THOMSON REUTERS

EIKON™

Quick Start Guide

Thomson Reuters Eikon – Microsoft Office

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THOMSON REUTERS™

Install and Sign In

I.   **INSTALLATION**

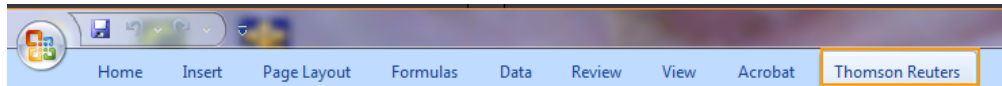II.   **SIGN IN**

III. **GETTING HELP AND SUPPORT**

IV.   **CONNECTION STATUS**

I.   INSTALLATION

How do I install Thomson Reuters Eikon – Microsoft Office?

The add-in loads automatically when you install Thomson Reuters Eikon. You don't need to install anything else.

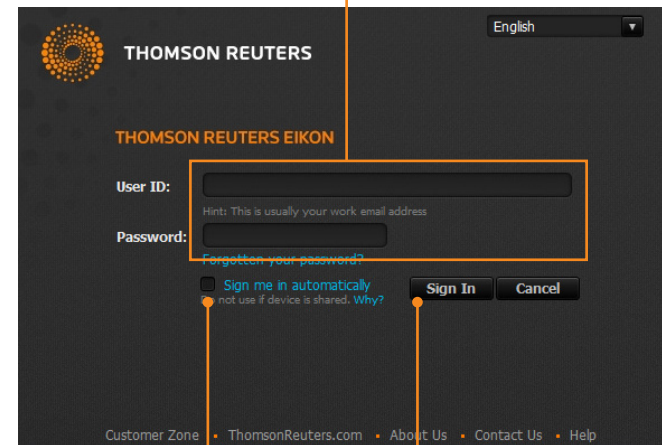Open a Microsoft Excel sheet and you see *Thomson Reuters* in the ribbon.

If the *Thomson Reuters* tab is missing from the ribbon, follow these instructions.

Or watch this video in a browser.

II.   SIGN IN

In Microsoft Excel

1. In the *Thomson Reuters* tab, click [Login].

2. Type your user ID and password.

3. Select *Sign me in automatically* to avoid signing in the next time you start the application.

4. Click *Sign In*.

III.   GETTING HELP, SUPPORT █████████████

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Getting help after signing in

For help with the features and functionalities, consult the online help and FAQs, ██████████
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- Click **? Help ▾** > *Thomson Reuters Eikon – Microsoft Office Help*, or click <u>here</u>.
  The online help covers all the features and provides step-by-step procedures.

    – Press **F1** in the application for context-sensitive help.

    – Bookmark the <u>Help</u> for easy reference without sign-in.

- Read <u>FAQs</u> in a browser, or in the Eikon Desktop search, type **FAQ** and view the section on *Eikon Office*.

- ████████████████████████████s.

Quick training videos

- Visit the Training Portal to view <u>Getting Started and other modules in your Internet browser</u>.

- In the Eikon Desktop search, type **Training** and select the Training App from the autosuggestions. Browse the courses in the Eikon – Microsoft Office category.

- These videos called "OnDemand" modules are also available directly from the Eikon Desktop search. Enter keywords such as '**intraday historical**' to find relevant videos. Include '**training**' to return only OnDemand results.

IV.   CONNECTION STATUS

Online/Offline in the ribbon indicates your connection to the Thomson Reuters platform.

ONLINE	OFFLINE
Full functionality with data refresh	Limited functionality only: • *Options:* About the product and sign-in preferences • *Linking* • *Trace Formulas*

