

STEP-BY-STEP:

HOW TO DOWNLOAD BLOOMBERG DATA INTO EXCEL

Use this document to successfully download or copy data from the Bloomberg terminal into Excel. Scenarios 1 to 4 detail the most common ways to transfer data into Excel. The last 2 scenarios cover common issues and how to fix them. (To learn how to take screenshots in Bloomberg, consult BRYT's How to take screenshots in Bloomberg step-by-step guide.)

USING 97) EXPORT TO DOWNLOAD DATA.....	2
USING 96) EXPORT TO DOWNLOAD DATA.....	4
USING 97) EDIT TO CAPTURE GRAPH DATA	5
USING DRAG & DROP TO COPY DATA TO EXCEL.....	6
ISSUE: EXCEL NOT LAUNCHING	7
ISSUE: EXCEL DATA SHOWS AS #N/A INSTEAD OF VALUES	8

USING 97) EXPORT TO DOWNLOAD DATA

Many screens in the Bloomberg Terminal will have the option to use **97) Export** to download data into Excel.

- 1 Take a look at the red bar at the top of the Bloomberg screen, if you see **97) Export**, you will be able to download data from this screen to Excel using this method. Before you use 97) Export, update your Bloomberg terminal's settings by clicking **98) Settings**.

The screenshot shows the Bloomberg Terminal interface for Starbucks Corp. The top navigation bar includes 'SBUX US Equity', '98) Actions', '97) Export', and '98) Settings'. The '98) Settings' option is highlighted with a yellow box. Below the navigation bar, the 'Financial Analysis' section is visible, showing various financial metrics for Starbucks Corp. from 2014 to 2019.

	2014 Y	2015 Y	2016 Y	2017 Y	Current/LTM	2018 Y Est	2019 Y Est
Market Capitalization	56,343.7	86,120.9	79,071.5	76,891.2	81,364.7		
- Cash & Equivalents	1,843.8	1,611.4	2,263.2	2,690.9	3,768.0		
+ Preferred & Other	1.7	1.8	6.7	6.9	6.8		
+ Total Debt	2,048.3	2,347.5	3,585.2	3,932.6	4,916.4		
Enterprise Value	56,549.9	86,858.8	80,400.2	78,139.8	82,519.9		
Revenue, Adj	16,447.8	19,162.7	21,315.9	22,386.8	23,465.3	24,847.2	27,210.3
Growth %, YoY	10.6	16.5	11.2	5.0	6.8	11.0	9.5
Gross Profit, Adj	4,950.8	5,964.1	6,740.5	6,855.3	7,049.1	14,709.5	16,168.4
Margin %	30.1	31.1	31.6	30.6	30.0	59.2	59.4
EBITDA, Adj	3,809.3	4,589.4	5,259.4	5,418.3	5,543.6	5,726.7	6,378.3
Margin %	23.2	23.9	24.7	24.2	23.6	23.0	23.4
Net Income, Adj	1,985.9	2,578.7	2,855.0	3,055.9	3,424.4	3,720.7	3,798.1
Margin %	12.1	13.5	13.4	13.7	14.6	15.0	14.0

- 2 In the **98) Settings** menu, click on the **Report/Excel** tab and select **Value**. Click **Update**.

The screenshot shows the Bloomberg Terminal interface with the '98) Settings' menu open. The 'Report/Excel' tab is selected and highlighted with a yellow box. Under the 'Excel' section, the 'Value' option is selected and highlighted with a yellow box. The 'Update' button is also highlighted with a yellow box. The background shows the same financial analysis data as the previous screenshot.

3 Now click on **97) Export**. Select **Excel** and then **73) Current Template**.



4 Excel will launch automatically and your data will populate the open spreadsheet.

- **Tip:** Save your Excel file immediately to prevent accidental loss of data.

