



# Getting Started with Bloomberg

A user guide compiled for University of North Florida students and faculty.

Justine Koranteng



If you intend to download data into Excel you will need to install the Add-In. Here are guidelines for doing so.

If the Bloomberg ribbon or menu does not automatically appear in Microsoft® Excel, you can install the Bloomberg Add-In using the Bloomberg API Diagnostics tool.

Steps:

- x Close all Microsoft® Office applications.
- x From the Start menu of your PC, select All Programs > Bloomberg > API Environment Diagnostics.

Note: If the Bloomberg folder or the API Environment Diagnostics application does not appear, try downloading the Add-In. For more: [Downloading the Add-In](#).

The Bloomberg API Diagnostics window appears.

- x In the upper left corner of the Bloomberg API Diagnostics window, click the Start button.



- x Close all Microsoft® Office applications.
- x In your web browser, go to <http://www.bloomberg.com/professional/downloads/>.


The Client Downloads web page appears.

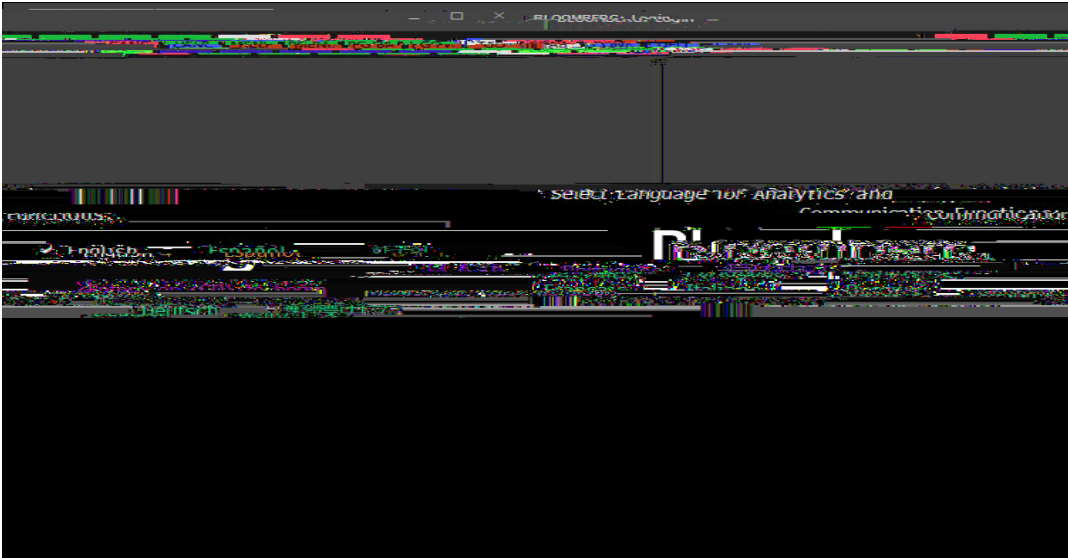
- x Under Office Tools, click the download icon.

The Bloomberg Office Tools Installation file is downloaded to your PC.

- x

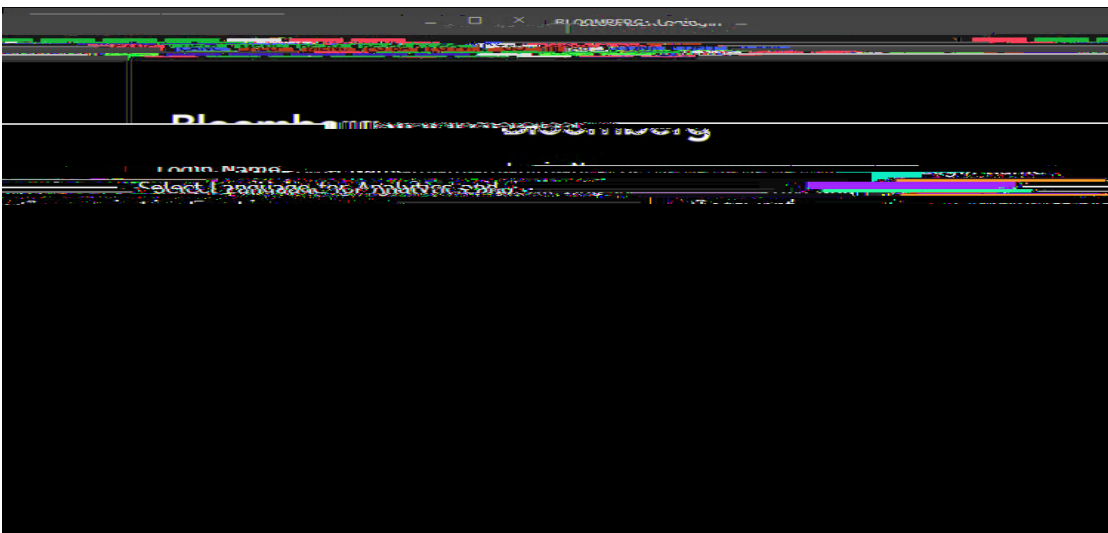
## Getting started with Bloomberg Terminal

1. Open the Bloomberg terminal icon  on the desktop or from the start menu.
2. Select the preferred language and press enter as shown below.



## Sign in or create an account.

1. Enter your login details. In the text field that appears, type in your user account and password. If you don't have an account, jump to step 3.
2. Click Login. It's below the text box.





3. Click on "Create a New Login" to create an account (you will need an email and a phone number).
4. Follow the prompts.

### How to logout

1. Click on options from the search engine bar.
2. Select "log off & Exit".

2.



How to create customized panel frames for your launchpad view page?

1.



For example, to create a panel frame in the launchpad view with news pertaining to “Global Freight Rates”, follow the steps above to arrive at the below output.