Features at a Glance

THE THOMSON REUTERS RIBBON IN EXCEL AFTER SIGN-IN

Note: This ribbon displays all the apps, including the additional entitlement-based apps.
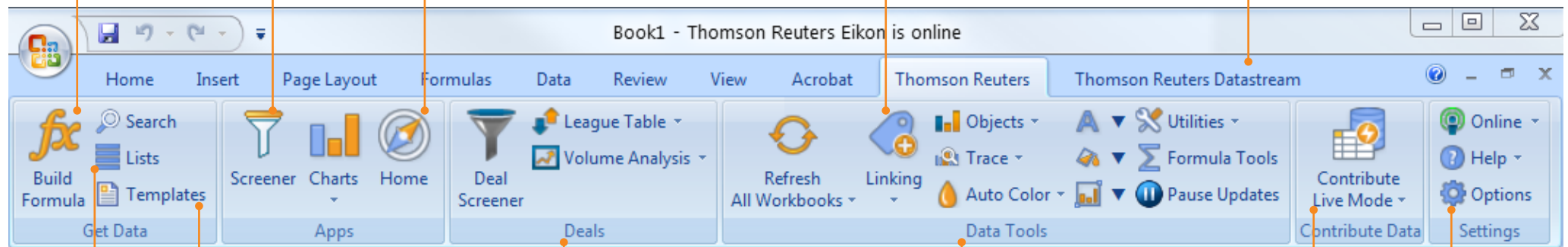
Use the **Formula Builder** to create complex data requests with speed and ease.

Screen companies.

Dig deeper into rich asset-specific content, news, research, estimates, prices, and more.

Enable the **Linking** *app* to link Excel data and charts to PowerPoint or Word documents.

This is an entitlement-based additional app.

Work with **Datastream** data and charts.

These are entitlement-based additional apps.

Work with **lists** and **portfolios**, even those created in the Desktop.

Use handy asset-specific **templates**.

Monitor **deal** flow, identify trends and gain insight into your competitive positioning with **Deal Analytics**. This is an entitlement-based additional app.

Increase productivity with handy tools like **Auto Color, Presentation Tools, Formula Tools, Shortcuts**, and more…

Contribute data locally or to a network.

View product information, set sign-in preferences, define settings, and enable additional apps.

Check the FAQs in a browser, or in Eikon Desktop search, type `FAQ` and view the section on *Thomson Reuters Eikon – Microsoft Office.*

Note: To work with *Deal Analytics*, *Datastream*, *Linking*, and *Presentation Tools*, you must:
1. be entitled to use the apps.
2. enable the apps via *Options* > *Apps*. See Enable Additional Apps in Excel.

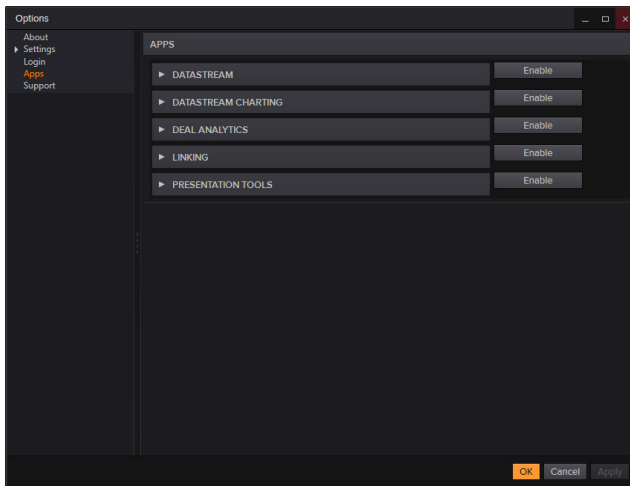# Additional Apps and Settings

I.   ENABLE ADDITIONAL APPS IN EXCEL

II.   DEFINE SETTINGS

III. SET LOGIN PREFERENCES

I. ENABLE ADDITIONAL APPS IN EXCEL

Datastream, Datastream Charting, Deal Analytics, Linking, and Presentation Tools

1. In the *Thomson Reuters* tab, click *Options > Apps*.
    You only see the apps you are entitled to use. Contact your Thomson Reuters representative for requests.

2. Click the *Enable* button next to each app you want to install.

3. When the button displays *Restart Required*, click *OK*.
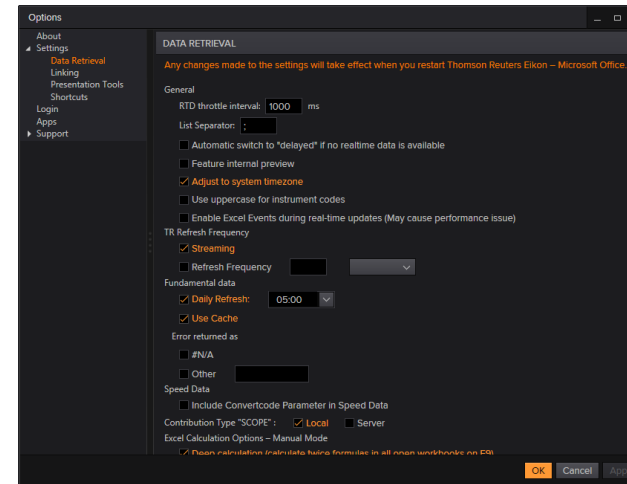
4. Close all Microsoft Excel, Word, and PowerPoint files.

The new features appear in the Thomson Reuters ribbon when you restart Excel.

For more information, view the Help, or access FAQs through the Eikon Desktop search.

I.   DEFINE SETTINGS

In Options

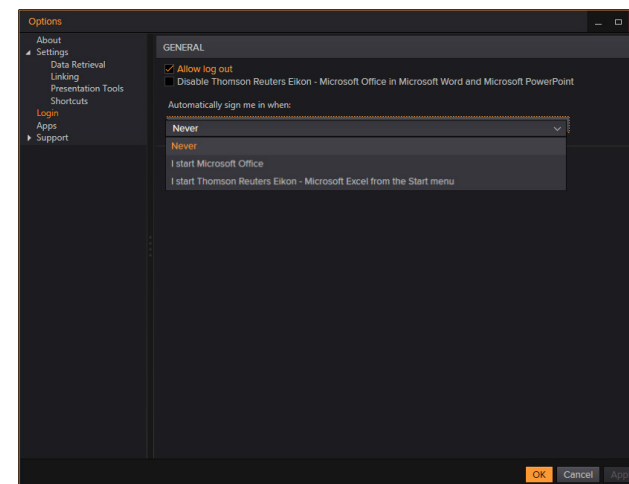1. Click *Settings > Data Retrieval*.

2. Define your settings, and click *OK*. Restart Excel for the changes to take effect.

III. SET SIGN IN PREFERENCES

In Options

Click *Login*, and choose, for example, an automatic sign in when you start MS Office.

Formula Builder

MAKE COMPLEX DATA REQUESTS WITH SPEED AND EASE

1. Click *Build Formula*.

2. Enter instruments with the help of Autosuggest.

3. Choose between: *Real-Time and Fundamental*, or *Time Series* data.

4. Add data items rapidly with the help of Autosuggest.
   Or, select the category first, and then select the data items.

5. Specify parameters.
   Use *Quick Functions* for advanced analytics on real-time data items.

6. Set the layout, header, footers, date-display, etc.

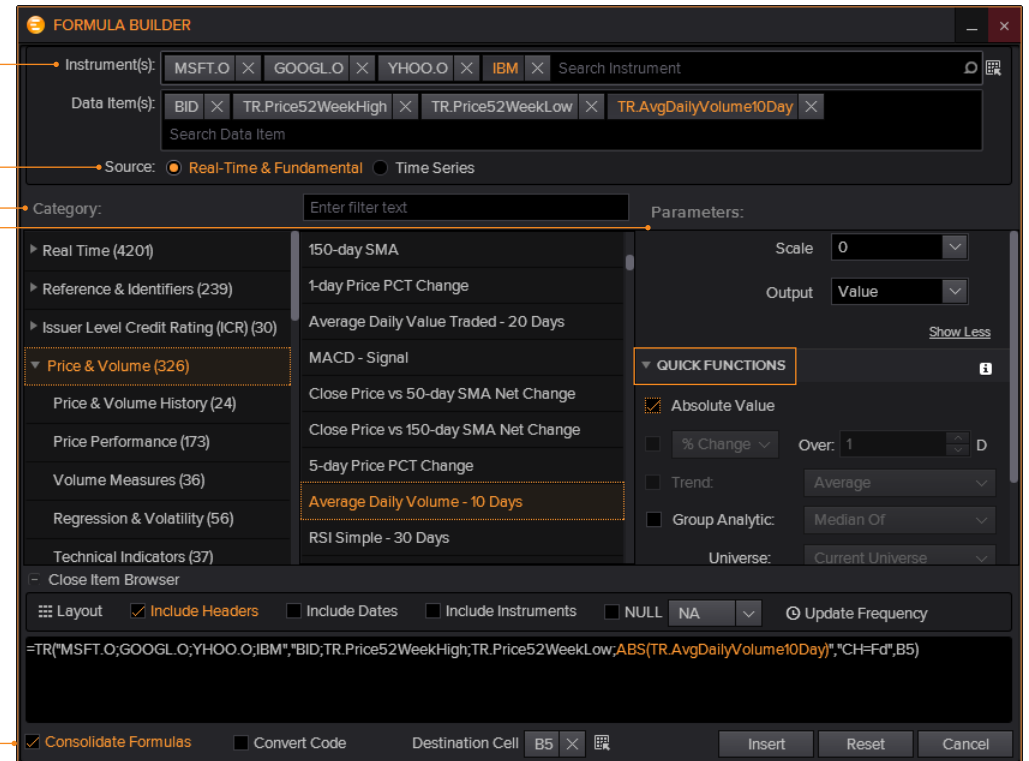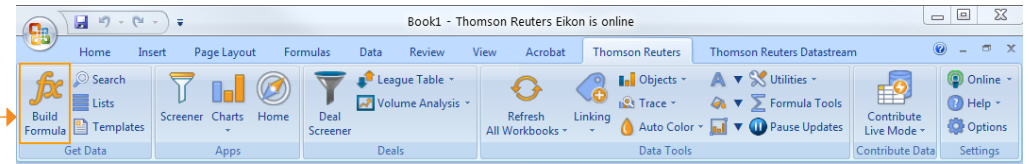7. Review the formula, if required select *Consolidate Formulas*, then click *Insert*.

> For more information, read the Help.
>
> Or watch a brief introductory video: browser.

Need to modify the formula?

1. Click the formula cell; it displays `Updated` and a timestamp.

2. Click *Build Formula* to re-enter the formula and modify the data request.

Using Cell References

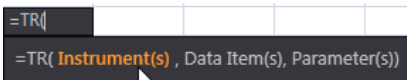You can also build requests by cell-referencing *instruments* in your worksheet.

1. In *Formula Builder*, click next to the Instruments field.

2. Then select the cells with the instruments in the worksheet.

3. Add data-items and set parameters to define your request

4. Set the layout and data display, review the formula and then click *Insert*.

In-Cell Formula Builder
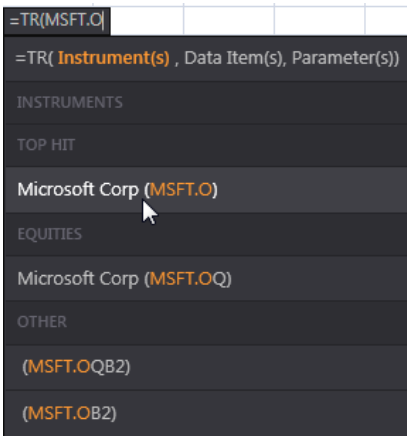
GET DATA BY CREATING FORMULAS MANUALLY

It's easy! You do not need to memorize the TR formula syntax. The in-cell formula builder assists you every step of the way.

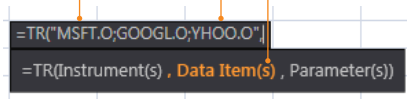1. Type the beginning of the TR function: =TR(

Follow the on-screen indications. The argument you need to enter appears in orange.
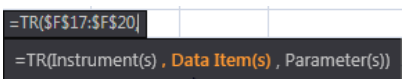
2. Start typing, and select your choice from the Autosuggestions.

3. Press **CTRL** to add multiple items, and then press tab to move to the next argument. For example, after **MSFT.O** press **CTRL** to add another instrument. Then, press tab to move to the next argument indicated in orange.
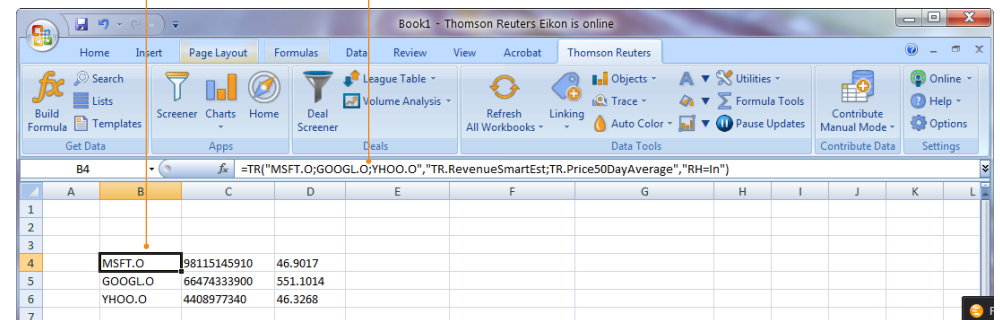

Or, use cell references to construct your function. Press **TAB** to go to the next argument, or **ESC** to go back to the in-cell formula builder.

For more information, read the Help.

4. Press enter to submit the query.
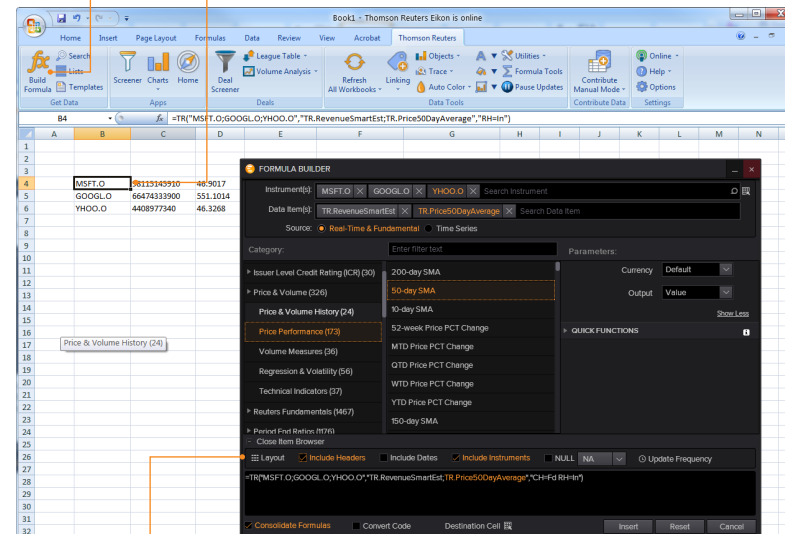   Click the top-left cell to view the formula in the Excel formula bar.

More details on this topic.

Need to modify the data request?

Easy: use the *Formula Builder*!

1. Click the formula cell; it is the top-left cell of the data table.
2. Click *Build Formula* to re-enter the formula and enhance your data request.

3. Define the layout, add headers, etc., and then click *Insert*.
   You get data as per the modified request.
   You can also modify the formula directly in the formula bar.

TR Function: Real-Time, Fundamental and Referential Data

I. **TR FUNCTION FOR REAL-TIME, REFERENCE, AND FUNDAMENTAL DATA**

II. **CREATING FUNCTIONS MANUALLY**

III. **UNIVERSE: INSTRUMENTS, LISTS, PORTFOLIOS, AND ORDER BOOK**

IV. **USING CELL REFERENCES**

I. TR FUNCTION FOR REAL-TIME, REFERENCE, AND FUNDAMENTAL DATA

Simple descriptive language

Example: Get IBM's average closing price for the last ten days.
=TR("IBM","AVG(TR.PriceClose(Sdate=0d, edate=-9d))")

TR FUNCTION SUPPORTS	EXAMPLE
Single and multiple instruments	=TR("IBM.N",... =TR("IBM.N;MSFT.O;YHOO",...
Descriptive data fields	"TR.Revenue", "TR.NetSales", "TR.RevenueSmartEst"
Descriptive parameters	"Period=FY0 sdate=FY0 edate=FY-1 frq=FY"
Analytical functions	=TR("IBM","AVG(TR.Close(Sdate=0d,edate=-9d))"...
Mix of real-time and referential data	=TR("IBM","TR.Revenue,BID",...