The screenshot shows an Excel spreadsheet with the following data:

In Millions of USD	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Current/LTM	FY 2018 Est	FY 2019 Est
12 Months Ending	10/02/2011	09/30/2012	09/29/2013	09/28/2014	09/27/2015	10/02/2016	10/01/2017	04/01/2018	09/30/2018	09/30/2019
Market Capitalization	27,773.6	37,997.0	58,245.0	56,343.7	86,120.9	79,071.5	76,891.2	81,876.2		
- Cash & Equivalents	2,050.7	2,037.0	3,233.8	1,843.8	1,611.4	2,263.2	2,690.9	3,768.0		
+ Preferred & Other	2.4	5.5	2.1	1.7	1.8	6.7	6.9	6.8		
+ Total Debt	549.5	549.6	1,299.4	2,048.3	2,347.5	3,585.2	3,932.6	4,916.4		
Enterprise Value	26,274.8	36,515.1	56,312.7	56,549.9	86,858.8	80,400.2	78,139.8	83,031.4		
Revenue, Adj	11,700.4	13,299.5	14,866.8	16,447.8	19,162.7	21,315.9	22,386.8	23,465.3	24,836.6	27,228.1
Growth %, YoY	9.3	13.7	11.8	10.6	16.5	11.2	5.0	6.8	10.9	9.6
Gross Profit, Adj	3,190.0	3,568.1	4,198.4	4,950.8	5,964.1	6,740.5	6,855.3	7,049.1	14,703.3	16,178.9
Margin %	27.3	26.8	28.2	30.1	31.1	31.6	30.6	30.0	59.2	59.4
EBITDA, Adj	2,248.3	2,578.0	3,114.3	3,809.3	4,589.4	5,259.4	5,418.3	5,543.6	5,726.9	6,393.1
Margin %	19.2	19.4	20.9	23.2	23.9	24.7	24.2	23.6	23.1	23.5
Net Income, Adj	1,176.4	1,383.8	1,677.7	1,985.9	2,578.7	2,855.0	3,055.9	3,424.4	3,713.7	3,802.4
Margin %	10.1	10.4	11.3	12.1	13.5	13.4	13.7	14.6	15.0	14.0
EPS, Adj	0.77	0.90	1.10	1.30	1.70	1.93	2.09	2.38	2.49	2.79
Growth %, YoY	19.1	17.0	22.9	17.8	31.3	13.1	8.4	16.6	19.3	12.0
Cash from Operations	1,612.4	1,750.3	2,908.3	607.8	3,749.1	4,575.1	4,174.3			
Capital Expenditures	-531.9	-856.2	-1,151.2	-1,160.9	-1,303.7	-1,440.3	-1,519.4		-1,975.3	-1,996.3
Free Cash Flow	1,080.5	894.1	1,757.1	-553.1	2,445.4	3,134.8	2,654.9		2,788.0	2,916.0

USING 96) EXPORT TO DOWNLOAD DATA

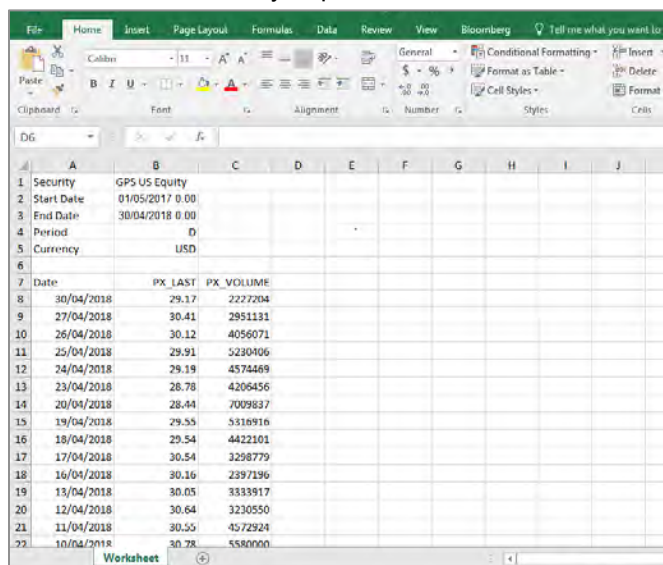
If you are accessing the GP and HP screens, **96) Export** provides the ability to capture data in Excel.

- 1 In the red bar near the top, click on **96) Export**.



- 2 Excel opens automatically and populates a worksheet with the data from the screen.

- **Tip:** Save your Excel file immediately to prevent accidental loss of data.



USING 97) EDIT TO CAPTURE GRAPH DATA

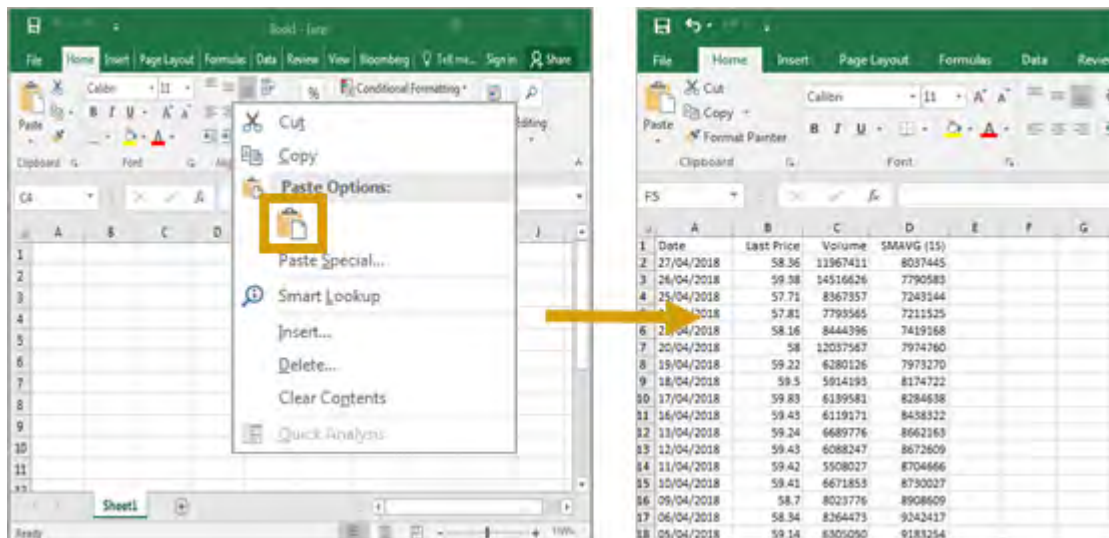
Bloomberg often provides graphs to illustrate the progression of data over time. It is possible to capture the data behind the graphs using **97) Edit**.

- 1 Take a look at the red bar at the top of the Bloomberg screen, if you see **97) Edit**, you will be able to download the data behind the graph to Excel. Click on **97) Edit** and then click on **Copy Data to Clipboard**.



- 2 Launch **Excel** from the workstation desktop icon and open a blank worksheet. Position cursor in a cell, right-click and select the **Paste** icon from the menu that appears (or press **CTRL+V**). The data behind the graph will download into the rows/columns of the worksheet.

- **Tip:** Save your Excel file immediately to prevent accidental loss of data.



USING DRAG & DROP TO COPY DATA TO EXCEL

Some screens allow you to highlight and paste the data your want into an Excel worksheet (i.e. S&P Index). This method captures only the data visible on the screen, so you may need to cut/paste multiple times to save all your data.

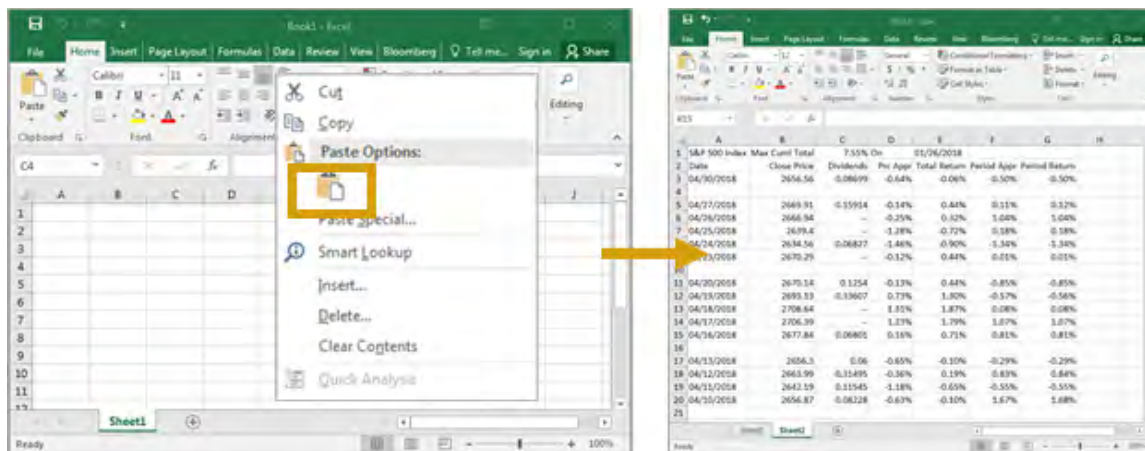
- 1 Using the mouse, **highlight** the data on the screen that you would like to capture. (Bloomberg will copy text/data automatically, without need for CTRL+C.)

The screenshot shows a Bloomberg terminal window for the S&P 500 Index. The data table is as follows:

Date	Close Price	Dividends	Prc Appr	Total Return	Period Appr	Period Return
04/30/2018	2665.58	.08699	-.300%	.279%	-.1622%	-.1589%
04/27/2018	2669.91	.15914	-.138%	.438%	.1114%	.1173%
04/26/2018	2666.94	--	-.249%	.321%	1.0434%	1.0434%
04/25/2018	2639.40	--	-1.280%	-.715%	.1837%	.1837%
04/24/2018	2634.56	.06827	-1.461%	-.897%	-1.3381%	-1.3355%
04/23/2018	2670.29	--	-.124%	.444%	.0056%	.0056%
04/20/2018	2670.14	.1254	-.130%	.439%	-.8537%	-.8490%
04/19/2018	2693.13	.33607	.730%	1.299%	-.5726%	-.5602%
04/18/2018	2708.64	--	1.310%	1.869%	.0831%	.0831%
04/17/2018	2706.39	--	1.226%	1.785%	1.0662%	1.0662%
04/16/2018	2677.84	.06801	.158%	.711%	.8109%	.8135%
04/13/2018	2656.30	.06	-.647%	-.102%	-.2887%	-.2864%
04/12/2018	2663.99	.31495	-.360%	.185%	.8251%	.8370%
04/11/2018	2642.19	.11545	-1.175%	-.646%	-.5525%	-.5482%
04/10/2018	2656.87	.08228	-.626%	-.099%	1.6727%	1.6758%

- 2 Launch **Excel** from the workstation desktop icon and open a blank worksheet. Position cursor in a cell, right-click and select the **Paste** icon from the menu that appears (or press CTRL+V). The data behind the graph will download into the rows/columns of the worksheet.

- **Tip:** Save your Excel file immediately to prevent accidental loss of data.



