

This step-by-step guide will take you through the process of exporting data from Bloomberg using the Excel Add-in.

To follow these steps, you will first need to open Excel on one of the dedicated Bloomberg terminals available in the Information Centre.

It is possible to export data either using a pre-defined Bloomberg template or by exporting data a la carte to build your own worksheets.

Using Templates

The Bloomberg Add-in in Excel contains a 'Template Library' that allows you to select from more than 300 unique templates that include total-return calculators, financial statements, cash-flow analysis, asset allocation optimizers and many more.

- In a blank Excel worksheet open the Bloomberg Add-in tab (Figure 1).

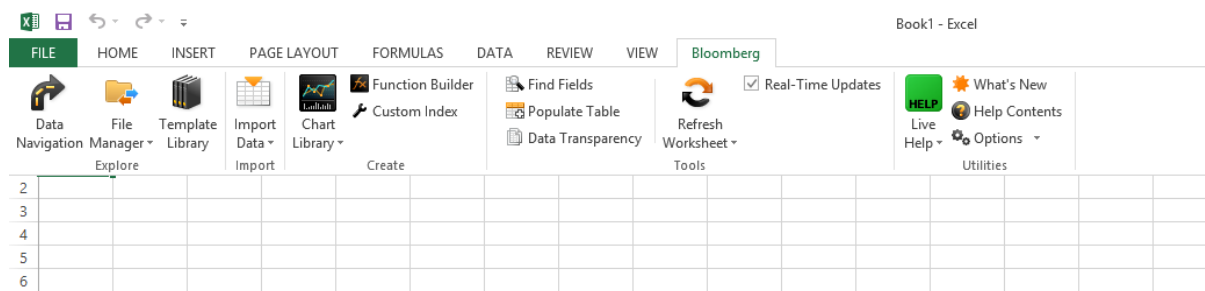


Figure 1: Bloomberg Add-in menu

- Click on 'Template Library' in the Add-in menu to open the dialogue box (Figure 2).
- Expand the folders under the 'Asset Classes' and 'Roles' menu tabs to browse available templates.
- Alternatively enter keywords into the search box to find a range of options.
- Once you have identified the report you would like to view select it from the list and click 'Open'.

