Basic Tutorial:

**Green Keys**: Action buttons that will take you to a specific screen or function
- **Enter/Go**: Is used as the enter button
- **Menu/En**: Takes you to the preceding screen
- **Help**: Press this once to get help on the specific screen you are currently on. Press “Help” twice to get the instant messaging screen for live 24/7 help from a Bloomberg expert.
- **News**: Will take you to the news function and page
- **Message**: Will take you to your message inbox
- **Go**: Is used as the enter button

**Yellow Keys**: Market Sector Keys
- **GOVT**: Worldwide sovereign and agency securities
- **CORP**: Corporate debt
- **MTGE**: Mortgage securities
- **M-Mkt**: Money market information
- **MUNI**: U.S municipality issued debt
- **PFD**: Preferred shares
- **EQUITY**: Equity shares
- **COMDTY**: Commodities, futures, options
- **INDEX**: Global equity indices, economic indices
- **CURNCY**: Currency markets

**Red Keys**: Are stop keys.
- **CONN DEFAULT**: use this key to log out, or type OFF <GO>
- **Cancel/ESC**: Will cancel a command.

**Printing**:
- Printing will be sent to the Relmon printers
- Press Print key to print current page
- Press 6 and then the Print key to print a 6 page document

**Bloomberg University - BU**
- Bloomberg University where you can access certification videos, and upcoming seminars
Key Functions (All functions must be followed with <GO>)

General:

- **ECO**
  - Economic calendar, releases (can be customized)
  - Can be exported to calendar
  - If you click on one it highlights last 10 years of news

- **WEI**
  - World Equity Indices
  - Compare indices from around the world against each other

- **WB**
  - World bond rates

- **WS**
  - World swap rates

- **IM**
  - Treasury and money market rates

- **WECO**
  - Economic calendar by country

- **ACDR**
  - Earnings announcement calendar

- **ECST**
  - Economic statistics for selected nation
  - Requires understanding of macroeconomics

- **STAT**
  - Global statistics from macro-data

- **DES**
  - Overview of the loaded equity you are researching
  - Good starting point for any equity research

- **HP**
  - Historical prices

- **GP**
  - Graphical prices

- **XLTP**
  - Excel Templates
  - Bloomberg API Homepage

- **XTDA**
  - Excel formula pneumonic lookup

- **RSKC**
  - Excel Formulas
    - BDP("Ticker", "Field")
    - BDH("Ticker", "Field", "Start date", "End Date")

- **BI**
  - Bloomberg Industries with industry specific data
News:

- N
  - News homepage
- CN
  - Company specific news
- TOP
  - Top news
- READ
  - What most people are reading
- 97
  - Download attachments from news
- STNI
  - Suggested news search function
  - News filter for major market asset classes
- Advanced Search
  - N <GO>, 97 <GO> (Actions), Advanced Search
  - You can save and set alerts
- RES
  - Research reports
- TREN
  - News trend functions
- AV
  - Portal for all Multimedia store on terminal
- FIRS
  - Bullet point news

Equities:

- EVTS
  - Company related events releases
- NI
  - News by category
- NSE
  - News Search
- RES
  - Research
- EA
  - Earnings Analysis
- EQS
  - Equity screening application
  - Look what you want to study
  - You can choose indie
  - Criteria can be set such as P/E
  - Can drill down to find the few companies that meet a certain criteria
- EQBT
  - Equity screen backtest
• Graph
  o Goes to graphing capabilities
• GP
  o Historic movement of a stock with volume
• GPD
  o Price bar graph with moving average
• GPC
  o Candlestick format of the above
• HP
  o Historical pricing
• PFP
  o Point and figure graph
• IRSI
  o Relative strength index
• MACD
  o Moving average, convergence, divergence
• WLPR
  o William percentage
• MAE
  o Moving average envelopes
• GPCA
  o Corporate action price graph (tells you what’s been going on)
• FA
  o Fundamental financial analysis tool
• EEO
  o Aggregate all company earnings in one place
• ANR
  o Homepage for all analyst recommendations
• RV
  o Relative value and comparison against others in the industry
  o Customized peer view analysis
• PPC
  o Different look at company comparison
• MGMT
  o Management structure and profiles
• PHDC
  o Institutional and insider holders
• EM
  o Earnings Matrix (Multiples Templates)
• SPLC
  o Supply Chain Analysis
Fixed Income:

- **ECO**
  - Economic calendar
- **WB**
  - Overview of world bond markets
  - By country/region
  - Can be used to draw yield curve
- **BYFC**
  - Bond yield forecasts
  - Based on economist view of likely rates
  - Can study spread by clicking
  - Can Graph
- **BTMM**
  - Real time monitor for benchmark rates (Treasury, Money Markets)
- **MMR**
  - Money market monitor
- **MMAP**
  - Market heat map
  - Where all the action is happening
  - Based on portfolio, index etc.
  - Can analyze by P/E, EPS, Dividend, etc.
- **CRVF**
  - Curve Comparison
- **SECF**
  - Security Finder
- **SRCH**
  - Advanced search for corporate and government bonds
- **YA**
  - Yield analysis
- **GCDS**
  - Credit monitors
- **YAS**
  - Yield and spread calculator
- **CRPR**
  - Current and historical credit profiles
- **RV**
  - Relative value analysis
- **DDIS**
  - Debt distribution chart and data
- **ISSD**
  - Issuer/Debt Information
Foreign Exchange:

- **FXIP**
  - Home base for all FX rates
  - Currency by area for countries
  - News
  - Toolbox (Spot rates)

- **WCRS**
  - World currency ranker
  - Historic

- **WCR**
  - Real time currency ranker
  - Simple View

- **XDSH**
  - Customizable view of FX market

- **FXTF**
  - FX ticker finder

- **FXGN**
  - Different foreign currency rates (Bid, ask, change)

Commodities:

- **CT**
  - Content table

- **CRR**
  - Commodity ranked returns
  - Ranked by performance

- **CCRV**
  - Commodity curve

- **CPFC**
  - Commodity price forecasts

- **ECOIO**
  - Economic release pass

- **NRGZ**
  - Various report releases and premade charges

- **FDM**
  - All fundamental commodities data on the system

- **BMA**
  - See different assets on a world map

- **CTM**
  - Contract table menu

- **IPCM**
  - Covers commodities
Mutual Funds:

- **FUND**
  - Analyzing MF (Product info, news and research, fund functions, fund analysis)
- **HFND**
  - Hedge fund homepage