II. CREATING FUNCTIONS MANUALLY

It's easy with the In-Cell-Formula Builder; Autosuggest assists you every step of the way!

III. UNIVERSE: INSTRUMENTS, LISTS, PORTFOLIOS, AND ORDER BOOK

UNIVERSE	EXAMPLE
Single and multiple instruments	=TR("IBM.N",... =TR("IBM.N;MSFT.O;YHOO",...
Lists	=TR("List(mylist),"ASK,tr.priceclose","updfrq=10s")
Portfolios	=TR("Portfolio(myportfolio),"ASK,tr.priceclose","updfrq=10s"
Order Book*	=TR("IBM.N","Orderbook","OrderbookType:MBP") Note: Order Book data is entitlement-based, and is only available via Electron feeds. Currently, Electron feeds are only available via the Hosted (i.e. Internet) delivery mode.

See details in the Help for Lists and Portfolios, and Order Book.

IV. USING CELL REFERENCES

Rapidly replicate the formula for different data sets

Reference cells for any or all of the arguments, be it the universe, data items, and/or parameters.

You can do this in two ways:

- Use =TR("IBM.N","TR.Revenue","Sdate=#1 Edate=#2",,A1,A2)
  where "#1" for Sdate corresponds to A1, and "#2" for Edate corresponds to A2. Great for up to 20 arguments!
- Go with the regular Microsoft Excel method: =TR(A1,"TR.REVENUE"...)

Key benefit: You do not need to edit the formula when you modify the data in the referenced cells. It automatically updates and retrieves the new data.

> For more information, read the Help on the TR Function.

RHistory Function: Time Series Data

I.   **RHISTORY FUNCTION FOR TIME SERIES DATA**

II. **THE IN-CELL FORMULA BUILDER MAKES IT EASY TO BUILD YOUR REQUEST!**

III. **UNIVERSE AND PARAMETERS**

IV. **NESTED FUNCTIONS**
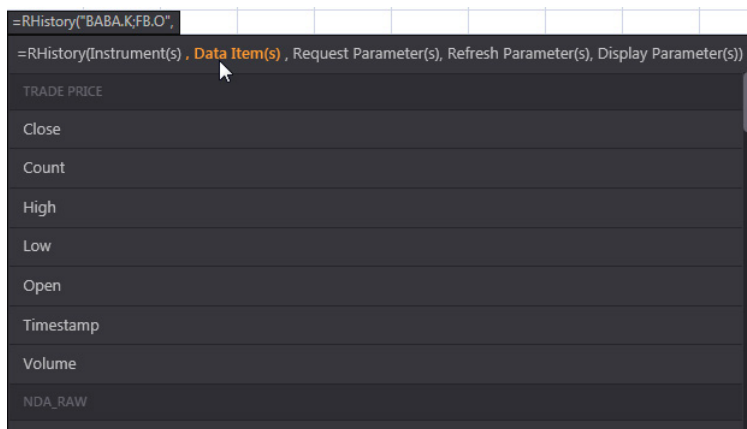
I. RHISTORY FUNCTION FOR TIME SERIES DATA

Get time series data for regular or custom intervals

Example: Alibaba and Facebook closing prices for each day.
=RHistory("BABA.K";"FB.O","ASK.TIMESTAMP;ASK.CLOSE","START:12-Nov-2014INTERVAL:1W",B2)

II. THE IN-CELL FORMULA BUILDER MAKES IT EASY TO BUILD YOUR REQUEST!

Just type =RHistory(and let Autosuggest assist you.

For more information, read the Help on the RHistory Function.

Also, here are two popular training videos:

1. request Intraday Historical Data in Excel: browser.

2. request Multi-Asset Class Historical Data in Excel: browser.