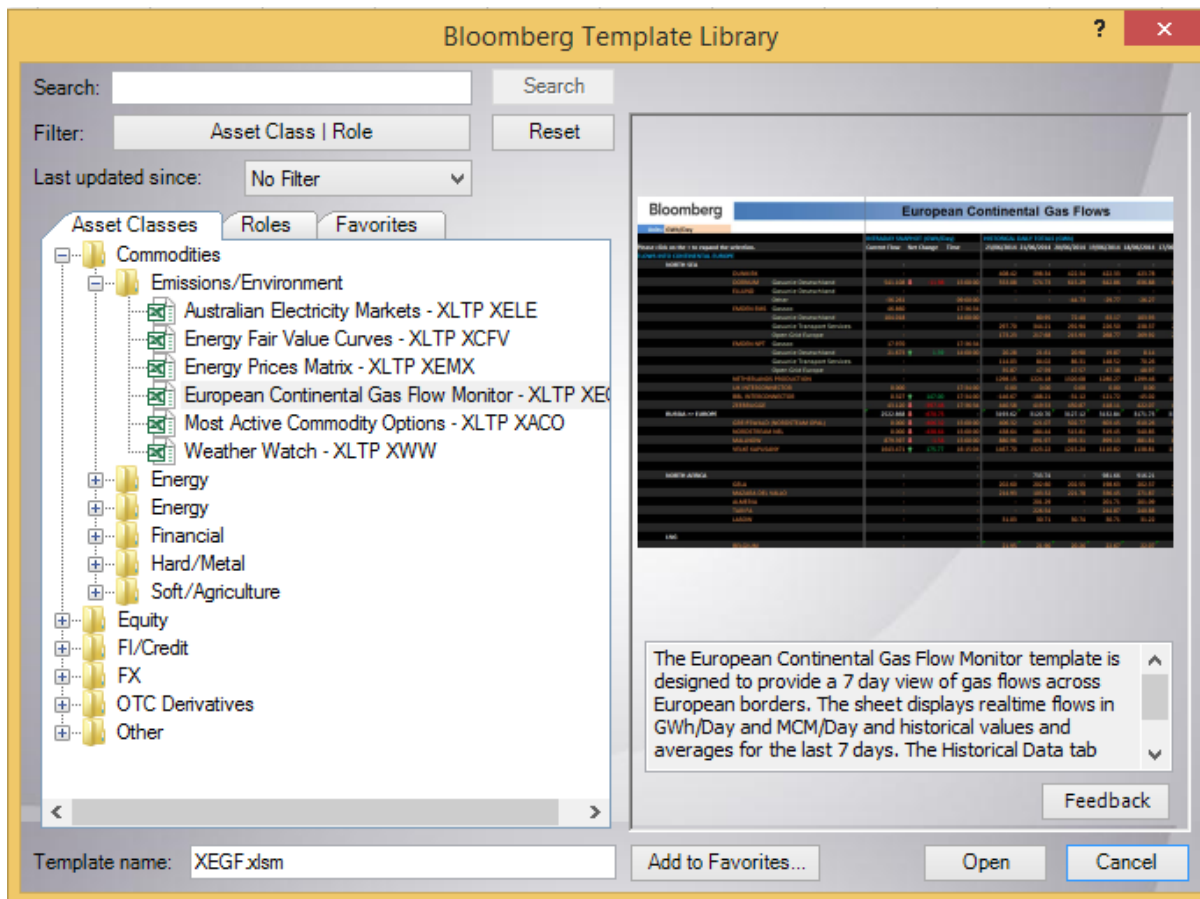


Figure 2: Template Library

The data will now be exported into the Excel worksheet. This can then be saved and taken away from the dedicated Bloomberg terminals for analysis and use.

N.B. Any results containing live data will only continue to update while using Excel on one of the dedicated Bloomberg terminals available in the Information Centre. Once the data is taken away for the use on another device it will not continue to update.

Build Your Own Worksheets

Excel includes an Import Data Wizard that allows you to find the data you are looking for and bring it directly into a worksheet for use outside of the Bloomberg terminals.

It is possible to import a wide variety of data depending on the options selected at each stage, but to show the wizard in action the example below focuses on retrieving Last, Mid and Bid Price information over a 10-year period for four major US technology companies.

- In a blank Excel worksheet open the Bloomberg Add-in tab (Figure 1).
- Click on 'Import Data' and follow the menu tree to select the type of data you are looking to import (Figure 3).
 - In this example we used the following steps:
Import Data > Real Time/Historical > Historical End of Day

