Instructions on using Bloomberg to locate data for CAPM Project
(Data Analysis and Statistical Methods for Business course)

Locate monthly stock price back to August 2009 and download to Excel:
1. Log into Bloomberg.
2. Then type the name of the stock you want prices for (i.e. Delta) in the upper left of the screen.
3. From the menu that appears, click your mouse on the company equity name to select it.
4. Then the menu for that company’s equity information will appear. Click on “GP” from the menu.
5. The stock price chart appears. Then change the dates in the amber bars at the top of the screen back to August 2009 and change periodicity from “Daily” to “Monthly”.
6. The chart of the monthly prices appears. Right click with the mouse on the graph and from the pull-down menu choose “copy/export options” then “copy to clipboard.”
7. Then minimize the Bloomberg screen by double clicking in the top right of the screen.
8. From the Microsoft Windows software menu in the left corner, open-up Excel and right-click on the mouse to paste the monthly stock prices into Excel.

Locate S&P 500 Index monthly price:
1. Open-up Bloomberg.
2. Then type in the upper left of the screen: S&P 500.
3. From the menu that appears, click on the selection that says “S&P 500 Index”.
4. Then the menu for the S&P 500 Index appears. Click on “GP” from the menu. Then repeat steps 5 through 8 from above.

Locate 3-month US T-bill:
1. Open-up Bloomberg.
2. Then type in the upper left of the screen: generic united states 3 month government bill
3. From the menu that appears, click on the selection that says: generic united states 3-month government bill.
4. Then the menu for that bill appears. Click on “GP” from the menu. Then repeat steps 5 through 8 from above.