III. UNIVERSE AND PARAMETERS

RHISTORY SUPPORTS	EXAMPLE
Single and multiple instruments	=RHistory("BABA.K", … =RHistory("BABA.K";"FB.O",…
Only one category of data at a time	"BID.OPEN", "BID.HIGH" – SUPPORTED "BID.OPEN", "ASK.HIGH" – NOT SUPPORTED
Request parameters	Define your data retrieval request. The INTERVAL request parameter is mandatory. Example: "INTERVAL:1D" for 1 day INTERVAL{ TICK, TAS, TAQ, TASTAQ, 1M, 5M, 15M, 60M, 1D, 1W, 1MO, 1Y}
Refresh parameters	Like FRQ to set the time and frequency for updates. Examples: AUTO, STREAM, STOP, SNAP, iS, iM, iH, iD with i as an integer
Display parameters	Like CH for column headers or Day to deal with weekends and holidays, or NULL to define empty cells. Examples: • CH:In instruments are column headers. • NBROWS:20 set the number of rows • NULL:NA returns #N/A • DAY:A retrieves all days but displays N/A for holidays. Note: DAY must be used with NULL.

IV. NESTED FUNCTIONS

Nest within Microsoft Excel functions such as Sum, Average, and Max.

Example: The average of ten closing bid prices for the IBM.N instrument.
=AVERAGE(RHistory("IBM.N","BID.CLOSE","NBROWS:10 INTERVAL:1D","CH:In;Fd",))
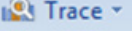
RSearch nested in an RHistory function

Example: Closing bid values for equities issued in the U.S. listed on the NYSE.
=RHistory(RSearch("EQUITY","RCSIssuerCountry:'G:6J' ExchangeCode:'NYS'",
"NBROWS:5"),"BID.CLOSE","INTERVAL:1D",,"CH:In;Fd",C3).

Additional Key Features

AN OVERVIEW

AUTOSUGGEST powers the entire application. Add input, make selections, and build data requests with ease and speed.

Search	Rapidly find instruments using the general search, or the advanced asset-specific searches. Help Topic. Training video: browser.	**Contribute Live Mode**	Contribute data locally within Excel, or to server. Help Topic. Training video: browser.
Lists	Work with lists, indices, and portfolios created in Eikon Desktop and Excel. Help Topic.	**League Table / Volume Analysis / Deal Screener**	**Deal Analytics** – an entitlement-based app Monitor deal flow; identify trends, gain insight and spot opportunities. Audit fundamental and estimates data. Help Topic. Training video: browser.
Templates	Reuse asset-specific templates; access, create and share data sheets in a few mouse-clicks. Help Topic.	**Linking**	**Linking** – an entitlement-based app Link Excel data and charts to PowerPoint and Word documents. Help Topic.
Screener	Screen companies by universe, filter by qualitative and quantitative data items, and monitor companies in Excel. Help Topic. Training video: browser.	**Thomson Reuters / Thomson Reuters Datastream**	**Datastream & Datastream Charting** – entitlement-based apps Comprehensive source for cross-asset analysis for IM professionals. Help Topic.
Charts	Chart data in Excel. Help Topic.	**Presentation Tools**	**Presentation Tools** – an entitlement-based app Tools to facilitate brand compliant presentations. Help Topic.
Home	Explore the data further. View rich asset-specific content, news, research, estimates, prices, and more. Help Topic.	**Options**	View product information, install apps, define data retrieval settings and set sign-in preferences. Help Topic.
Refresh All Workbooks	Choose which data to refresh data: all workbooks, workbook, worksheet, selection, or calculator links.	**Trace**	Trace formula precedents and dependents in a grid or tree view. Help Topic.
Auto Color	Instantly identify different types of content. Spot delayed real-time data, linked text, formulas with references, etc. Help Topic.	**Utilities**	Access tools like *Shortcuts*, Adfin settings and conversion tools for legacy content. Help Topic.
Formula Tools	Modify data display and the update frequency with the handy contextual *Formula Tools*. Help Topic.		

You are all set! Handy links: Online Help, and Getting Started video. **Tip:** Access *OnDemand* videos and *FAQs* via the Eikon Desktop search.

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