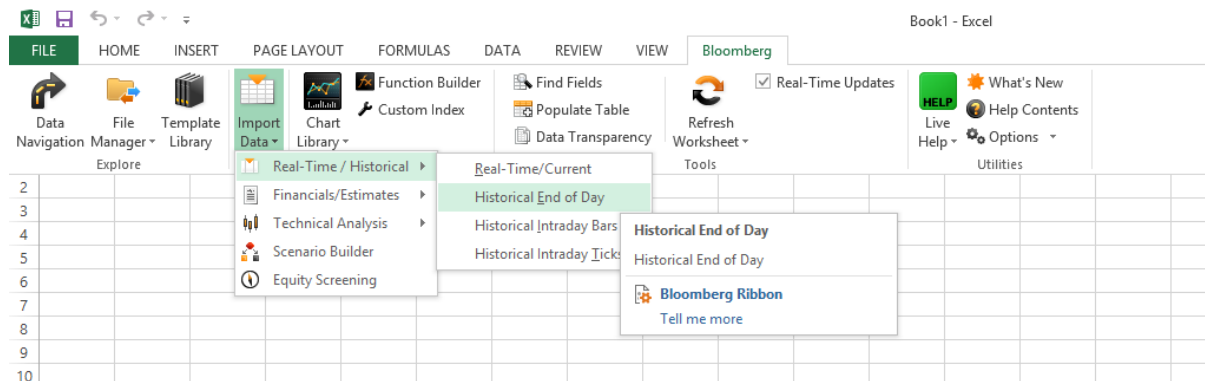


Figure 3: Launching the Wizard

- Step 1 (Figure 4) asks you to select the securities you are interested in. There are two ways to search for securities here:
 - Type the name of the security or its ticker into the box labelled 'Security identifier' (for example Microsoft or MSFT).
 - Once you have found the correct security in the list that appears highlight it and click 'Add' or double click on the name to move it to the 'Selected securities' box.
 - Alternatively, you can select an Index from the drop down box labelled 'Indices' to view a list of all securities that trade on that Index.
 - Once you have selected an index navigate through the list that appears and either highlight the security or securities you are interested in and click 'Add' or double click on the name to move it to the 'Selected securities' box.
 - Once you have selected all the securities you are interested in click 'Next'

