Bloomberg Data Wizard
The easiest way to download data to Excel via the Bloomberg Excel Add-In is to use one of the Bloomberg Data Wizard tools. The wizards provide a guided process to draw data from Bloomberg into a spreadsheet.

Step 1
» On the **Bloomberg** tab of the Excel spreadsheet, in the **Import** group, choose from the following options:

» To download most forms of data, click the **Real-Time/Historical** icon.

The Bloomberg Data Wizard window appears with four data type options.

» To download values from financial statements and/or earnings data, click the **Financials/Estimates** icon.

The Bloomberg Fundamental Analysis Wizard window appears with two data type options.

Step 2
» Move your mouse over each of the data type icons to display a blurb describing the type of data that is available with each wizard option.

Step 3
» Click on the icon representing the type of data you want to download.

Step One of the wizard appears.

Step 4
» Follow the instructions that appear in the wizard window to build your data set.

Once you have completed all of the steps in the wizard, the spreadsheet updates with the data you requested.

Bloomberg Formulas in Excel
The Bloomberg wizards are the easiest way to download data to Excel. The wizards write the Bloomberg API formulas for you. You can, however, write the formulas yourself if you need more flexibility than the wizards provide.

When using any of the formulas, you must specify the security for which you want to retrieve data (Security), and you must specify the data item you want to retrieve (Field).

The **Security** must be represented as (Ticker) (Market Sector), for example IBM US Equity.

The **Field** must be represented by its field mnemonic. For example, to retrieve the last price for a security, the field mnemonic is **PX_LAST**. The Field Search tool in Excel enables you to search for field mnemonics by category or keyword. Access the Field Search tool by clicking the Find Fields icon on the Bloomberg tab.

Depending on the type of data you want to download, you can use one of the following formulas:

» **BDP** (Bloomberg Data Point) This formula returns data to a single cell in the Excel spreadsheet. It contains only one ticker and only one field.

Formula syntax: `=BDP(Security, Field)`

Example:
`=BDP("IBM US Equity", "Px_Last")` retrieves the price of the last trade on IBM stock.

» **BDH** (Bloomberg Data History) This formula returns the historical data for a selected security.

Formula syntax: `=BDH(Security, Field, Start Date, End Date)`

Example:
`=BDH("IBM US Equity", "Px_Last", "01/01/01", "12/31/01")` retrieves the closing prices on IBM from 01/01/01 to 12/31/01.

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

Formula Syntax: `=BDS (Security, Field)`

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Example:

=BDP("IBM US Equity", "CIE_DES_BULK") retrieves IBM's company business description.

Note: A more flexible way to perform calculations using Bloomberg formulas is to use Excel cell references instead of entering Bloomberg tickers, field mnemonics or other formula parameters.

For example, type IBM US Equity in cell A2, then the formulas shown above will look like:

=BDP(A2,"Px_Last")

=BDH(A2,"Px_Last","01/01/01","12/31/01")

=BDP(A2,"CIE_DES_BULK")

Additional Resources for the Bloomberg Excel Add-In
On the Bloomberg terminal:
Information, FAQs, news and tips: API <GO>

A library of preformatted Excel spreadsheet templates:
XLTP <GO>

A video tutorial on API (Bloomberg Data in Excel):
BESS <GO>

Within Excel:
On the Bloomberg tab, within the Utilities group, click on the Help Contents icon to get information and instructions on using the Excel Add-in to retrieve data.