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</help>
Bloomberg Help Desk	<help> twice</help>

> MARKET HELP PAGES

Sovereign <govt></govt>	HELP GOVT
Credit <corp></corp>	HELP CORP
Mortgages <mtge></mtge>	HELP MTGE
Money Markets <m-mkt></m-mkt>	HELP MMKT
Municipals <muni></muni>	HELP MUNI
Preferreds <pfd></pfd>	HELP PFD
Equity <equity></equity>	HELP EQTY
Commodities <comdty></comdty>	HELP CMDT
Indices <index></index>	HELP INDX
Foreign Exchange <curncy></curncy>	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)

Management System (SSEOMS)

BLOOMBERG TRADEBOOK®

Fixed Income Trading (FIT)

Sell-Side Execution & Order

Trade Order Management Solutions (TOMS)

Bloomberg Government

> KEYBOARD BASICS

Log on/off Bloomberg
Exit the current screen
Access market sector menus
Execute a command
Move up the menu hierarchy
Help Pages & Help Desk
Search Bloomberg by keyword

<Pause Break / Log Off> <Cancel> example: <Corp> <Go> <Menu> <Help> <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 <Curncy>

> **BROWSING MENUS**

Bloomberg home menu Browse menu hierarchy MAIN <Menu>

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