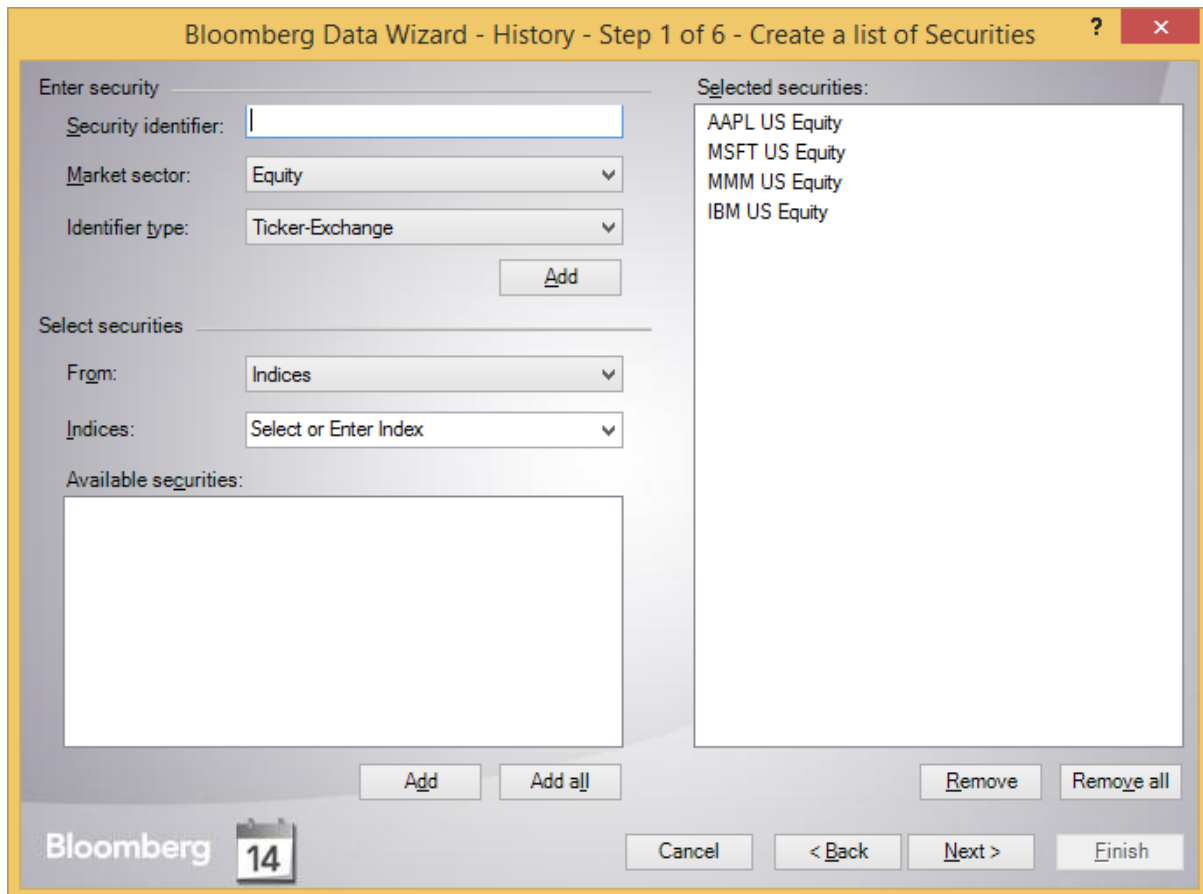


Figure 4: Select securities

- Step 2 allows you to select the type of data you want to import for the securities you have selected. Again there are two methods to find this information.
 - Firstly, you can navigate through the menu trees clicking + to expand the relevant folders (Figure 5) to find the option(s) you are looking for. Once found highlight and click 'Add' or double click to move the option to the 'Selected fields' box.
 - Alternatively, you can type keywords into the box labelled 'Search text' to retrieve a list of possible options
 - For example, typing 'price' (Figure 6) will bring up a list of relevant options from which you can select by highlighting and clicking 'Add' or doubled clicking to move them to the 'Selected fields' box.
 - Once you have selected all data points you are interested in click 'Next'

