



STEPHEN D. CUTLER  
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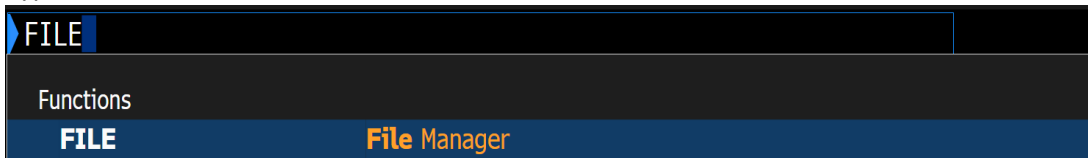
## *Bloomberg*

*Downloading data using the excel plug-in*

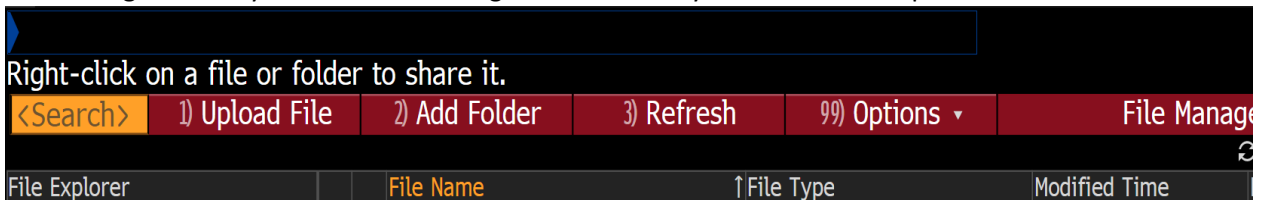
Created by: Angan Sarker '21

## Downloading data from Bloomberg using the excel plug-in

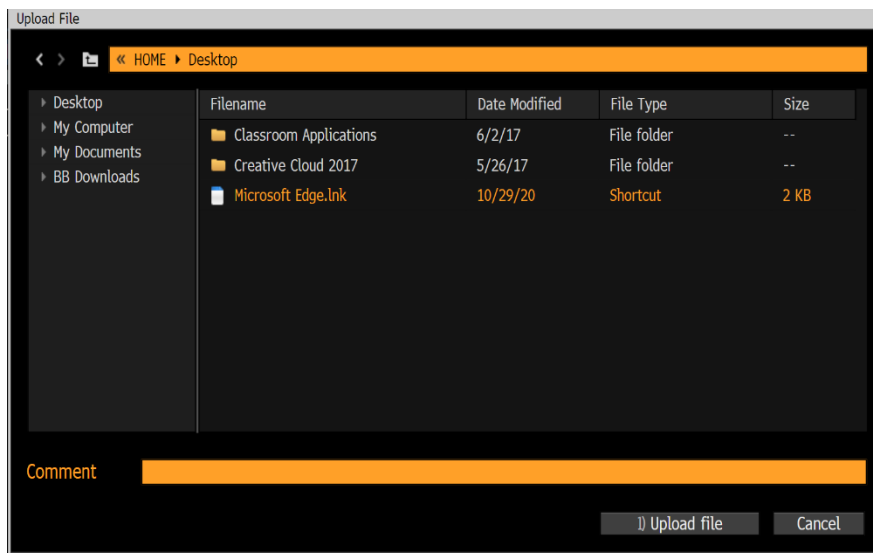
- 1) Create an empty excel file and save the file in a location of your choice.
- 2) Log in to Bloomberg/Bloomberg anywhere.
- 3) Type the function FILE and click <Enter>



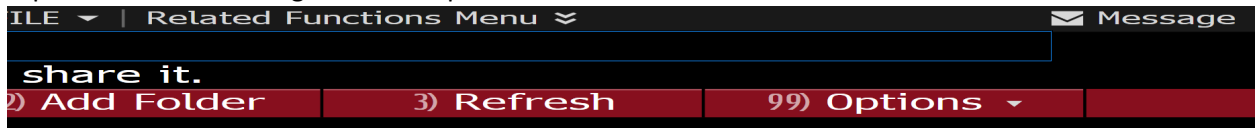
- 4) Bloomberg will take you to the file manager screen. Here you have to click upload file.



- 5) You will see the window below. Click on my computer and navigate to the location of the excel sheet that you created in the beginning

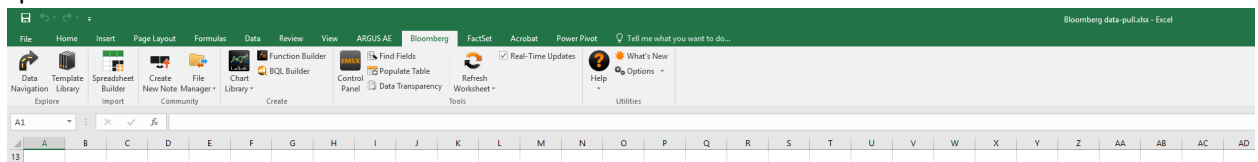


- 6) Now you will receive a mail with your uploaded document. Click on the messages button at the top to access the message with the uploaded file

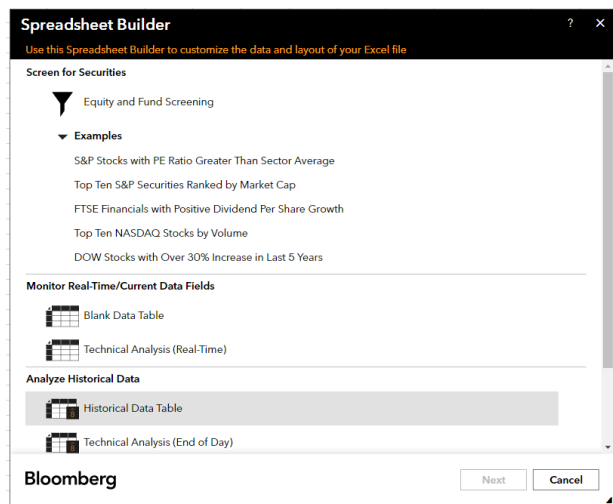


- 7) You will see a file alert in your inbox. Open the alert and click on the attached file, this will take you to the file manager window. Click on the file that got uploaded in the file manager window. A excel sheet will open with the Bloomberg plugin enabled.

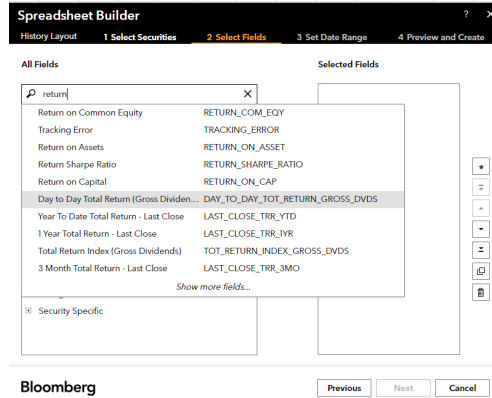
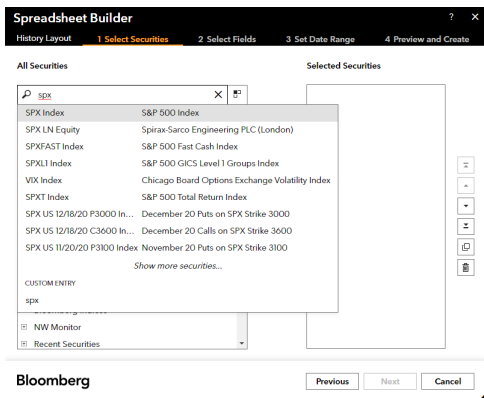
- 8) Now in order to pull data from Bloomberg you have to go to the Bloomberg tab and click on the spreadsheet builder.



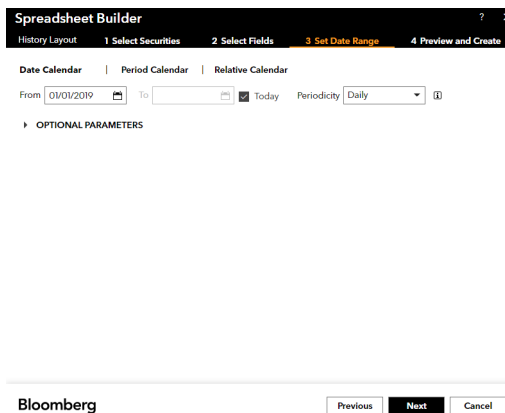
- 9) In the spreadsheet builder you have to choose the historical data table option



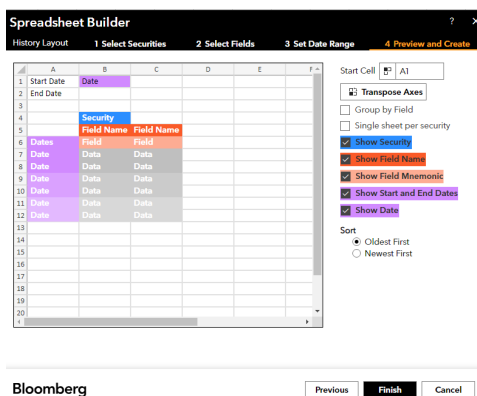
- 10) Now in the search box type in the security or the index of your choice and click next. In the next search box type the field/fields that you need, for example: last price, day to day total return.



11) In the next page you can enter the date range



12) In this page you can preview the result's format, click finish to pull the data into the excel sheet.



Start Date	1/1/2019					
End Date						
	SPX Index					
	Last Price	Day to Day Total Return (Gross Dividends)				
Dates	PX_LAST	DAY_TO_DAY_TOT_RETURN_GROSS_DVDS				
1/2/2019	2510.03	0.1271				
1/3/2019	2447.89	-2.45				
1/4/2019	2531.94	3.4336				
1/7/2019	2549.69	0.7014				
1/8/2019	2574.41	0.9717				
1/9/2019	2584.96	0.4416				
1/10/2019	2596.64	0.452				
1/11/2019	2596.26	-0.0144				
1/14/2019	2582.61	-0.5146				
1/15/2019	2610.3	1.0744				
1/16/2019	2616.1	0.2248				
1/17/2019	2635.96	0.769				
1/18/2019	2670.71	1.321				

13) Save the file. If you want to use the Bloomberg plugin again you have to upload the file again using the file manager and open it through Bloomberg otherwise you will fail to access the Bloomberg plugin functionality.