# THE GLOBAL PRODUCT CERTIFICATION PROGRAM



# **Global Product Certification – I100 Getting Started**

#### **MSGM**

Use MSGM to access the main message menu

### PDF

Use PDF to modify the default analytical parameters of your BLOOMBERG PROFESSIONAL<sup>®</sup> service.

### BU

Use BU to display a menu of Bloomberg's training resources worldwide.

#### **HELP**

Use Help to search Bloomberg's database for information using a word or phrase.

# Ν

Use N to access the main BLOOMBERG NEWS® menu

### IB

Use IB to communicate with counterparties and colleagues via a multiwindow `chat' communication tool. You can have multiple text conversations with individuals and groups at the same time. IB features the same message storage capability as the message system, so IB conversation records are retained.

# ТОР

Use TOP to display top BLOOMBERG NEWS headlines for stories from various market sectors and around the world.

# EASY

Use EASY to display a list of tips and shortcuts you can use with the BLOOMBERG PROFESSIONAL service.

# (HELP) (HELP)

Press <HELP> <HELP> twice to access a live Bloomberg Representative over INSTANT BLOOMBERG<sup>SM</sup> for 24/7 global support



