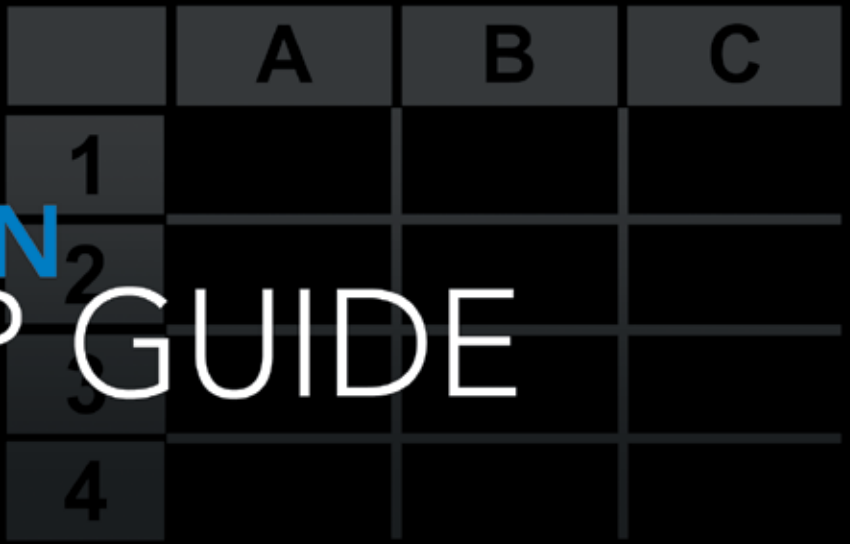
Bloomberg

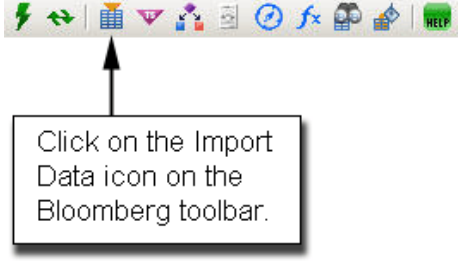


EXCEL ADD-IN
DESKTOP GUIDE

Importing Data

Import Data Wizard

The Import Data wizard enables you to find the data you are looking for and bring it into a spreadsheet. You can launch the Import Data wizard by, selecting **Import Data** from the Bloomberg Menu, or



The Bloomberg Data wizard screen appears, as shown in Figure 1.

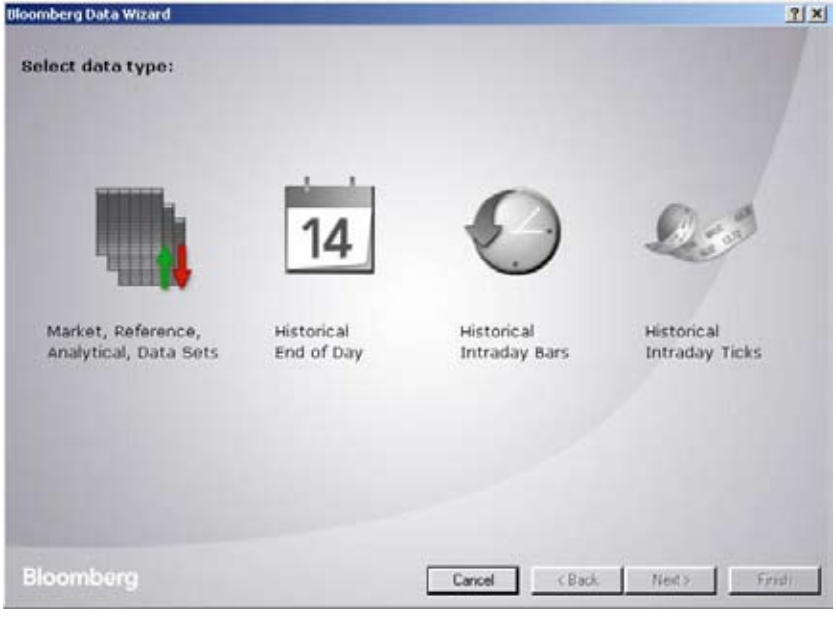


Figure 1: Data Wizard Screen

Table 1 details the different Data Types.

Table 1: Data Type Description Table

	Description	Steps
	Real-time and current snapshot data, including pricing, descriptive, and fundamental data.	1. Create a List of Securities 2. Create a List of Fields 3. Set Layout Options
	End-of-day data for a specified period of time in increments of days, weeks, months, quarters, or years.	1. Create a List of Securities 2. Create a List of Fields 3. Select Periodicity and Time Frame 4. Set History Parameters 5. Set Pricing Defaults 6. Set Layout Options
	Intraday market data for a specified period of time in increments of minutes and using DPDF settings. Based on Bid, Ask, or Trade events, data such as open, high, low, close, and volume can be retrieved.	1. Create a List of Securities 2. Set Intraday Parameters 3. Set Pricing Defaults 4. Set Layout Options
	Intraday market ticks for a specified period of time. Based on Bid, Ask, or Trade events.	1. Create a List of Securities 2. Set Intraday Parameters 3. Set Layout Options

Create a List of Securities

Available for  , enables you to create a list of securities by manually entering a security, or selecting securities from:

■ Equity indices
■ An Excel spreadsheet

Securities may also be stored that are specific to your Bloomberg login ID. If you have saved securities to any of the following in the Bloomberg Terminal, you are able to load the lists directly into your list of securities.

■ Launchpad Monitor	BLP <GO>	■ A Security List	LIST <GO>
■ NW Monitor	NW <GO>	■ Equity Screening	EQS <GO>
■ Portfolio	PLST <GO>	■ Execution Management	EMS <GO>

Create a List of Fields

Available for  , enables you to create a list of fields by:

- Searching for a field mnemonic; or
- Selecting a field from the category list.

Searching for a Field Mnemonic

Searching for a field mnemonic enables you to enter a keyword into the search text field and filters according to the asset class. The List data grid then populates with all fields matching the text, as shown in Figure 2.

