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 INDX
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

> 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

> 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>

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