use it.

> GETTING HELP
Getting Started guide HELP
Function Help Page <Help> once
Bloomberg Help Desk <Help> twice

> MARKET HELP PAGES
Sovereign <Govt> HELP GOVT
Credit <Corp> HELP CORP
Mortgages <Mtge> HELP MTGE
Money Markets <M-Mkt> HELP MMKT
Municipals <Muni> HELP MUNI
Preferreds <Pfd> HELP PFD
Equity <Equity> HELP EQTY
Commodities <Comdty> HELP CMDT
Indices <Index> HELP INDEX
Foreign Exchange <Currency> HELP CRNC
Excel Integration (API) HELP DAPI
Communications & Community HELP COMC
News & Research HELP NWRS
Economics HELP ECA
Regions & Countries HELP RNC
Portfolio & Risk Analytics HELP PRA
Custom Applications HELP CHLP
Settings & Defaults HELP PDF

> KEYBOARD BASICS
Log on/off Bloomberg <Pause Break / Log Off>
Exit the current screen <Cancel>
Access market sector menus example: <Corp>
Execute a command <Go>
Move up the menu hierarchy <Menu>
Help Pages & Help Desk <Help>
Search Bloomberg by keyword <Search>

> SEARCHING
Start typing a keyword in the command line, then pick from the Autocomplete list, or:
Advanced keyword search HL
Cross-market security search SECF

> LOADING SECURITIES
Start typing the name of the company or financial instrument in the command line, then pick from the Autocomplete list or:
Load by ticker ticker <yellow key>
example: EUR <Currency>

> BROWSING MENUS
Bloomberg home menu MAIN
Browse menu hierarchy <Menu>

> ANCILLARY PRODUCT HELP PAGES
Asset & Investment Manager (AIM) HELP AIM
BLOOMBERG TRADEBOOK® HELP TBHD
Fixed Income Trading (FIT) HELP DFIT
Sell-Side Execution & Order Management System (SSEOMS) HELP SSEO
Trade Order Management Solutions (TOMS) HELP TOMS
Bloomberg Government HELP BGOV
Bloomberg Law HELP BLAW

Bloomberg

BEIJING +86 10 6649 7500
FRANKFURT +49 69 9204 1210
LONDON +44 20 7330 7500
NEW YORK +1 212 318 2000
SÃO PAULO +55 11 3048 4500
SYDNEY +61 2 9777 8600
DUBAI +971 4 364 1020
HONG KONG +852 2977 6000
MUMBAI +91 22 6120 3600
SAN FRANCISCO +1 415 912 2690
SINGAPORE +65 6212 1000
TOKYO +81 3 3201 8900

bloomberg.com ©2015 Bloomberg L.P. All rights reserved.