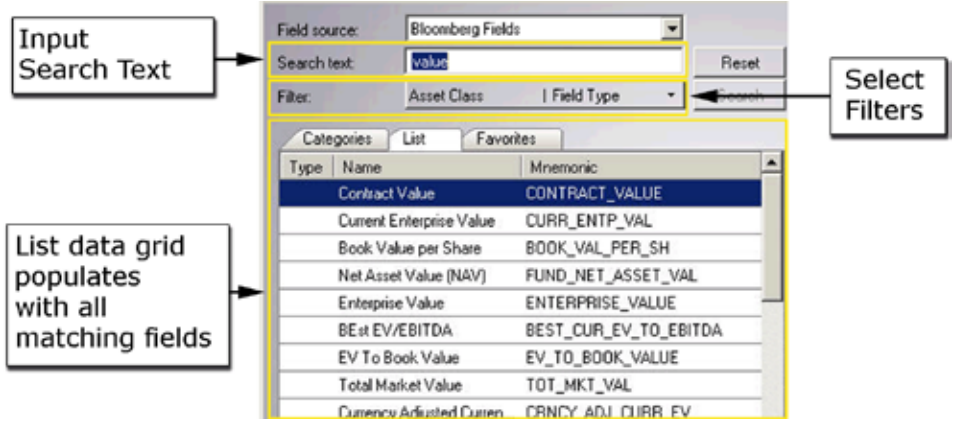


Figure 2: List Populates

- The icon denotes that the field is a DataSets field.
- The icon denotes that the field is a RealTime field.
- No icon denotes that the field is a Static field.

Selecting a Field from the Category List

You are able to select a specific field by drilling down into a specific category, as shown in Figure 3.

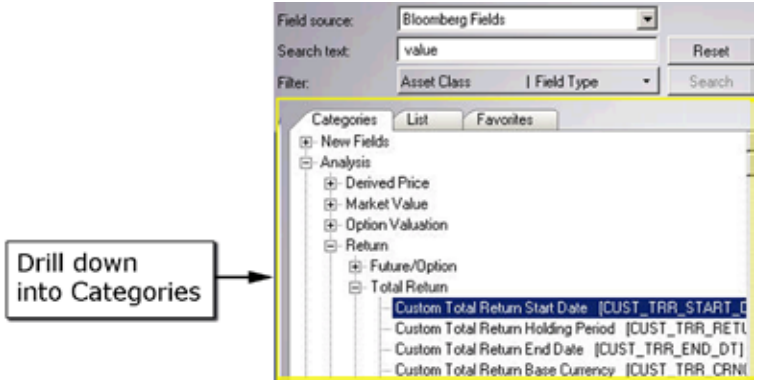


Figure 3: Drilling down into Categories

- To expand a section, click the + icon.
- To collapse a section, click the – icon.

Set Intraday Parameters

Available for  , enables you to set parameters according to:

- Market Events, such as Trade, Bid and Ask;
- Interval fields, such as Open, High, Low, Close, Tick Count, and Volume;
- Time Frame;
- Interval Size
- Non-trading Intervals.

Set Layout Options

Available for  , enables you to set:

■ Data Placement	■ Multi-Sheet
■ Show Labels to include securities & Fields	■ Time Ordering
■ Field Orientation	■ Data Set aggregation

Select Periodicity and Time Frame

Available for  , enables you to set:

- Periodicity according to Calendar Type; and
- A Fixed Time Series or Relative Time Series.

Set Pricing Defaults

Available for  , enables you to set:

■ Whether to follow DPDF Settings	■ Cash Adjustment Normal
■ Cash Adjustment Abnormal and	■ Capital Changes

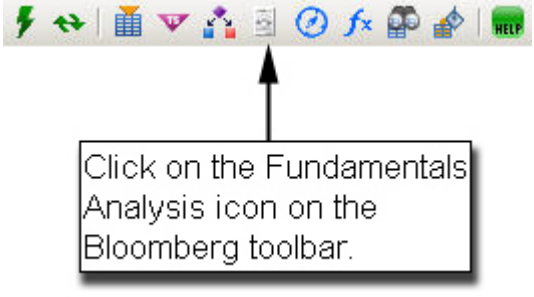
Set History Parameters

Available for  , enables you to set:

■ Currency	■ Non-Trading Days
■ Quote	■ Quote Calculation

Fundamentals Analysis Wizard

The Fundamentals Analysis wizard enables you to import Fundamentals data into a spreadsheet. You can launch the Fundamental Analysis wizard by, selecting **Fundamentals Analysis** from the Bloomberg Menu, or



The Fundamentals Analysis wizard screen appears, as shown in Figure 4.

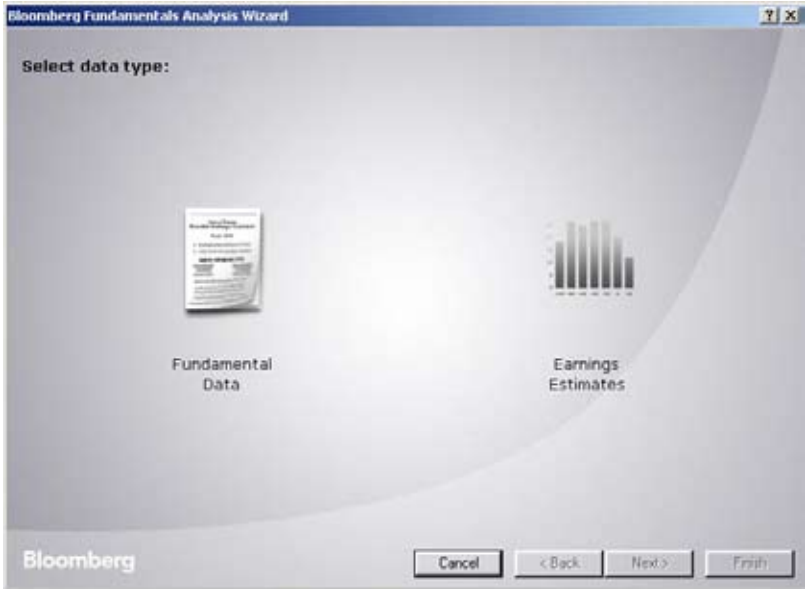
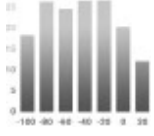


Figure 4: Fundamental Analysis Screen

Table 2 details the different Data Types.

Table 2: Data Type Description Table

	Description	Steps
	The Fundamental Data path is composed of templates and is designed to retrieve end-of-day data for a specified period of time in increments of days, weeks, quarters, or years.	**1.** Create a List of Securities **2.** Create a List of Templates **3.** Set Parameters **4.** Set Layout Options Once the data imports use Bloomberg Data Transparency to further examine the data. For additional details, see Bloomberg Data Transparency on page 15.
	Earnings Estimates lets you display earnings projections, for a specific equity or group of equities, so you can quickly gauge market expectations.	**1.** Create a List of Securities **2.** Create a List of Fields **3.** Select Data Source **4.** Select History Type **5.** Select Periodicity and Time Frame **6.** Set Layout Options

Create a List of Securities

Available for  , enables you to create a list of securities by manually entering a security, or selecting securities from:

- Equity indices
- An Excel spreadsheet

Securities may also be stored that are specific to your Bloomberg login ID. If you have saved securities to any of the following in the Bloomberg Terminal, you are able to load the lists directly into your list of securities.

■ Launchpad Monitor	BLP <GO>	■ A Security List	LIST <GO>
■ NW Monitor	NW <GO>	■ Equity Screening	EQS <GO>
■ Portfolio	PLST <GO>	■ Execution Management	EMS <GO>

Create a List of Fields

Available for  , enables you to create a list of fields by:

- Searching for a field mnemonic or
- Selecting a field from the category list.

Create a List of Templates

Available for  , enables you to create a list of templates by selecting:

- Fundamental Data (computed by Bloomberg analysts)
- Standardized, As Reported Data (standardized by Bloomberg Analysts)
- As Reported Data (as stated by the company)

Once you have selected a data type you are able to select available templates.

Set Parameters

Available for  , enables you to set parameters according to:

- Display Criteria, such as Display Order, Filing Status, Currency, and Consolidation Level
- Periodicity according to Calendar Type and Annual basis and
- A Time frame from a Fixed time series or Relative time series

Select Data Source

Available for  , enables you to select a data source including:

- BEst Standard
- BEst Leading Indicator (28 Days)
- BEst Post-Event
- Broker

Select History Type

Available for  , enables you to select a history type, options include:

■ Currency	■ Discrete
■ Consolidation Level	■ Relative Time Period
■ Revision	■ Non-trading day inclusion

Select Periodicity and Time Frame

Available for  , enables you to set:

- Periodicity according to Calendar Type
- A Fixed Time Series or Relative Time Series

Set Layout Options

Available for  , enables you to set:

■ Data Placement	■ Multi-Sheet
■ Show Labels to include	■ Time Ordering
■ Field Orientation	■ Data Set aggregation

Data Transparency

The Bloomberg Data Transparency tool is available in conjunction with data returned using the Fundamental Data wizard. This tool enables you to view the value look-up and the composite numbers that make up the value. You are also able to drill down multiple levels and return a transparency report.

The legend for the pane includes:

Green	Denotes a composite value for the currently selected line item. Any value shown in green contains additional values and you can drill down.
Blue	Denotes a source document. You cannot drill down. Clicking on a blue title launches a report.

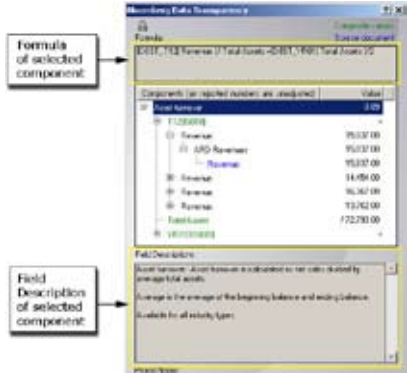


Figure 5: Bloomberg Data Transparency Screen

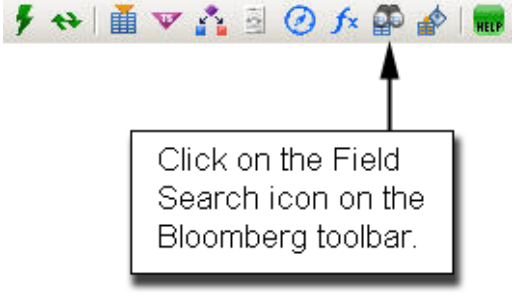
- To expand a section, click the + icon.
- To collapse a section, click the – icon

Searching for Fields

Field Search Tool

The **Field Search Tool** enables you to locate Bloomberg field mnemonics for different market sectors and provides the option of saving user created lists as a favorite.

To launch the **Field Search** tool, select **Field Search** from the Bloomberg Menu, or



You are able to create a list of fields by:

- Searching for a field mnemonic by keyword.
- Selecting a field from the category list.

Searching for a Field Mnemonic

Searching for a field mnemonic enables you enter a keyword into the Search text field and filters according to the asset class. The List data grid then populates with all fields matching the text, as shown in Figure 6.

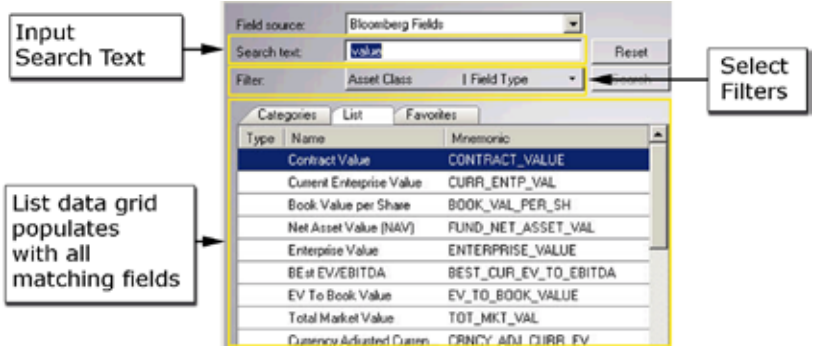


Figure 6: List Populates

- The icon denotes that the field is a DataSets field.
- The icon denotes that the field is a RealTime field.
- The icon denotes that the field is available historically.
- No icon denotes that the field is a Static field.

Selecting a Field from the Category List

You are able to select a specific field by drilling down into a specific category, as shown in Figure 7.