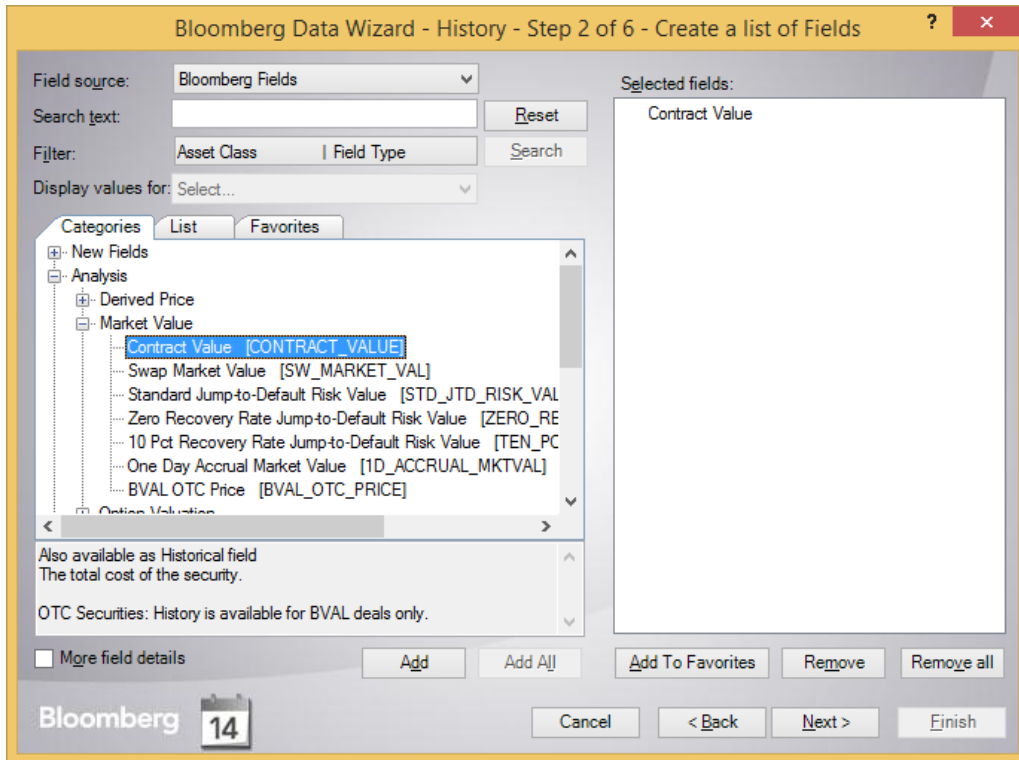


Figure 5: Step 2 category tree

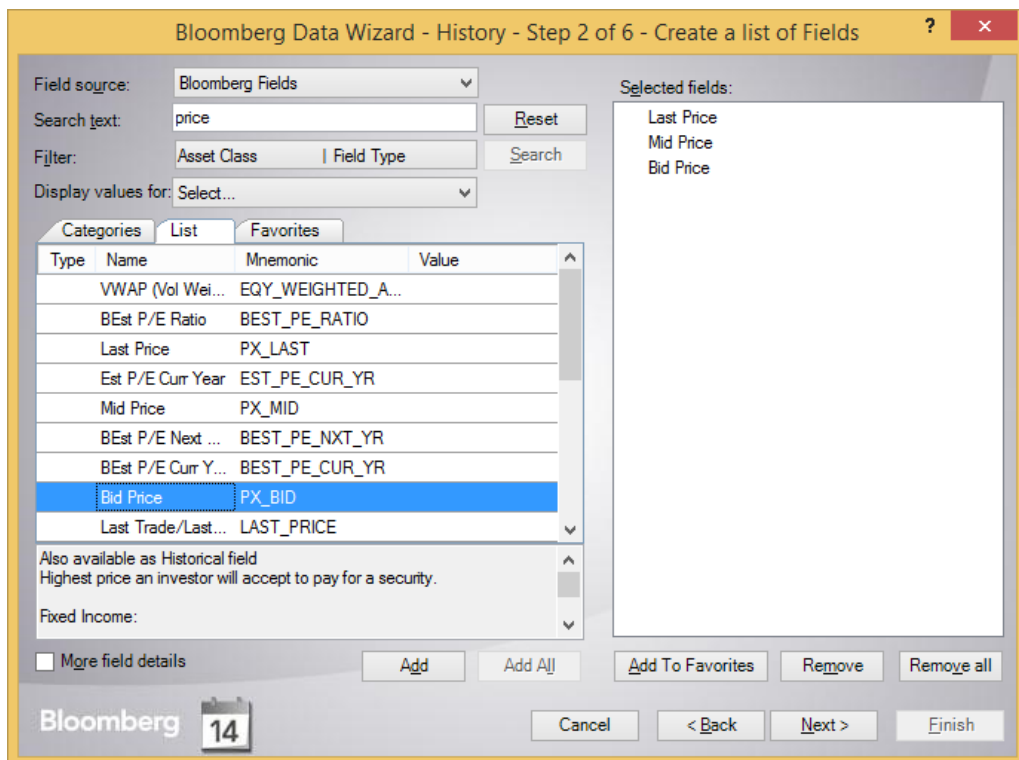


Figure 6: Step 2 direct search

- Step 3 (Figure 7) allows you to select the periodicity and time frame for the data you are exporting.
 - Use the drop down boxes and radio buttons to select the exact data that you would like to export.
 - In the example shown below we have selected daily data for a 10-year date range.
 - Once you are happy with the settings click 'Next'

Bloomberg Data Wizard - History - Step 3 of 6 - Select Periodicity and Time Frame

Periodicity

Calendar type: Calendar
 Periodicity: Daily
 Date Format: Date
 Calendar Code: Calendar Default

Time frame

Fixed time series

Date From: 04/01/2005 To: 11/12/2015 Current

Period From: CQ4 2014 To: CQ4 2015 Current

Relative time series

End date: Today Date: 31/01/2007

Last Reported Period Period: CQ4 2015

Number of periods: 1 Days

Bloomberg 14

Cancel < Back Next > Finish

Figure 7: Periodicity and Time Frame

- Step 4 (Figure 8) allows you to select the currency that the data will be imported in (particularly useful if you are comparing securities that trade on different indexes to ensure all the data is directly comparable).
 - You can also opt to include or exclude non-trading days from the final results.

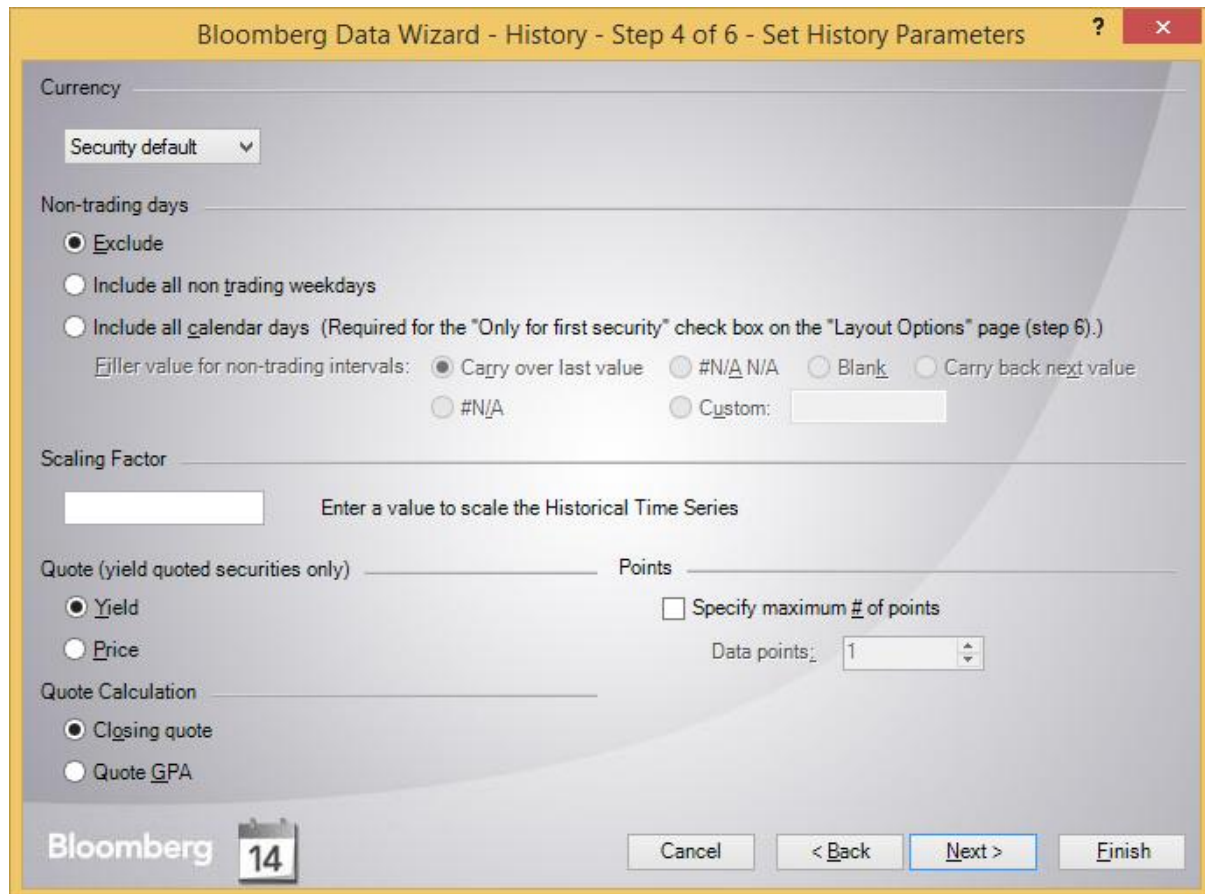


Figure 8: Currency & Trading Days

- Step 5 (Figure 9) 'Follow DPDF Settings' defaults to Yes. Unless you have reason to change these keep this default and click 'Next'