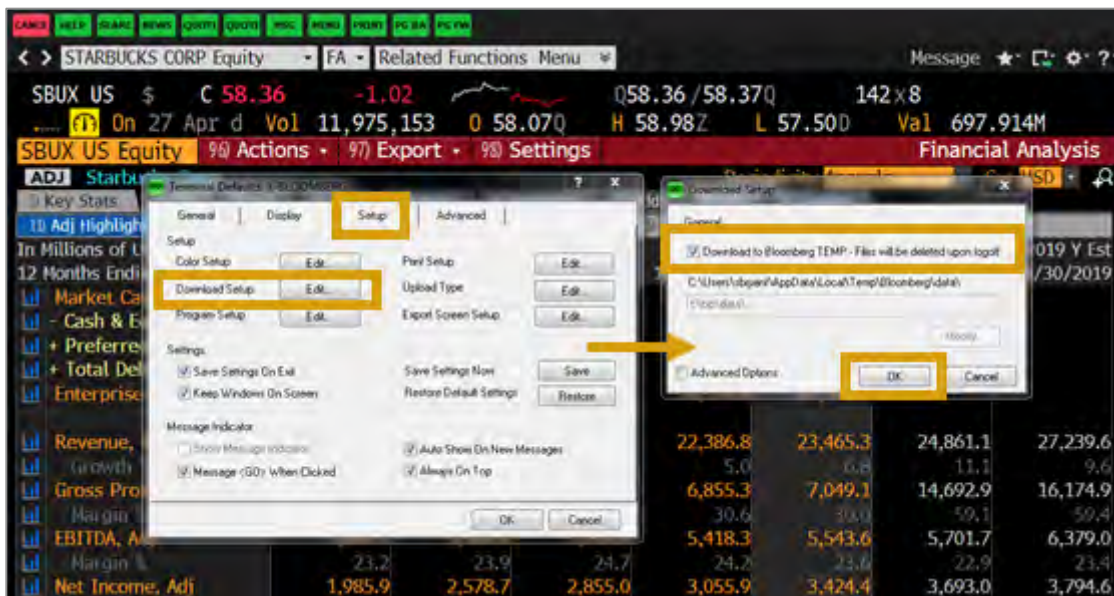
ISSUE: EXCEL NOT LAUNCHING

Occasionally, Excel does not launch as expected when using the export functionality within Bloomberg, i.e. 97) Export. Follow the steps below to resolve the issue.

- 1 Press **Alt + D** or click on the **Gear icon** in the top right corner of the Bloomberg screen and select **Terminal Defaults** from the drop down menu.



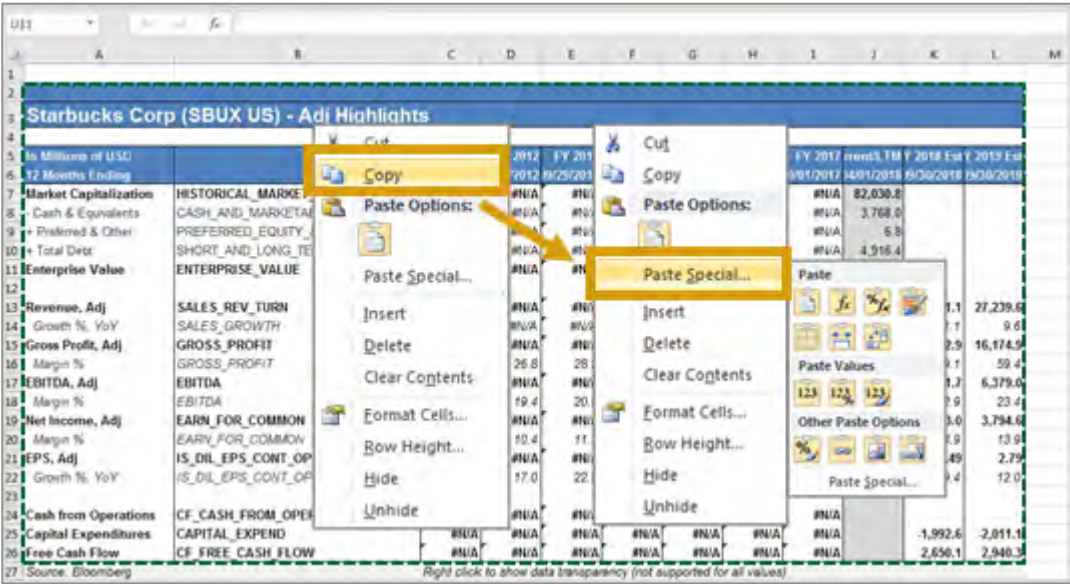
- 2 Choose the **Setup** tab in the Terminal Defaults window. Beside **Download Setup**, click **Edit**. This will open a new pop-up box. Then check box **Download to Bloomberg TEMP**. Click **OK**. Excel should launch properly on your next download.



ISSUE: EXCEL DATA SHOWS AS #N/A INSTEAD OF VALUES

Discouraged to find that your downloaded and saved data seems to be a mix of strange formulas and missing values? There is a quick fix if you are **still logged in** at the Bronfman Library's Bloomberg terminal.

- 1 Highlight all the cells that include your data, right-click and select **Copy**. Keeping the same selection, click within the selection. Next, right-click and select **Paste Special**.



- 2 From the **Paste Special** menu that appears, select **Values**. Click **OK**. Your data should now contain values instead of #N/A. Please save your file to prevent accidental loss of data.