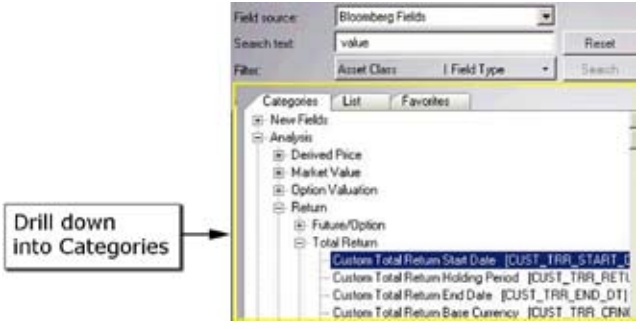


Figure 7: Drilling down into Categories

- To expand a section, click the + icon.
- To collapse a section, click the – icon.

Bloomberg Formula Syntax

Security Syntax

Bloomberg Excel functions and links require you to specify the security to which the function/link applies. The security identifier must conform to the following syntax:

`<Name>[Exchange][Coupon][Maturity]<Yellow Key>[Type]`

In this syntax only the `<Name>` and `<Yellow Key>` parts are required. The other four elements are used for qualifications and are optional or depend on the `<Yellow Key>` and type of security used.

■ Govt	CT10 Govt	■ Equity	IBM US Equity
■ Corp	035229AL7 Corp Cusip	■ Equity	2005973 Equity Sedol1
■ Mtge	03072sge Mtge	■ Cmdty	CLZ7 Comdty
■ M-Mkt	SOALA LNST M-Mkt	■ Index	SPX Index
■ Muni	01069DBZ9 Muni	■ Crncy	JPY Crncy
■ Pfd	EP003025 Pfd		

Argument Syntax

There are two methods for entering arguments into your formula:

- cell reference
- absolute values.

Entering arguments using a cell reference enables you to dynamically update input fields in your formula. Entering arguments as absolute values enables you to hardcode the specific fields in the formula.

```
Using a range
=BDP($A2,B$1)
```

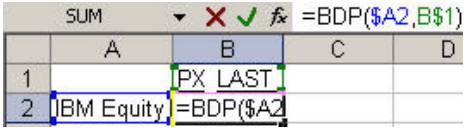


Figure 8: Formula Set Using a Range

```
Using absolute values
=BDP("IBM Equity","PX_LAST")
```

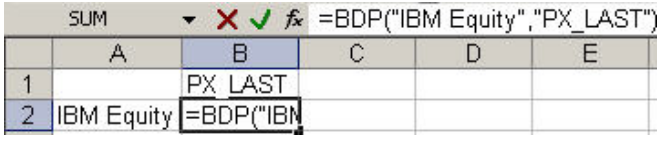


Figure 9: Formula Set Using Absolutes

BDP

BDP (Bloomberg Data Point) returns data to a single cell in your Excel spreadsheet. This formula contains ONLY one security and ONLY one field.

Syntax

```
=BDP (security, field)
```

Security	A valid security identifier such as ticker or ticker/exchange combination, CUSIP or ISIN, followed by the relevant yellow market sector key. For example, IBM US Equity, or 009612181 Corp.
Field	One or more recognized field mnemonics representing data you would like to download to Excel. To find field mnemonics, refer to the Field Search on the Bloomberg toolbar in Excel.

Optional Argument

UpdFreq **UpdateFrequency**	Update frequency enables you to set, in milliseconds, how often you receive ticks from the Bloomberg back end. The default is 300 milliseconds. The following rules apply: ■ The value must be in increments of 100 ■ The minimum update frequency is 300 The following are some commonly used values: ■ 5,000 milliseconds equals 5 seconds ■ 60,000 milliseconds equals 1 minute

Example using One Formula per Security

1. In cells A2, enter the security, in cell B1, enter the mandatory input fields.
2. In cell B2, enter the formula `=BDP(A2, B1)`.

	A	B
1		Last Price
2	GOOG Equity	652.04

BDH

BDH (Bloomberg Data History) returns the historical data for a selected security and timeframe.

Syntax

```
=BDH (security, field(s), start date, end date, opt arg 1,opt arg 2)
```

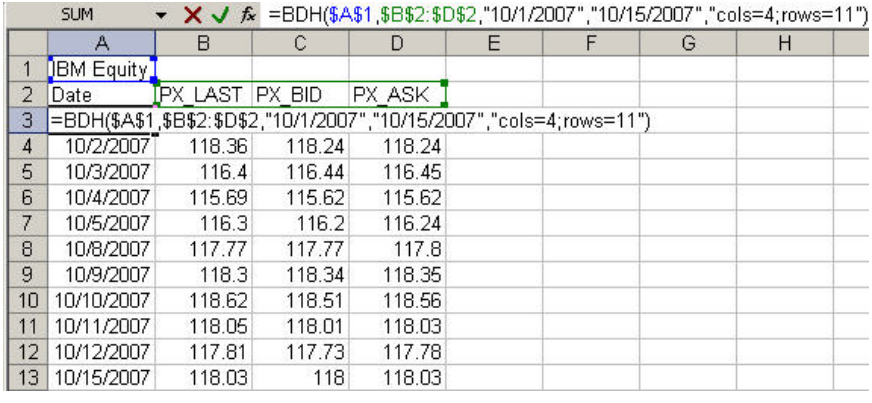
Security	A valid security identifier such as ticker or ticker/exchange combination, CUSIP or ISIN, followed by the relevant yellow market sector key. For example, IBM US Equity, or 009612181 Corp.
Field	One or more recognized field mnemonics representing data you would like to download to Excel. To find field mnemonics, refer to the Field Search on the Bloomberg toolbar in Excel.
Start Date	The date you would like your data to start, in a format acceptable to Excel. For example, MM/DD/YY, DD/MM/YY, etc. You can also enter a relative date (-6CQ).
End Date	A date that is equal to or later than the Start Date or a relative date. To display the historical data up to the current date, leave the End Date blank.

History Example

1. In cell A1, enter the security and yellow key.
2. In cell A2, enter the date.
3. In cells B2:D2, enter the fields.
4. In cell A3, enter the formula

```
=BDH($A$1,$B$2:$D$2,"10/1/2007","10/15/2007")
```

The start and end dates are entered as absolute values in the following formula.



	A	B	C	D	E	F	G	H
1	IBM Equity							
2	Date	PX_LAST	PX_BID	PX_ASK				
3	=BDH($A$1,$B$2:$D$2,"10/1/2007","10/15/2007","cols=4;rows=11")							
4	10/2/2007	118.36	118.24	118.24				
5	10/3/2007	116.4	116.44	116.45				
6	10/4/2007	115.69	115.62	115.62				
7	10/5/2007	116.3	116.2	116.24				
8	10/8/2007	117.77	117.77	117.8				
9	10/9/2007	118.3	118.34	118.35				
10	10/10/2007	118.62	118.51	118.56				
11	10/11/2007	118.05	118.01	118.03				
12	10/12/2007	117.81	117.73	117.78				
13	10/15/2007	118.03	118	118.03				

Figure 10: History Example Results

BDS

BDS (Bloomberg Data Set) returns multi-cell descriptive data to your Excel spreadsheet.

Syntax

```
=BDS (security, field, opt arg 1, opt arg 2)
```

Security	A valid security identifier such as ticker or ticker/exchange combination,CUSIP or ISIN, followed by the relevant yellow market sector key. For example, IBM US Equity, or 009612181 Corp.
Field	One or more recognized field mnemonics representing data you would like to download to Excel. To find field mnemonics, refer to the Field Search on the Bloomberg toolbar in Excel.

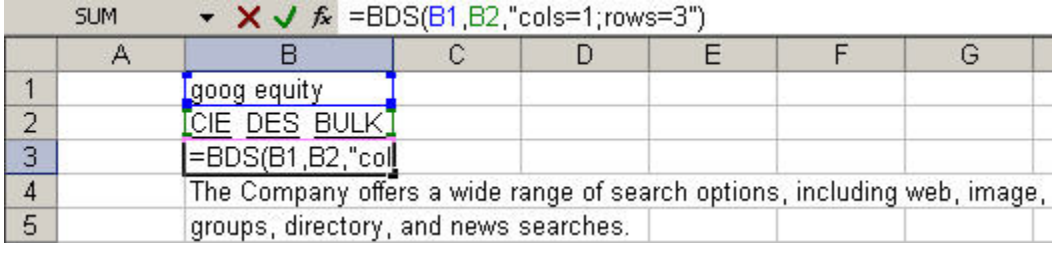
Remarks

- When producing values, the number of columns and the number of rows are automatically appended to the end of the formula once the formula executes.
- BDS supports Overridable Fields.
- There are two methods for entering arguments into the Excel spreadsheet, using a range, or using an absolute value.

Example using Cell References

The example below uses the range method.

1. In the cell B1, enter the Security Name.
2. In the cell B2, enter the Field.
3. In the cell B3, enter the formula =BDS(B1,B2)



BEQS

BEQS (Bloomberg Equity Screening) returns multi-cell data for a selected Screen created using the Bloomberg EQS Terminal function.

Syntax

```
=BEQS (screen name, opt arg 1, opt arg 2)
```

screen name	The name of the screen to execute.

Optional

Screen Type	Defines if the screen is a Bloomberg Screens or a Samples Screens. If ScreenType is set to: ■ Bloomberg Screens, set this argument to True or “ ScreenType =C”. ■ Not a Bloomberg Screens, set this argument to False or “ ScreenType =B”. If this argument is not used, it defaults to false.

Group	If the argument is False, you are able to specify your own group name, as long as the group name is found in EQS<GO>. The syntax for this is “Group=GroupName”.

Remarks

If the screen name does not exist then the cell returns #N/A Invalid Screen Name.

Examples

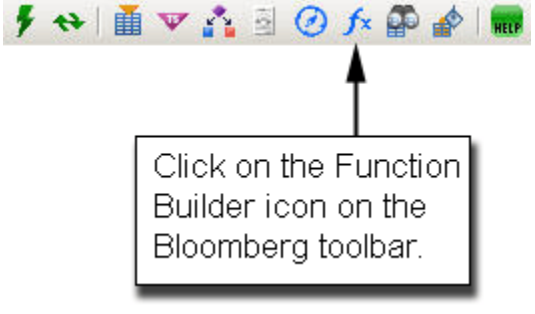
- `=BEQS(“Increasing Option Call Volume”,” ScreenType =B”)`
  Sets BEQS to load the Bloomberg screen *Increasing Option Call Volume*.

- `=BEQS(“New Eqs”, “ScreenType=C”, “Group=Italy Market”)`
  Sets BEQS to load the user screen *New Eqs* and the group *Italy Market*. If the group is not specified, then the entire *New Eqs* screen loads.

Function Builder

The Function Builder enables you to create a single formula without having to manually enter your optional arguments. The function builder also enables you to view all optional arguments for BDH, BDS and BEQS functions.

To launch the Function Builder, select **Function Builder** from the Bloomberg Menu; or



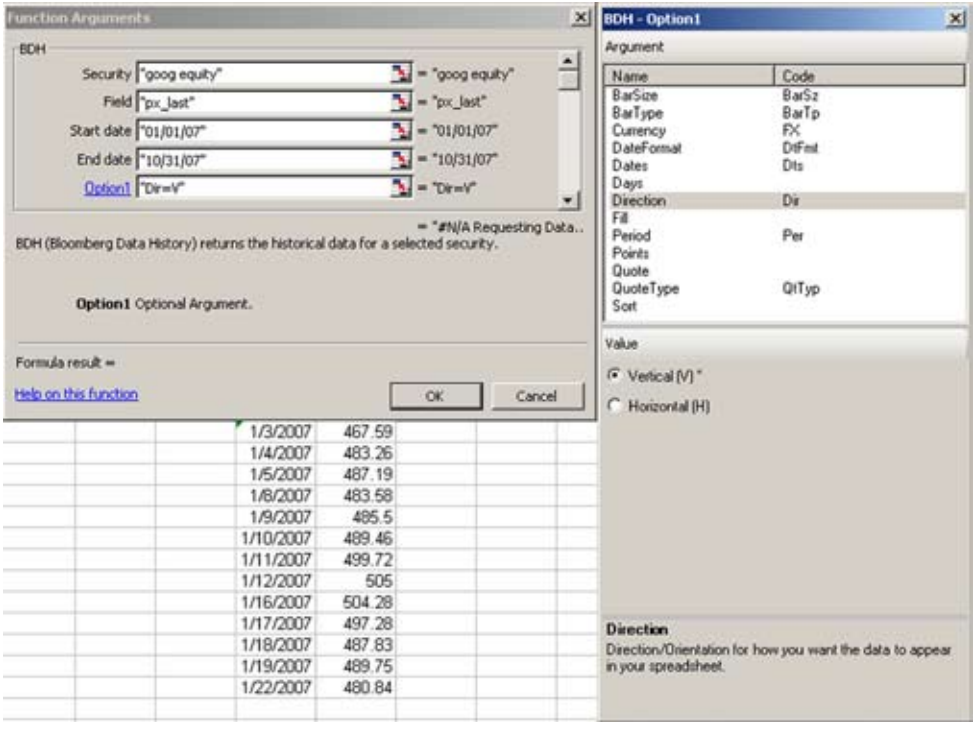


Figure 11: Function Builder with Optional Arguments

To select an optional argument: (Available for BDH & BDS)

1. Click on the Option1 hyperlink.

   The optional arguments screen appears.

2. Select an Optional Argument.

   The valid values for the arguments appear.

3. Select a value.

   The value appears in the Option1 hyperlink.

4. (Optional) Use the scroll bar to scroll down for additional option links.

5. Click the **OK** button.

   The data appears in your spreadsheet.

Calculation Overrides

A Calculation Override provides you with the ability to perform Bloomberg's financial calculations in Excel. An override is a Bloomberg Excel formula in which two or more variables have a relationship (for example, price and yield). These two variables are considered active and reactive. An active variable allows you to insert your own input to see the outcome of the reactive variable.

Formula Override Example

The following example uses a formula override. In this example, if you modify cell D3 and/or cell E3, the output in cell B3 changes.

```
=BDP($A3,B$2,$D$2:$E$2,$D3:$E3)
```

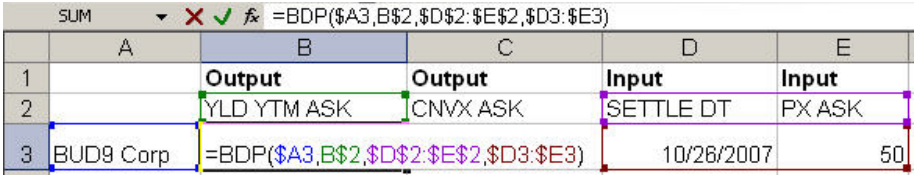


Figure 12: Optional Arguments Set using a Cell References

Scenario Builder

Scenario Builder

The Scenario builder lets you perform Bloomberg's financial calculations in your own customizable sheet for multiple securities. Where two or more financial variables have a relationship (for example price and yield), it is possible to override or set a value for one of the variables within Excel to see the outcome that this produces in the other The real power kicks in when we are able to perform the calculation for many securities in one page.

To launch the Scenario Builder:

- Select Scenario Builder from the Bloomberg menu
- Click  on the Bloomberg Tool bar.

Screens and Steps

The Scenario Builder walks you through the following four steps that import your data. Each step corresponds to a separate wizard screen.

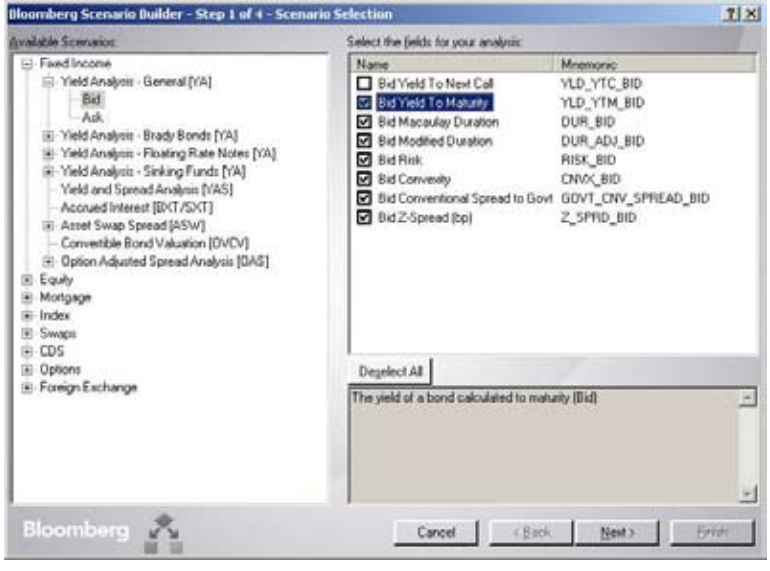


Figure 13: Fields to Include

Step	Description
Step 1: Select a Scenario	You can select a specific scenario and the fields to include in the scenario. See Scenario Builder: Step 1 of 4 for detailed information on how to select a scenario.
Step 2: Customize the Field Calculations	You can input the values for the included fields. See Scenario Builder: Step 2 of 4 for detailed information on how to customize the field vales.
Step 3: Select Securities	You can create a list of one or more securities by: ■ Entering a Security Manually. ■ Selecting Securities from an Equity Index ■ Selecting Securities from an Excel Spreadsheet ■ Selecting Securities from BLP-Launchpad Monitor ■ Selecting Securities from NW-NW Monitor ■ Selecting Securities from PLST-Portfolio ■ Selecting Securities from LIST-Security List ■ Selecting Securities from a spreadsheet See Scenario Builder: Step 3 of 4 for detailed information on how to create a list of securities.

Step 4: Select Layout	You can specify the layout for scenario. See Scenario Builder: Step 4 of 4 for detailed information on selecting the layout.

Template Library

You launch the Template Library by selecting Template Library from the Bloomberg Menu. The Bloomberg template screen enables you to open a Bloomberg Template and import it into your Excel spreadsheet.

From the Template Library screen you are able to:

- Search
- Filter
- Provide feedback
- Open a Bloomberg Template into your Excel Spreadsheet

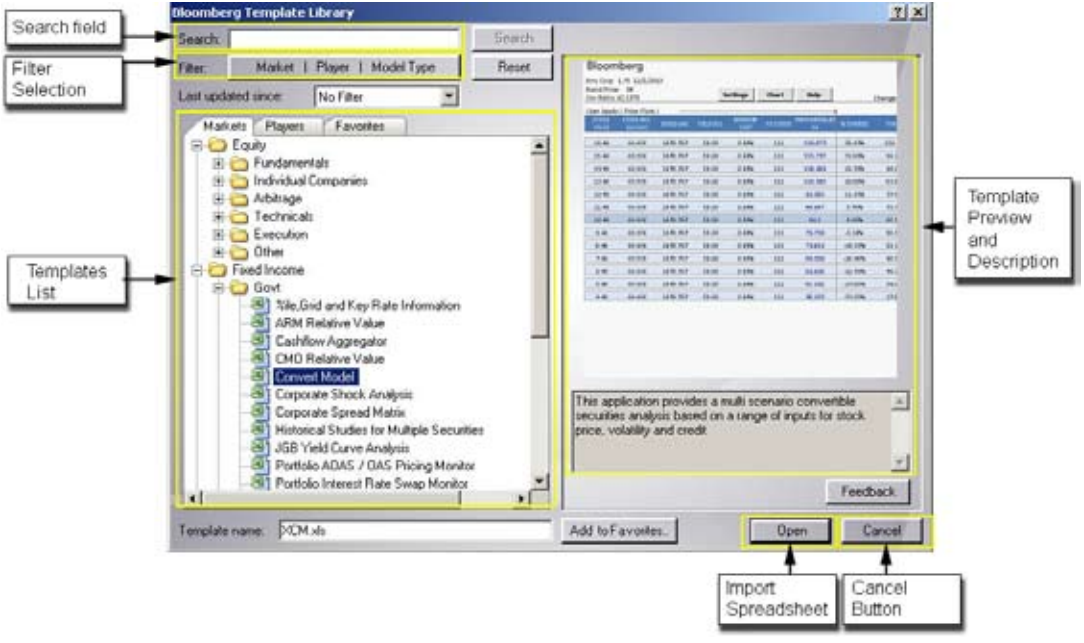


Figure 14: Template Library

- To expand a section, click the + icon.
- To collapse a section, click the – icon.

Populate Table

The **Populate Table** tool automatically creates a dynamically updating table of data from column and row headers.
Before using the Populate Table tool, create column headers of Fields and row headers of Tickers (or column headers of tickers and row headers of Fields).

To fill the data using Populate Table, do the following:

1. Click on the cell of your table in the upper left hand corner.

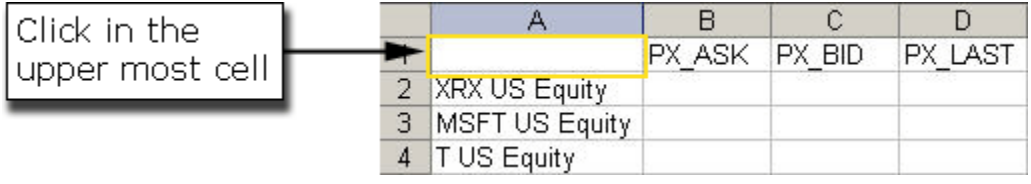


Figure 15: Empty Table

2. Do one of the following:

Select **Populate Table** from the Bloomberg Menu or

The rows are automatically selected and updated.

	A	B	C	D
1		PX ASK	PX BID	PX LAST
2	XRX US Equity	17.56	16.56	17.03
3	MSFT US Equity	30.62	30.62	30.6
4	T Us Equity	36.68	36.4	36.4

Figure 16: Populated Table

Formula Conversion Tool

The Formula Conversion Tool enables you to convert your old Bloomberg functions (BLP) to the new BDP/BDH/BDS functions on a cell, worksheet, or book level.

To launch the Formula Conversion Tool, select Formula Conversion Tool from the Bloomberg menu. The Formula Conversion Tool appears, as shown in Figure 16.

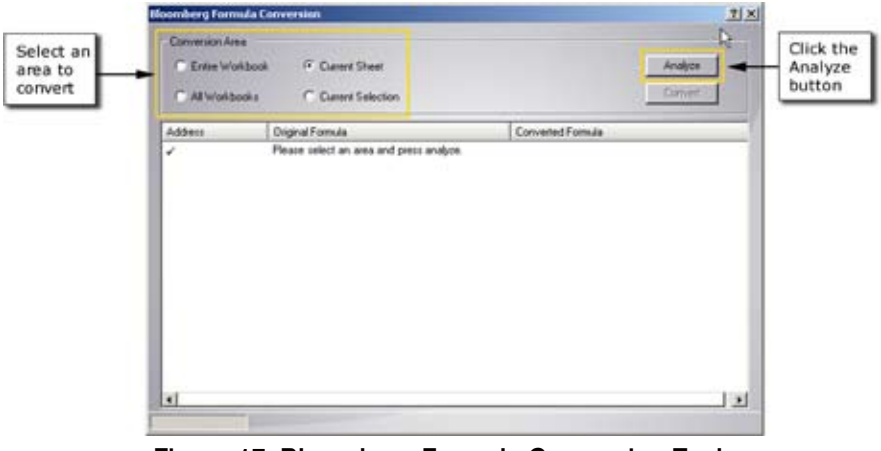


Figure 17: Bloomberg Formula Conversion Tool

The address of all the formulas in the current sheet, and the original formulas appear in the Bloomberg Formula Conversion window, along with how the formulas will appear once they are converted. A ✓ denotes that the formula can successfully be converted.

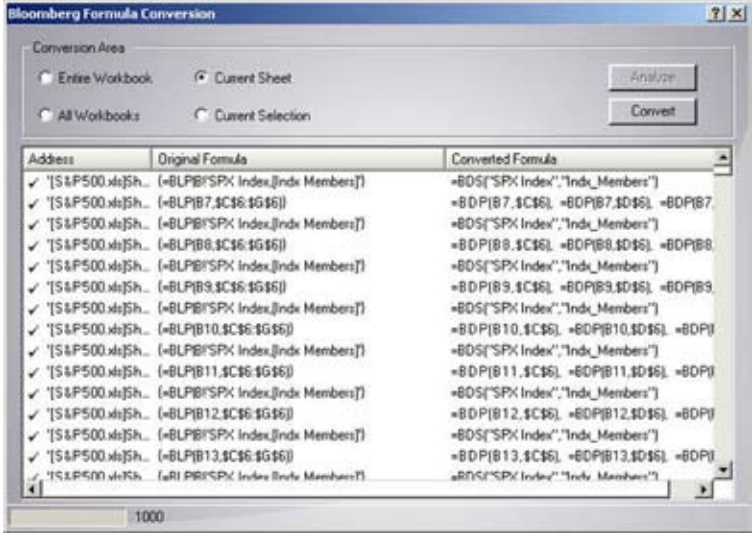


Figure 18: Formula Conversion Screen

Smart Tags

Bloomberg Smart Tags enables you to launch and manage specified Bloomberg terminal functions against your security. These Smart Tags run the specified function in the Bloomberg screen you select.

Locating Smart Tags

Any cell containing a valid security and yellow key contains Smart Tags. The small purple triangle in the bottom right corner denotes that there are Smart Tags.

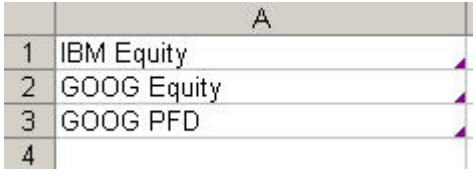
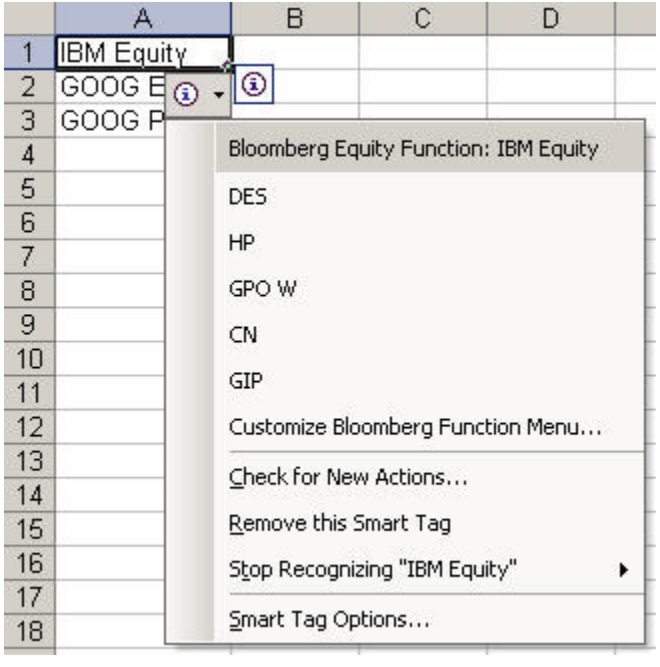


Figure 19: Bloomberg Smart Tags Location

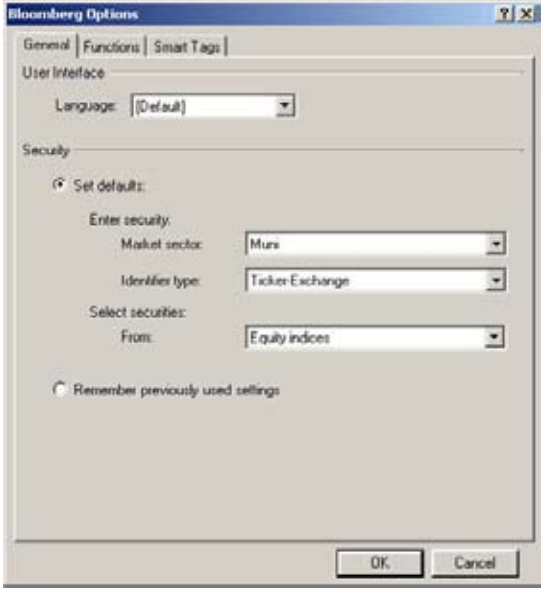
If the small purple triangle is NOT present, you can activate Smart Tags from the Bloomberg Options box

Clicking on the Smart Tag icon displays a list of functions. Selecting a specific function launches that function on your Bloomberg terminal.


A
B
C
D
1
IBM Equity
2
GOOG E
3
GOOG P
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
Bloomberg Equity Function: IBM Equity
DES
HP
GPO W
CN
GIP
Customize Bloomberg Function Menu...
Check for New Actions...
Remove this Smart Tag
Stop Recognizing "IBM Equity"
Smart Tag Options...

Bloomberg Options

The Bloomberg Options page enables you to set specific options for the Bloomberg Excel Add-in. You can launch the Bloomberg Options dialog by selecting **Options** from the Bloomberg Menu.



The Bloomberg Options screen consists of three tabs:

- General Tab
- Functions Tab
- Smart Tags Tab

General Tab

The General tab enables you to set:

- Your user interface language, and
- Security defaults.

The User Interface languages include English, Japanese, Korean, Simplified Chinese and Traditional Chinese. The default is drawn from your Windows settings.

The Security radio buttons enable you to set how your security defaults for any Create a list of Securities screens.

Clicking the ... Radio Button	Enables You To...
Set defaults	Set specific market sectors, identifier types and security list.
Remembering the previously used settings	Always use the last settings from when you use any Create a list of Securities screen. For example, if you select a Market Sector of PFD , then the program uses PDF as the default.

Functions Tab

The Functions Tab enables you to set:

- Which formulas automatically update when you open your Excel Spreadsheet
- The action of the Refresh button
- The BDP Update Frequency

Smart Tags Tab

See the section Smart Tags for information on the Smart Tags tool.

Frankfurt
+49 69 9204 1210

London
+44 20 7330 7500

San Francisco
+1 415 912 2960

Singapore
+65 6212 1000

Tokyo
+81 3 3201 8900

Hong Kong
+852 2977 6000

New York
+1 212 318 2000

São Paulo
+55 11 3048 4500

Sydney
+61 2 9777 8600

Press the <HELP> key twice for instant live assistance.