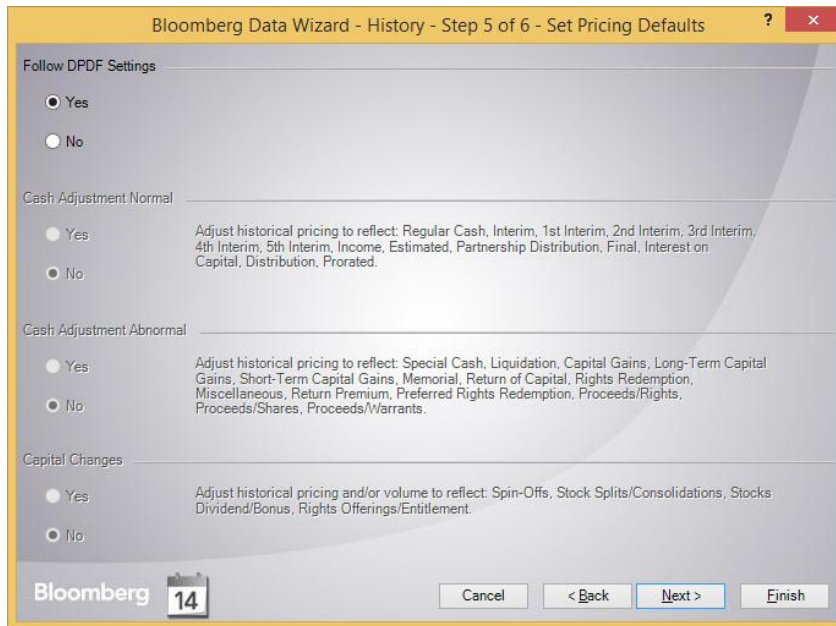


Figure 9: DPDF Settings

- Step 6 (Figure 10) allows you to select layout options for the final Excel spreadsheet.
 - It is important to ensure the radio buttons are ticked under 'Show labels' so that you will be able to understand what each column of data is showing you when you come to view the worksheet again in the future.

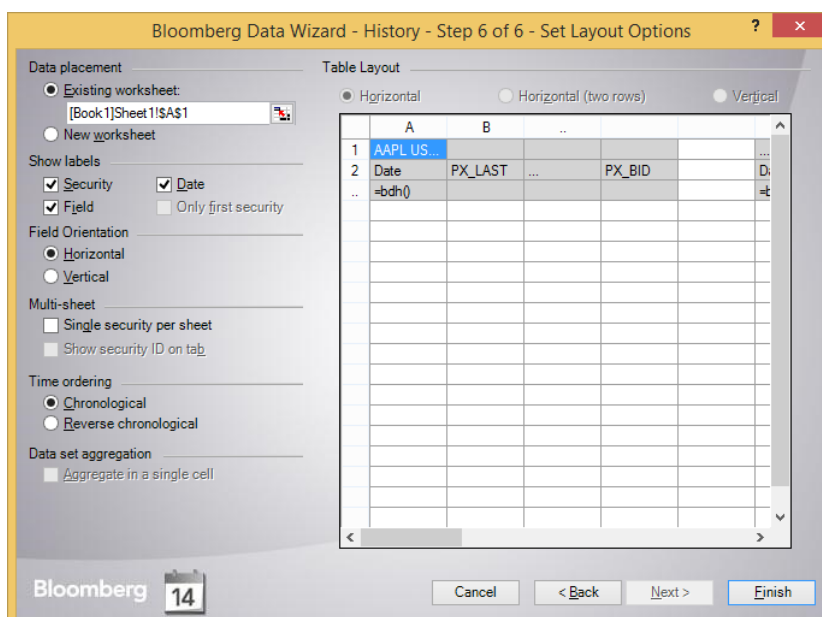


Figure 10: Layout Options

- Once you are happy with all of these settings click 'Finish'.
 - The wizard will then interrogate Bloomberg and import the data you have requested into the worksheet (Figure 11).

	AAPL US Equity				MSFT US Equity				MMM US Equity				IBM US Equity			
	Date	PX_LAST	PX_MID	PX_BID	Date	PX_LAST	PX_MID	PX_BID	Date	PX_LAST	PX_MID	PX_BID	Date	PX_LAST	PX_MID	PX_BID
3	10/11/2015	116.77	116.785	116.78	10/11/2015	53.51	53.535	53.53	10/11/2015	157.59	157.595	157.59	10/11/2015	135.47	135.44	135.43
4	11/11/2015	116.11	116.115	116.11	11/11/2015	53.65	53.655	53.65	11/11/2015	159.05	159.06	159.05	11/11/2015	135.02	135.01	135
5	12/11/2015	115.72	115.735	115.73	12/11/2015	53.32	53.32	53.31	12/11/2015	156.3	156.29	156.28	12/11/2015	133.04	133.035	133.03
6	13/11/2015	112.34	112.335	112.33	13/11/2015	52.84	52.845	52.84	13/11/2015	155.65	155.67	155.66	13/11/2015	131.75	131.745	131.74
7	16/11/2015	114.175	114.175	114.17	16/11/2015	53.765	53.765	53.76	16/11/2015	158.21	158.155	158.15	16/11/2015	133.71	133.725	133.71
8	17/11/2015	113.69	113.685	113.66	17/11/2015	52.97	52.975	52.97	17/11/2015	157.03	157	156.99	17/11/2015	133.82	133.81	133.8

Figure 11: Results