Global Freight Rates

<Back> to Return

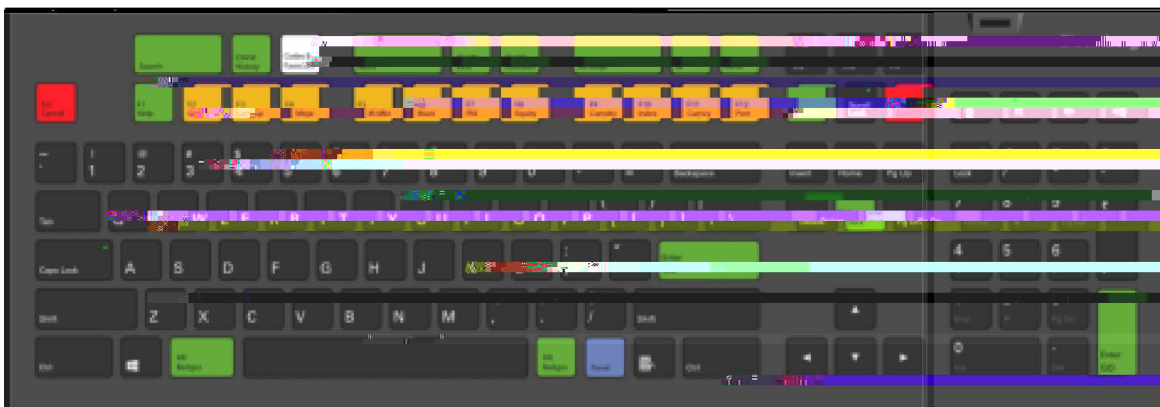
Export








GEW - Global Economy

	Ticker	Last Px	Last Px (1 Year)	Change 1 Qu	Dt Last Updt	Ssnlty & Trans
World	WGDPWRLD	96527.426			12/31/2021	Value Annual B
US	WGDPUS	23123.315	0.81		12/31/2021	Value Annual B
China	WGDPCHIN	1734.06			12/31/2021	
Euro Area	WGDP EURO	14563.283			12/31/2021	B
Japan	WGDP JAPAN	4040.878	0.010		12/31/2021	B
Germany	WGDP GERM	4259.935			12/31/2021	B
United Kingdom	WGDP UK	3131.378			12/31/2021	R
France	WGDP FRAN	2937.380			12/31/2021	B
India	WGDP INDI	3176.295			12/31/2021	B
Italy	WGDP ITAL	2107.703			12/31/2021	Value Annual B
Canada	WGDP CANA	1988.336			12/31/2021	Value Annual B
Korea	WGDP KOR	1810.956				
Russian Federation	WGDP RUSS	1778.783			12/31/2021	
Brazil	WGDP BRAZ	1608.981			12/31/2021	B

## Bloomberg Keyboard

The Bloomberg keyboard is designed to help your work more efficiently, with color-coded keys that make it easy to follow the logic of the system.



Use	To
	<p>Exit the current function and return to a home page that displays important contact information, so you can easily reach your Bloomberg representative, the Help Desk, or the Tech Support Team.</p>
	<p>Execute a typed command. For example, to access the Top News function, type TOP, then press &lt;GO&gt;.</p> <p>For more information, see <a href="#">Function and Securities</a></p>
	<ul style="list-style-type: none"> <li>x Navigate from any function back to a menu of related functions, then back through the menu hierarchy to the Home menu.</li> <li>x Navigate back to the previous screen.</li> </ul> <p>Note: The function of the &lt;Menu&gt; key on the old Bloomberg keyboard has transferred to the &lt;End/Back&gt; key on the new Bloomberg keyboard.</p> <p>For more information, see <a href="#">Accessing Menus</a></p>
	<p>Navigate back to the previous screen.</p> <p>Note: This key provides the same functionality as the &lt;Menu&gt; key on the old Bloomberg keyboard.</p>
	<p>Connect to function Help Pages and to the Bloomberg Help Desk. To access a Help Page, press the &lt;Help&gt; key once; to open a chat with a Help Desk representative, press the &lt;Help&gt; key twice. For more information, see <a href="#">Help Resources</a></p>
	<p>Load securities and access market sector menus</p> <p>For more information, see <a href="#">Accessing Menus and Securities</a></p>
	<p>Switch between windows.</p>

For a complete view of the Bloomberg keyboard, hold down the <Alt> key and press K. To dismiss the keyboard image, press the K key again.

## PART 2 BLOOMBERG LOGISTICS AND SUPPLY CHAIN

- 1.1 SPLG Supply Chain Analyses
- 1.2. AHOY Global Commodities Flow
- 1.3. ESG Environment, Social, and Governance

### 1.1. SPLC <GO> Supply Chain Analysis

SPLC <GO> provides a comprehensive supply chain breakdown for a selected company, so you can analyze revenue exposure for the central company, its suppliers, and its customers, as well as track a company's performance against its peers.



Note: Supply chain relationship values are based on company disclosures and other publicly available information. Bloomberg does not guarantee that customer/supplier rankings are accurate or complete, and they should not be relied on as such.





## 1.2. ESG <GO> ESG Analysis

### Quick Start

1.



## Getting Hints as You Go

On any Bloomberg function, you can mouse over key items for more information:

### 1.3. AHOY <GO> Gbbal Commodities Trade Flows

AHOY <GO> allows you to track global commodity imports and exports, so you can make investment decisions based on trade flow activity between countries. You can also see berth visit data to monitor estimated LNG imports and exports, and fixtures data to assess when commodities may arrive at a specific port of destination.



2. Customize the commodity flow data to focus on the imports and exports you want to track.

Note: